

# **South Dakota State University Housing & Residential Life Residential Handbook**

(Revised 09.2021)

**Abbott Hall  
Ben Reifel Hall  
Binnewies Hall  
Brown Hall  
Caldwell Hall  
Hansen Hall  
Honors Hall  
Hyde Hall  
Mathews Hall  
Meadows Apartments  
University Apartments  
Pierson Hall  
Schultz Hall  
Spencer Hall  
Thorne Hall  
Waneta Hall  
Young Hall**

# Welcome

Living on campus at South Dakota State University offers you the opportunity to learn more about friendship, hone important life skills, compare and contrast personal perspectives with other students, and work with other students to build a positive community. Living on campus is about learning and applying what you learn. The individual decisions you make will mostly determine whether your residential experience is successful, memorable, and enjoyable. For the most part, policies and procedures found within this handbook are simply adding a structure for how 4,000 students can share space effectively. Those who are mindful of how their decisions have impact on their neighbors generally have great and memorable experiences.

Also included is information that you might need as routine situations come up. For example, requesting a work order when something is broken in your room, getting help when you are under the weather, and finding student jobs that are available are just a few of the informational items you will find in this document.

Regardless of whether you are brand new to SDSU or have lived on campus for several years, Housing and Residential Life is here for you. We hope your time as a resident is enjoyable and some of the best years of your life. We are very serious about our role in your success and providing a great student experience. If we can do anything to help, please do not hesitate to let us know.

Welcome and Go Jacks!

Rebecca Peterson

Director, Housing & Residential Life

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# HOUSING & RESIDENTIAL LIFE STAFF

The Housing and Residential Life (HRL) staff at SDSU assists you in a variety of ways, including helping with your transition to campus, directing you to campus resources, and providing programs that are meaningful, interactive, and fun! We encourage you to get to know the members of the Housing and Residential Life Staff and become involved in the many opportunities offered by living on campus.

## Area Coordinators (AC)

Area Coordinators are full-time, professional members in Housing and Residential Life staff. They are responsible for supervising the professional residence hall director staff. The two areas are “Blue” (Abbott, Brown, Honors, Mathews, Pierson, Schultz, Spencer, and Thorne Halls) and “Yellow” (Ben Reifel, Binnewies, Caldwell, Hansen, Hyde, Meadows, and Young Halls).

## Central Office Staff

The Housing and Residential Life Office is located in Suite 167 Caldwell Hall and houses offices for departmental leadership and other support staff; staff include the Director, Associate Director of Housing & Residential Life, Associate Director for Living-Learning & Outreach, Area Coordinators, Assistant Director of Occupancy Management, Analytics and Assessment, and Finance Coordinator. The central staff provides management and administrative support necessary to assist residents, parents, guests, and department/campus staff. The central office phone number is (605) 688-5148 and the business hours are Monday through Friday 8 a.m. to 5 p.m.

## Facility and Operations Staff

The Department of Housing and Residential Life employs its own facilities staff. The Facility staff in each hall maintains a neat and clean atmosphere and makes necessary repairs. The area maintenance staff receives work orders daily and either completes the work or forwards the work order to the appropriate Facilities and Services department.

## Residence Hall Directors (RHD)

Residence Hall Directors are full-time professional, live-in staff members. RHDs have previous residence hall/student life experience and work to help students benefit from their college experience. The RHDs are primarily responsible for supervising the student staff (SCAs and CAs), communicating with the Central Office and Facilities Staff, advising hall government, and the overall management of their respective residence halls.

## Student Staff

**Senior Community Assistants** are experienced CAs with extra responsibilities assisting the RHDs with programming, hall government, and staff supervision.

**Community Assistants** are full-time students who live with residents to promote student success and help in their overall development. As members of the residence hall community, CAs assist residents in developing and maintaining an active, cooperative atmosphere conducive to sleep and study in the house and throughout the hall. CAs are trained to help students be academically and personally successful. They also help connect students to important campus resources. Most importantly, CAs are willing and

available to help and assist students whenever the need arises.

**Office Assistant (OA)**

OAs staff the front desk and are responsible for checking out equipment, answering questions, assisting with work orders, sorting/distributing campus and U.S. mail, and greeting residents and guests.

# COMMUNITY & HALL LIVING

Residence halls at SDSU provide environments that complement the teaching and learning mission of the University. Living in a community setting promotes the development of young adults and offers growth opportunities not offered in a single-family unit or apartment.

To accomplish an atmosphere of cooperation, respect, and open communication, residents are encouraged to:

- Show respect and appreciation for others;
- Be an active member of their community;
- Know, understand, and observe SDSU and HRL policies;
- Maintain and respect the physical environments of the campus.

## Residence Hall Life

The University may be a big place, but each floor is small and bonds form quickly in close communities, emphasizing friendship and community with floor neighbors. Floor communities grow by sharing common spaces, attending floor meetings, engaging with hall government, and participating in other programs such as intramural athletics. There will be opportunities to express and share individual ideas, opinions, concerns, and differences.

Roommates and floor mates are not always alike, do not always share the same outlooks on life, and have differing interests. Given the chance, however, roommates and floor mates can become life-long friends. One of the most rewarding experiences of college life is getting to know many different kinds of people. Learning to accept the differences of those on your floor is a vital part of your overall education.

First, remember that every person is a unique individual with likes and dislikes that should be respected, the same as your own. Second, talk about your concerns. Conversations may be awkward, but conversation now can save a lot of time and avoid hurt feelings later. Third, approach disagreements with the goal to resolve differences. Finally, discuss impasses with your CA. Sometimes a neutral third party can help arrive at a reasonable solution.

## Roommate(s) “Bill of Rights”

This agreement is a reminder to you of your responsibility to your roommate(s) and others living in your floor, hall, and campus as a whole. Your happiness while living in a residence hall community will depend, largely, on consideration that you demonstrate to each other. The following list is a reminder of what your rights and responsibilities are as a roommate. These basic rights are:

1. The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbances from your roommate, guests of roommate, and others.
3. The right to expect that roommate(s) and their guests will respect personal belongings.
4. The right to a clean-living environment.
5. The right to free access to one’s room and facilities without pressure from roommate(s) and floor mates.
6. The right to personal privacy.

7. The right to host guests with the expectation that guests will respect the rights of other hall residents.
8. The right to voice concerns and to have residence hall staff assist in mediation.
9. The right to be free from physical harm, threats of physical harm, stalking, hazing and harassment.
10. The right to expect reasonable cooperation in the use of shared items.

Sharing a room can be a new experience full of opportunities and challenges. Getting to know your roommate and understanding their preferences early is crucial. SDSU Housing & Residential Life is committed to assisting in this process to help roommates develop strong relationships to lead to a positive experience living on campus. Recognizing that conflict or misunderstandings are typically inevitable can help; going into the relationship willing to communicate with honesty and respect is important. As a result, all residents are required to complete a Roommate Agreement during the first few weeks of classes. Community Assistants in the residence halls will assist with facilitating this process through programs, guided discussions, and more. The agreement itself is made available via online link sent by the Residence Hall Director. Through this process, roommates are encouraged to communicate openly regarding factors that impact sharing space (e.g., safety concerns, sharing of personal belongings, cleanliness, guests, sleep habits, etc.). Completing this process will allow roommates to start with a strong foundation and have a plan for what to do when conflict arises.

# GETTING INVOLVED

## Hall Government

In addition to the Residence Hall Association (RHA), students are also a member of their respective residence hall government organization. Each community elects representatives and officers to serve the hall government. Hall governments plan activities and its members focus on recommending facility improvements and representing residents at the hall level. Hall governments are also available to bring students' concerns to the professional residential staff in the building. Serving on hall government will give students an opportunity to build individual skills in program development, peer-to-peer advocacy, holistic management and leadership. While students can become involved in hall government at any time, the individual hall governments are created early in the school year. To become involved in hall government, contact the Residence Hall Director (RHD) in the building.

## Residence Hall Association (RHA)

Every student who lives on campus is a member of RHA. As such, students are encouraged to become actively involved in RHA by attending meetings, expressing your opinions, and taking the opportunity to participate in this national student leadership movement on the local, regional, and/or national level. RHA sponsors annual events, helps develop residential initiatives, and advises departmental leadership on what is on the minds of residential students.

RHA is the voice for all residents. As a member of the National Association of College and University Residence Halls (NACURH), your RHA joins schools from across the country in developing leadership skills, advocating for residents' issues and needs, and serving residents through sponsorship and presentation of educational and social programs on their respective campuses. Each year SDSU's RHA sends residents to various leadership conferences and workshops to develop and hone their leadership skills.

RHA works directly with the building Hall Governments. The Leadership Conference hosted by RHA will help hall government leaders learn more about their positions while at the same time showing them what they can do in their buildings to get students more involved. One of RHA's primary goals is to build strong and lasting relationships with the hall governments. RHA wants to co-sponsor programs that will benefit our students with organizations across campus.

RHA's office is located in the Spencer Hall main corridor. Residents are welcome to attend the weekly general assembly meetings, run for the RHA Representative position on your hall government, and get involved.

## Residence Hall Programming Council (RHPC)

The Residence Hall Programming Committee (RHPC) develops and facilitates educational and social programs to support the mission of the Department of Housing and Residential Life. Whereas Community Assistants plan programs for their floors or buildings, RHPC executes large-scale events to benefit the residential students at large. Events have included comedians, stress breaks, educational bulleting boards, karaoke contests, winter carnivals and other fun contests. For the past seven years, RHPC has facilitated Hobo Night Live, an alternative-alcohol event which includes a hypnotist, comedian, virtual-reality game room, followed by a dance on the evening of Hobo Day. If interested in becoming a part of RHPC or have a program idea, please contact the Housing & Residential Life Office.

## Living-Learning Communities (LLC)

LLCs are communities where students with similar academic or personal interests can reside together.

The LLCs include: Agriculture & Biological Sciences, Allied for Acceptance, Engineering, Explore State, Health Professionals, Healthy Lifestyles, Honors College, Oyate Yuwitaya Tipi (“The Tribes/Peoples Live Together”), Natural Resource Management, Returning Rabbits, 2nd Year Leadership Community, and Veterans/Military-Affiliated. Along with LLCs SDSU offers themed houses, such as a Quiet Lifestyle and Transfer Student housing.

**Agriculture & Biological Sciences:** The focus of the Agriculture & Biological Sciences LLC is to connect students' academic and residential experiences, through a focus on agriculture and biological sciences.

**Allied for Acceptance:** A community for students who place a high value on inclusiveness for people of all identities, including gender identity and sexual orientation. Students in this LLC live in Caldwell Hall.

**Engineering:** The Engineering Living-Learning Community (ELLC) is a place for students majoring in Agriculture & Biosystems, Mechanical, Civil, or Electrical Engineering, Computer Science, Electronics Technology, Construction Management, Operations Management, or Math to thrive at SDSU.

**Explore State:** Housed in Binnewies Hall, a partnership with University College and the Wintrode Student Success Center. It is designed for first-year students still deciding on an academic path.

**Healthy Lifestyles:** This is a fun living community for students that are interested in health, wellness, fitness, and sport opportunities on campus, as well as exploring ways to adopt lifelong healthy behaviors.

**Health Professionals:** The HPLLC is open to any full-time, first or second-year student who is pursuing a health-related major (Pre-Nursing, Pre-Pharmacy, pre-health professional [PA, PT/OT, Medicine, Dental, Optometry, Chiropractic, Veterinary Medicine, etc.], Exercise Science, Health Education, Athletic Training, Medical Lab Science, Nutrition, or Dietetics).

**Honors College:** The Honors College LLC is open to any full-time student who intends to pursue graduation with Honors College distinction.

**Military Affiliated Community:** The Military Affiliated Living Learning Community is a partnership among the SDSU Veterans Affairs Office, as well as Army and Air Force ROTC, committed to creating a community that promotes success and growth among military affiliated students. Within the LLC, Veterans, service members, cadets, and dependents can participate in programs and events that allow for peer learning and connection with other military affiliated students within the residence hall. The LLC is dedicated to helping military students navigate the complexities of the college experience. With the newly remodeled Veterans Affairs Resource Center housed right next door, students will get specific assistance with military education benefits, advisement and financial aid, and be provided with other academic supports that help facilitate a smooth college transition.

**Natural Resource Management:** Designed to strengthen the community and collaboration among students and faculty within the Department of Natural Resource Management (NRM), this LLC connects academic and residential experiences around the topics of managing, conserving, and/or preserving natural resources.

**Oyate Yuwitaya Tipi ("The Tribes/Peoples Live Together"):** A community in Mathews Hall designed as a purposefully inclusive space for American Indian and other students with an interest in or connection to Indigenous cultures.

**Performing Arts:** A community in Schultz Hall focused on like-minded individuals who all love the performing arts, whether that is music, theatre and/or dance. The focus of the community will be living among others who also love the performing arts, learning more about the performing arts with various planned activities and having a community of peers to get engaged in campus living. This LLC is open to everyone who is interested, and not limited to performing arts majors.

**Quiet Lifestyle Themed Community:** This themed community provides a quiet environment for students wanting an atmosphere that is conducive to studying and sleep. Quiet hours begin at 9:00pm Sunday through Thursday and at 10:00pm Friday and Saturday nights. There is also a heightened awareness of courtesy hours regarding "loud" activities that can interrupt your neighbors' right to sleep, study, and not be disturbed.

**Returning Rabbits:** Caldwell Hall community for sophomores interested in community engagement and making plans for their upper division years at SDSU.

**Sophomore Leadership Community:** Located in Caldwell, is open exclusively to sophomores and will connect them to various campus resources for self-awareness and leadership development.

**Transfer Student Communities:** This is an excellent opportunity for students who transfer to SDSU to connect with other transfer students, ease their transition to SDSU, and learn about resources, traditions, and other opportunities for transfer students.

## Programming

Residential communities offer a wide variety of activities; programs are planned and implemented by HRL staff, RHA, and hall governments. Students are urged to become actively involved in planning and participating in events. The leadership skills students will gain can help them develop abilities and insights that may contribute significantly to the quality of the SDSU experience. Participation in these events is also a way to make new friends. Sponsored social activities include picnics, movies, ski trips, ice cream socials, and other opportunities to interact with students.

## Student Employment

Another excellent opportunity to become involved in the residence halls is to become a student employee. HRL employs over 200 students who work at residence hall desks, distribute mail, perform maintenance and facility services, and even shovel snow! Housing and Residential Life has summer employment opportunities in the areas of summer camps and conferences, maintenance, and facility services. For information about employment with HRL, [click here](#).

# PERSONALIZING YOUR SPACE

## General information on Your Room

Rooms come furnished with extra-long, loftable twin beds, mattresses, desks, chairs, dressers, and a wastebasket. Rented or homemade lofts are not permitted. All University property must remain in the room and features of the room may not be altered (including making changes to light fixtures or bulbs, illegally obtaining cable TV, removing ceiling tiles, or removing light shields).

Residents may bring extra furnishings from home with the exception of hide-a-bed sofas or waterbeds. Residents may arrange their room as they wish, provided they have nothing within 24 inches of the smoke/heat detector(s), or block access needed by maintenance staff.

The University may routinely inspect rooms to ensure that the preceding safety standards are being followed. Generally, 24-hour notice is given prior to inspection. Note: Only University provided air conditioners are permitted in residential rooms.

## Appliances

The capacity of the electrical systems in the residence halls is limited. Overloading these systems can present fire and safety hazards. Use of extension cords to obtain a greater number of outlets is prohibited. If students want to increase the number of outlets in their room, they are required to use only UL-approved power strips, which contain an independent circuit breaker or fuse. Power strips and any other electrical cords may not run under carpets, between bedsprings and frames, hang from ceilings or run above ceilings, and cords must be designed for use with the type of appliance being used. Damage caused by running electrical cords or cables where they should not be run will be assessed to the residents.

Radios, stereos, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition. The only cooking equipment permitted in student rooms are appliances made of solid-state construction with thermostats, no open coils, and automatic shutoffs (i.e., crock pots, coffee pots, toasters, and popcorn poppers).

Two refrigerators per room are permitted. However, each refrigerator must not exceed 5.0 cubic feet. Stand-alone freezers are not allowed (i.e., chest freezers, etc.).

One microwave oven per room is permitted but must not exceed 700 watts. Microwaves and refrigerators must be plugged directly into either the wall outlet or into a 3-prong grounded power strip containing its own fuse.

## The following items are not permitted in University residence halls and apartments:

- Open element appliances, such as space heaters, immersion or kerosene heaters, hot plates, broilers, ovens, or electric skillet/fry pans, Pizzazz pizza ovens, etc.
- Sun lamps, halogen lamps, lava lamps, and neon signs
- In room air-conditioning units\*
- Outside antennae/satellite dishes or any item that would modify the exterior of the building.
- Potpourri pots (candles and electric), candle warmers, and fragrance pots
- Wickless candles

- Incense

## **Microwave/Fridge Rental Program**

Students wishing to rent a combination microwave and refrigerator/freezer can do so through our partnership with MyCollegeFridge.com. The units comply with all parameters listed above. MicroFridges are delivered to student rooms in advance of Hall Opening and are picked up after Hall Closing. Additional information and MicroFridge sign up is available by visiting [www.mycollegefridge.com](http://www.mycollegefridge.com).

## **Beds and Lofting**

Residents each have a loftable bed. Residents who wish to adjust their lofted beds should check out a rubber mallet from their hall desk. The top of the mattress must be at least 20 inches from the ceiling, and beds cannot be placed in front of the window or door.

## **Cable Television**

Cable TV service is available in individual resident rooms through Mediacom, an independent company. All residence hall rooms are pre-connected to receive basic cable. Students who would like to have cable TV service in their rooms must set up service through Mediacom. Mediacom provides each residence hall room with information on how to keep pre-connected service, disconnect service, or add premium services.

All agreements, contracts, and payment for cable services are made between Mediacom and the individual resident(s). Residents may pay by the month or semester, with charges based on the same monthly price paid by off-campus residents. The resident(s) are responsible to notify Mediacom of any room/hall changes or disconnections of cable service. No antennas, aerials, or other items may extend from inside the room to outside the room screen or door or pass through electrical or telephone outlets.

Theft of cable service is a violation of local, state, and federal law. Any cabling between residence hall rooms will be subject to charges through the student conduct process and/or criminal proceedings. Penalties range from fines to imprisonment and include payment of back charges for services received.

To report any service problems, theft of service, or questions regarding your account, visit Mediacom at 948 22nd Avenue S. (Brookings Mall).

## **Decorating**

Decorating is encouraged, as long as it does not create health or fire hazards or cause damage to the room, building, or University furnishings. No permanent alterations to student rooms are permitted; this includes, but is not limited to, painting or construction.

Nothing may be permanently affixed to any surface and residents are not permitted to use nails, screws, or duct tape to attach or hang items. Residents should use tacky poster hanging material to hang pictures and posters. Damage or marks on any surface could be cause for damage charges. Questions regarding decorating should be directed to residence hall staff.

Residents are encouraged to decorate their rooms to celebrate holidays. Artificial materials are

acceptable, but living or formerly living trees, garland, etc., are not allowed. Residents must use Underwriter Laboratory (UL) approved lights, but devices should be turned off whenever the area is unoccupied. No more than 20% of a room door can be covered by decorations and no cords may extend through or under door openings.

\*Students are strongly encouraged to use discretion in the posting of displays that may be offensive to their roommates, visitors, and, if visible outside the dorm room, to the general public. Obscene decorations or decorations used to harass or haze a member of the university community shall be prohibited.

## **Floor Coverings**

Residence hall rooms in Ben Reifel, Brown, Honors, Hyde, Mathews and Schultz halls have carpet. In rooms not carpeted, students are welcome to provide their own floor coverings using area rugs rather than wall-to-wall carpet. Floor coverings cannot be affixed to the floor or affect the operation of the room door opening and closing properly. Foam backing, kanga backing, or other soft materials may not be placed under carpets or area rugs.

Many students find that carpets make their rooms warmer and more comfortable. We often see students lugging carpets up flights of stairs only to find they don't fit their room.

The Collegiate Carpets Program, provided by Oncampus Marketing, has solved this problem and is the only school-endorsed carpet and rug program. You are guaranteed a quality carpet that will fit your room, your style and best of all- your budget! All carpets and rugs are high quality, plush, residential, and brand new. Students can check out the following website for additional information:  
[www.school.com.com/carpets](http://www.school.com.com/carpets).

## **Jack's Cupboard**

Jack's Cupboard combats food insecurity by ensuring those students who struggle financially to purchase food are provided this free resource supported by students, faculty and staff. It is available to all students with a student ID. Jack's Cupboard is located in the southeast corner of Ben Reifel Hall. The Cupboard is staffed by volunteers and the hours may vary, but during the school year the hours run from 3:00 p.m. to 6:00 p.m. Wednesday and Thursday of each week.

This program is also paired with a second food insecurity program where students can donate block meals for use in Larson Commons. Students can donate by visiting Card Services in the University Student Union. Leftover flex dollars can be donated, and any monetary donation can be made by faculty, staff, students and public. Donations of nonperishable food items are accepted at Jack's Cupboard during hours of operation or can be dropped off 24/7 at the University Police Department or at the Housing & Residential Life Office in Caldwell hall Monday through Friday from 8:00 a.m. to 5:00 p.m.

Students who are in need of a hot meal at Larson Commons can stop at Jack's Cupboard and request meals. Meals will be placed onto the student's ID card for easy access to this service within 24 hours.

Jack's Cupboard is a partnership of faculty, students and staff from the Office of Diversity, Inclusion, Equity and Access, Facilities and Services, Housing and Residential Life, Student Affairs, SDSU Extension Food and Families, Health and Nutritional Sciences, Jacks' Dining and Interdisciplinary Studies and Experiential Learning.

Jack's Cupboard opened in November 2018, just days before Thanksgiving. In their first two days of being open, they served 90 students.

## **Food Storage**

Residents are welcome to store food in their rooms and are encouraged to keep items in sealable containers to ensure freshness and to prevent pest concerns

## **Heating System**

The residence halls are heated by several different systems, but all systems need to remain on in the room at all times during the heating season. Windows need to be closed and secured when the residents are away from the room for an extended period. Heaters are required to be left on to avoid cold air freezing pipes and causing extensive and expensive water damage. Repair and damage costs are the responsibility of the resident(s) who was negligent in keeping their windows closed and heaters on. Space heaters are not permitted in residence halls.

## **Internet Access and Use**

Residence hall rooms feature data ports for direct, hard-wired access to the University's network and internet. There is one data port per bed. All residence hall rooms have wireless Internet access. There is no additional charge for internet access for residence hall students.

Network links are PC or Apple compatible. For more information or help, contact your hall ResNet Technician through your hall desk. If they are not available, feel free to contact the support desk at (605) 688-6776 or visit the website by [clicking here](#).

Federal Law prohibits the duplication or distribution of copyrighted material. Students should not distribute unauthorized copyrighted material through the SDSU network. Furthermore, illegal reproduction of multimedia protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

The Chief Information Technology Officer and Housing and Residential Life encourage students to use computer resources responsibly to avoid possible disciplinary actions from SDSU, civil, and criminal judicial systems. The computer resources are provided to students for the primary purpose of education, thus, at high usage times the amount of bandwidth available for online gaming may be reduced.

## **Linens**

Students are expected to provide their own towels and bed linens. Mattresses are 36 inches X 80 inches (extra- long twin) in all halls.

## **Room Outlets — General Information**

The number of electrical outlets per room varies. All residents are expected to use power strips with at least a 15-amp breaker for all electrical items.

Internet access is provided in every residence hall room via data ports or wireless connection. See "Internet Access and Use" below for more details. Rooms are wired for landline telephone and cable

TV service.

Residents interested in these services must contract with the local providers at their own expense.

## **Telephone Services**

Swiftel Communications provides landline telephone service to the residence halls except Spencer, Thorne, Abbott, Honors, Ben Reifel, Hyde, and Schultz Halls.

Application for telephone service must be made with Swiftel before service will be provided. Once the application has been signed and accepted by Swiftel, it becomes a legal and binding contract. Students contracting with Swiftel are responsible for payment of all charges for services rendered, including service orders, local service and long distance (toll) charges. Students are responsible to notify Swiftel to transfer or disconnect service. Telephones may be disconnected if students do not properly inform Swiftel.

To report trouble with telephone service, call Swiftel Repair Service directly at (605) 692-6211 or visit their office at 415 4th Street.

## **Window Coverings**

Student rooms in all halls have window blinds provided. Residents who wish to bring their own drapes or curtains can use a spring tension rod, but nothing can be screwed, nailed, or attached to the walls or windows.

# HALL SERVICES

## Community Areas

No one may remove furniture, equipment, or any other items from community areas without permission of HRL.

## Deliveries

Packages are delivered to two (2) locations on campus; for students on the east side of campus, packages and deliveries arrive to the Larson Mailroom, while deliveries to the west side of campus are received at Hansen Hall. All packages will generate a package notice to your Jacks email address. You must produce your ID when claiming a package at the front desk. For perishable items, desk staff will attempt to call the phone number on file in addition to sending a package notice. Residents are responsible for the perishable items they receive. Students are encouraged to check their campus email account often.

## Designated Cooking Areas

Designated cooking facilities are available in most halls for residents use to prepare meals and snacks. Residents who use these areas share the responsibility of keeping it clean. Some cooking utensils are available to be checked out at the hall desk.

## Desk Services

As a resource, each residence hall has a hall desk where residents can check out equipment and get assistance. Items vary between halls, so it is best to stop by the desk to determine what is available. This is also where students can make appointments with the residence hall staff, obtain directory information, and sign for a spare room key. Some desks have elected to expand services and offer athletic equipment and other select services supported by the hall governments and the OA staff.

## E-mail

Each student has a "Jacks" e-mail account. HRL uses this account to communicate with students. Students should check their "Jacks" account frequently.

## Keys

Each resident is given room and mailbox keys at check-in. All keys remain the property of South Dakota State University and may not be duplicated.

A lost key can result in a serious security problem for residents. When a resident reports they have lost a room key, a work order is generated to change the locks and replace keys for all residents of the room. The responsible resident is charged a fee for the replacement. The fee assessed covers the replacement cost of the lock for the room door, mailbox, labor, and new keys. Charges range from \$65-\$135.

If residents find a key or key ring, they should turn it in at their hall desk or the HRL office in Caldwell Hall as quickly as possible. This simple act could save a fellow resident unneeded expense. Unauthorized

possession or use of a University key is a serious offense and could lead to suspension or expulsion. It is not permitted to loan your room key out to another individual. Lending keys is a serious policy violation, which could result in a student conduct sanction.

Residents locked out of their room may contact hall staff to open their door. Residents are provided three (3) complimentary spare key checkouts. Additional spare key checkouts will result in a \$10.00 charge added to your University account per check out.

## Laundry Facilities

All residence halls have washers and dryers, which can be operated with Hobo Dough. Residents need to supply their own detergent, bleach, fabric softener, etc. Residents are encouraged to monitor their laundry in the laundry room. This avoids having belongings in a machine after it has completed its cycle and prevents laundry room theft.

## Mail

Each residence hall or complex has post office boxes provided for residents' use. Residents' room keys will open designated mailboxes. U.S. mail is delivered to the residence halls once daily by University personnel Monday-Saturday. Mail is not delivered during breaks, three-day weekends, or on national holidays.

To facilitate quick mail service, please have your mail addressed completely. The standard zip code for the entire SDSU campus is 57007. Mail should be addressed:

(Your Name)  
(Your Room Number and Hall) (Your Hall Box Number)  
SDSU  
Brookings, SD 57007-(Your Hall box number)

The box numbers for each hall is below:

- Abbott Hall 2702
- Ben Reifel Hall 2703
- Binnewies Hall 2805
- Brown Hall 2801
- Caldwell Hall 2810
- Hansen Hall 670
- Honors Hall 2705
- Hyde Hall 2704
- Mathews Hall 2801
- Pierson Hall 2804
- Schultz Hall 2706
- Spencer Hall 2700
- Thorne Hall 2701

Residents should fill out a mail-forwarding card at the hall desk when they make a room change or move out of the residence halls.

## Meadows Apartment Mail

For Meadows Apartments, mail is delivered by the U.S. Postal Service. Mail is not delivered during breaks, three-day weekends, or on national holidays. Packages delivered by the USPS are also brought to your apartment mail room. Packages delivered by UPS, FedEx, or another delivery service are brought to the Hansen mailroom. **Meadows residents should be sure to use the zip code 57006, as opposed to 57007, or your mail may be returned to sender.**

Residence hall post offices are intended for distribution of information as follows:

### Postal Service Mail:

Mass mailings from off-campus organizations, vendors, and/or businesses must be sent through the U.S. Postal Service.

### Campus Mail:

Campus mail is a service provided for University offices and approved student organizations. Students can also contact or use this service for class related communications, such as, sending letters and information to instructors/professors.

- **Hall Information:** Notes may be put into the residence hall mailboxes by Hall Mail staff that are authorized by HRL staff or are an emergency message left at the hall desk.
- **University information** may be put into the hall mailboxes.

## Repairs/Work Orders

Students are expected to submit a work order for needed repairs using the SDSU web site if they have access to the internet. However, if it is an emergency, you should call HRL personnel at (605) 688-5148 during normal business hours or contact the CA on call after hours.

### To submit a work order follow these directions:

- Log into MyState online by [clicking here](#).
- Once logged on, you will see a breakout box labeled "Customize My Portal." In this breakout box, click "Add Content."
- A search box will open.
- Type "residential life work order request form" in the search box.
- Click "search."
- The work order request form will then appear for you to complete.

Students may also report maintenance problems and/or needed repairs to HRL personnel at (605) 688-5148 when the student cannot access the work order website. Routine maintenance and repairs will be completed during normal working hours (Monday-Friday, 8:00 a.m.-5:00 p.m.). In some cases, parts need to be ordered or a higher priority task may delay the staff's response, but most repairs are completed within five (5) working days of receipt of work order. If you have an emergency after hours and no staff can be located, you may call SDSU PD at (605) 688-5117.

When students make a request for repair work, they automatically give authorization for University personnel to enter their room and complete the repairs. When University personnel need to enter a room other than to make repairs initiated by a student, an attempt will be made to give the student notice prior to entry. In emergency situations, University personnel may enter without notice.

## **Recycling**

Recycling is available in all residence halls. Look for receptacles placed in every room. Dumpsters designated for recycling near each hall can take large quantities of recyclables. We ask that residents learn about the specific details through their CA, Professional Staff, or hall desk.

## **Trash Removal**

Residents are responsible for removing their own trash from the building. Dumpsters are available outside each building for trash. Common area trash cans such as those located in bathrooms and in lobbies are not to be used for trash from residents' rooms, including pizza or other food boxes. Trash not properly disposed of may be treated as "excessive messes" and a removal charge may be assessed to the individual(s) deemed responsible.

## **Vending Machines**

Items such as snacks and soft drinks are available through vending machines in all of the residence halls. Most machines are designed to take coins, single dollars, or Hobo Dough. Problems with the machines should be reported by calling the campus Card Office at (605) 688-6943.

# SAFETY AND SECURITY

Student's personal safety and the security of their belongings are of the utmost importance to us. Housing and Residential Life facilities, staff, and policies are all designed to protect and promote each individual's well-being. Residents are also responsible for their security and that of their fellow on-campus residents. Students are encouraged to practice safety procedures in their daily habits, including locking room doors, not propping security doors open, and reporting suspicious behavior. The positive actions of residents can make a difference in the safety of their living environment.

Residence hall staff is on duty from 8:00 p.m. – 8:00 a.m. when the halls are open. The name and contact information for the individual on duty in each hall should be posted in a central location near the hall desk.

## Blue Light Emergency Phones

Blue Light emergency telephones are in various places throughout the campus. Residents are encouraged to note where they are and use them if they feel threatened or see suspicious activity. These phones will connect students to the SDSU Police Department and let the dispatcher know the location from which they are calling.

## Fire/ Health/ Safety Inspection

Room inspections are intended to ensure the health and safety of not only the room's residents, but other individuals who live in the community. Authorized Housing and Residential Life staff may inspect a resident's room to ensure the room is free of fire, health, and safety threats. HRL will give at least 48 hours' notice to residents except in cases authorized by the Director of Housing and Residential Life to check on an imminent danger or need. Inspections are completed during winter and spring breaks.

## Fire Hazards

To guard against fire danger, the following regulations apply. Also, please note that for the safety and protection of life and property, violation of these regulations will be grounds for immediate confiscation and possible disposal of the prohibited item(s):

- Smoking is not only bad for your health. It is also a fire hazard. Fires started by cigarettes cause one out of every five fire fatalities, and careless smoking remains a leading cause of home fire deaths. One of the many reasons that South Dakota State University has moved to a Smoking and Tobacco-Free Campus Policy.
- Use of candles with a wick, candle warming plates, or use of any other item that has an open flame or burning embers is prohibited. Decorative candles with the wick(s) removed or cut off are not allowed.
- The use of incense that must be ignited is prohibited. Spray scents are allowed.
- Only Underwriter Laboratory (UL) approved multiple outlet power strips can be used and must be plugged directly into wall outlets. All power strips and UL cords must be in good condition. (See Personalizing Your Space section for more detail on the appliance policy.)
- Heat sensors and/or smoke detectors shall not have anything attached to or within two feet (24 inches) of them. It is a violation of fire code to cover, tamper with, or tape over a smoke or heat sensor.
- No items may be hung from light fixtures, fire detectors/sprinklers, or ceilings.
- Fire towers and enclosed stairways are regulated by state and local fire codes.

- No flammable items may be stored, hung, or placed in these spaces. In addition, these spaces must be kept free of any item that may obstruct clear and safe passage.
- Flammable liquids, propane tanks, and explosives are not allowed in the residence halls.
- No internal combustion engines will be allowed in the residence halls. This includes, but is not limited to: motorized scooters/skateboards, lawn tools, remote controlled toys, etc.

## Fire Safety Equipment

Fire alarms, firefighting and detection equipment installed in the halls are for the safety of the residents. Every residence hall room contains a smoke alarm and heat sensor. Residents are expected to become familiar with their location and operation. In case of a fire, residents should activate the nearest alarm station.

If a room alarm is accidentally activated, students should open the window, in order to dissipate the smoke or fumes. Eventually, the alarm should automatically silence itself. If the alarm fails to shut down after a few minutes, students should contact the Community Assistant (CA), residence hall front desk, or their Residence Hall Director.

## Fire Safety Equipment Misuse

Removing, altering, or covering firefighting or detection equipment endangers the life of all residents. Smoke detectors should never be removed from the walls/ceilings. All room detectors are connected to the building wide system and such actions will either activate the building wide fire alarm system or set off the system's trouble light. Cases of tampering are investigated, and responsible individuals face serious campus and legal action including costs associated with servicing tampered or damaged fire detection and suppression equipment.

### Campus sanctions and conditions for fire equipment tampering are as follows:

- **Covering/Disabling smoke detector (1st offense):** educational sanction, \$100 fine plus replacement/repair charges and behavioral probation.
- **Removing/tampering with fire extinguisher (1st offense):** educational sanction, \$100 fine plus replacement/repair charges and behavioral probation.
- **Pulling fire alarm when no emergency exists (1st offense):** educational sanction, \$200 fine plus replacement/repair charges and behavioral probation
- **Covering/Disabling smoke detector (2nd offense):** \$250 fine plus replacement/repair charges, behavioral probation, and warning of residence hall expulsion.
- **Removing/Tampering with fire extinguisher (2nd offense):** \$250 fine plus replacement/repair charges, behavioral probation, and warning of residence hall expulsion.
- **Pulling fire alarm when no emergency exists (2nd offense):** \$500 fine, residence hall expulsion
- **Covering/Disabling smoke detector (3rd offense):** \$500 fine, residence hall expulsion
- **Removing/Tampering with fire extinguisher (3rd offense):** \$500 fine, residence hall expulsion

## Fire Alarm Evacuation

Everyone is required to leave the building immediately when the fire alarm sounds and to remain outside until authorized to reenter by the residence hall staff or SDSU PD. The primary intention of an alarm is to clear the building and save lives. For more information, please consult [University Policy 10:9](#).

Hall staff will conduct general safety meetings at the beginning of each semester on all emergencies. As a general rule, in the event of an actual fire:

1. Move as close to the floor as possible when there is smoke.
2. Check doors to see if they are hot before proceeding.
3. Residents who are unable to evacuate their rooms should:
4. Stuff towels under the door.
5. Hang a sheet from their window as this indicates to fire fighters someone is trapped in the room.
6. DO NOT JUMP.

## **False Alarms**

False fire alarms are not only illegal but are also dangerous. Every time a building is evacuated there is the possibility of injury. Frequent false alarms tend to create a feeling of false security and lead to difficulty with evacuating the building. In the event of an actual fire, this could lead to serious consequences.

For these reasons, all residents are required to evacuate immediately every time the alarm rings. Students who do not evacuate the hall during a fire alarm may face student conduct action. Any student found responsible for causing a false fire alarm or fire will be subject to suspension or expulsion, arrest, and fines.

## **Personal Property Loss or Damage**

The University is not liable for property belonging to residents. Residents should check with their parents and insurance agent regarding insurance coverage while living in a residence hall. Residents are encouraged to record serial numbers and other pertinent information about their property and keep a copy on campus and at a permanent address. If personal property is missing or suspected as being stolen, students should immediately report it to SDSU PD and hall staff. Items found should be taken to the nearest hall office. Residents that have lost an item(s) can check at the front desks in all of the halls in the area. In some cases, a person may take an item(s) they found to their hall desk.

## **Room Entry**

The right to privacy is of paramount importance and should not be violated. However, the entry into and/or search of residents' rooms may be conducted by the following people for the purposes and under the procedures detailed below:

1. By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized University officials
3. In the performance of student conduct duties. This includes instances when staff members believe that residents are in the room but are unable to answer or come to the door.
4. During breaks to ensure the security of the facilities.
5. When work orders request improvements, repairs, and/or to provide routine maintenance services, the University will attempt to give at least 24 hours' notice of such entry. When a student completes a work order, no notice is necessary.
6. In emergency situations to protect the health and welfare of residents and to make repairs to prevent damages to property of residents or the University.
7. When an unattended alarm clock or TV/stereo is loud enough to be heard in the hall or other rooms.

8. When a staff member knocks, identifies themselves as staff and is invited in.
9. When the door is open, and a violation of University policy is in plain view.
10. With permission from the resident in order to allow entry by another person to retrieve item(s) left behind in the room.
  - a. If a guest of a resident asks to be let into a resident's room to retrieve an item(s) left in the room, staff must first talk to the resident on the phone. Staff will verify the identity of the resident, then obtain verbal permission for the guest to enter the room and have the resident explain exactly what the guest is allowed to take from the room. If such permission is given, staff must then accompany the guest to the room and ensure that they only take the item which they were given permission to retrieve.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of University policies, rules or regulations will be referred to the residence hall staff for follow-up. For more information, please see [University Policy 3:9](#).

### **SDSU Police Department (SDSU PD)**

The SDSU Police Department is charged with the responsibility of maintaining the safety and security of our campus. Officers are on duty 24 hours a day, 365 days a year. Please contact SDSU PD at (605) 688-5117 (5117 on a campus phone) for assistance. SDSU police officers are trained and licensed individuals who work closely with on-campus residents, offering services such as self-defense programs, escorts after dark, and the support one would expect from any law enforcement department.

The on-campus emergency telephone number is 111 from a campus phone, similar to 911 in most communities.

### **Security Doors**

Doors are locked for the personal safety and the security of all residents and their property. Residents should carry their keys and identification with them every time they leave their room. Tampering with and/or propping locked doors endangers residents and property of the entire residence hall community.

### **External Doors**

All external doors (lobby, fire tower, etc.) are locked 24 hours a day, 7 days a week.

### **Other Office Doors**

The lobby doors in Caldwell Hall are unlocked from 8:00 am – 5:00 pm on regular business days for access to HRL offices.

The lobby doors in Hansen Hall are unlocked from 8:00 am – 5:00 pm on regular class days for access to the classrooms located in the lower level.

The lobby doors in Honors Hall are unlocked from 8:00 am - 5:00 pm on regular class days for access to the Honors College offices and the classroom located on the first floor.

### **Tornado Warnings / Severe Weather**

When a tornado is sighted or indicated by weather radar, local sirens will sound a continuous blast

lasting about three minutes. Residents should immediately vacate their rooms and open areas and move to central corridors, bathrooms, or the basement of the building.

### **Winter Storm Information**

When winter storms occur, it is the normal practice of the University to remain open and to offer classes as scheduled. However, if SDSU's President (or designee) makes any storm related decisions, information is located on the home page of SDSU's website and MyState online.

Finally, regardless of what decisions are made concerning class schedules during or prior to winter storms, there needs to be a very clear understanding that each individual is best able to judge her or his circumstances and make appropriate choices.

Storm related decisions will be immediately transmitted to the following news outlets:

**Television:**

KDLT Channel 5  
KELO Channel 11  
KSFY Channel 13  
KCSD Channel 23

**Radio:**

SDPB 88.3 FM  
B93.7 FM  
102.3 FM  
107.1FM, The Hawk  
1430 AM KBRK

# RESIDENTIAL PROCEDURES

## Break Housing

Limited break housing is available during semester and spring breaks on a case-by-case basis only. Typically, residents that have a University related reason (e.g., internship, athletics, campus job, etc.) appreciate having break housing available as do residents whose home is a great distance from Brookings. Break housing is not included in the semester room rate so there is an additional per day charge. Students who wish to stay during semester and spring break will be required to register with HRL.

The halls do remain open during all other holidays with limited desk and food services. Students who do wish to stay over a holiday break will be required to register with their RHD for safety and security purposes.

## Eligibility for Residence in Campus Housing

All students who are within two years of high school graduation are required by the Board of Regents (BOR) to enter into residence and food service contracts with the University. Students may apply to be released from the BOR residency requirement by completing and submitting a Petition for Exemption to HRL. Guidelines and forms are available at the Housing and Residential Life Central Office and on the Department's web page.

Requests will be reviewed, and a decision will be made and provided to the student in writing.

Students must be registered to be eligible to reside in residence halls or other campus housing. When Housing and Residential Life becomes aware that a resident is no longer a registered student, the resident will be given notice to move out of the hall within 24 hours.

## Housing Live-On Requirement

The South Dakota Board of Regents policy requires that "Students who are enrolled at a university for a minimum of six (6) on-campus credits are required to live in on-campus housing during the first two (2) years following their high school graduation. Institutions may grant waiver exceptions to the housing requirement based on the waiver exceptions." The exceptions are listed below.

## Petition for Exemption

### Married Exemption:

Students requesting an exemption because they are married must meet the following criteria:

1. A copy of a valid marriage certificate must be submitted to Housing and Residential Life before an exemption can be approved or rent charges cancelled.
2. The exemption will not be granted prior to the date of marriage.
3. Exemptions may not be granted if there are vacancies in Family Student Housing.

### **Legal Dependent Exemption:**

1. A copy of a dependent child's birth certificate must be provided to Housing and Residential Life before a release can be granted.
2. Exemptions are only granted if no vacancies exist in Family Student Housing. Students who are legally responsible for a dependent adult should provide supporting documentation such as tax documents.

### **Commuter Exemption:**

A commuter exemption may be granted to students living at the legal permanent residence of a mother, father or legal guardian who established legal guardianship prior to the student turning 18. This family member must live within 30 miles of campus.

### **Financial Hardship Exemption:**

Applicants requesting a release based on verifiable extenuating circumstances must complete a Supplemental Financial Need Verification Form, which can be obtained from Housing and Residential Life.

Exemptions are not based upon the assertion that living off campus may be less expensive. A release will be considered ONLY:

1. When the applicant has a significant verified need for financial assistance as indicated by the SDSU Financial Aid Office and that need is not fully funded by grants, scholarships, loans or other available funding identifiable by the University; AND
2. After a Residence Hall Contract is signed, "extenuating financial circumstances" are defined as situations over which the applicant has had no control (such as loss of parental support due to death, divorce, loss of employment, catastrophic health issues, bankruptcy) which create a financial hardship and which have occurred after the contract was signed.
3. If the first test is not present before a student signs a Residence Hall Contract or if both tests are not present after having signed a Residence Hall Contract, the student will not receive an exemption.

### **Health Exemption:**

- Allergies and Asthma are considered common medical issues, which in most cases Housing can provide the same accommodations as an off-campus apartment. Requests will be considered only in rare or extreme cases.
- ADHD/ADD: students must provide documentation of a disability from a qualified medical or mental health provider to the coordinator of Disability Services who will evaluate the circumstances to determine what accommodations are necessary. If a determination is made that living on campus is not congruent with the student's success, a petition for an exemption may be submitted.
- Applicants requesting an exemption based on this criterion must provide information from the attending physician or certified mental health care provider stating the specific verifiable condition for which it is medically necessary for the student to be released and why specifically, off-campus housing would provide better living conditions in regard to this medical condition.
- Applicants requesting a release based on mental health or emotional needs must provide a specific recommendation from a licensed mental health provider. Applicants not seeing University Counseling Center personnel must provide Disability Services a written statement

evaluating the student's specific needs or problems written by a certified mental health care giver who is not a family member.

### **Requirements:**

Students in their first full-time semester who are less than two years removed from high school graduation are required to live on campus, regardless of distance from their permanent address.

Students who have a minimum GPA of 2.25 during their fall semester will be eligible to request a contract release.

Students who do not achieve a minimum GPA of 2.25 during their fall semester will be ineligible for an exemption or contract release barring special circumstances (e.g., needs specific medical treatment near their home).

Students granted a contract release/policy exemption following based on minimum GPA will be required to maintain the minimum in subsequent semesters.

Cum GPA must be  $\geq 2.25$

Semester GPA must be  $\geq 2.25$

### **Contract Release:**

**Academic Requirements Release:** Students requesting a contract release because of academic requirements such as student teaching, nursing, pharmacy, etc. must have their academic department provide verification of this academic requirement to the Assignment Coordinator. Students who leave the residence hall for academic requirements will be released and reimbursed only for the number of days needed to complete their academic requirements.

**Health Release:** Students requesting a contract release because of health concerns other than common medical issues, that cannot be accommodated by Housing and Residential Life, may request a contract release. Verification of the medical condition by a qualified medical professional must be included with the request.

**Greek Organization Member Exemption:** The Greek Council grants Greek releases each year for members of Greek chapters, who at least have sophomore status, to live in approved chapter housing. Students applying for a Greek exemption must be approved by the President of the Greek Council and the program Advisor for Greek Affairs and must submit a completed Greek Life Housing Exemption form on Jacks Club Hub.

**Below Six Credits Exemption:** Applicants requesting an exemption based on carrying less than six credits for the semester must already be registered for five or less credit hours in order to cite this reason. By citing this item, the student agrees to stay below six credits for the duration of the exemption period. Housing and Residential Life personnel will periodically verify the credit level of students approved for this reason.

Students registered for internet courses only or a combination of internet and less than six credits on campus may be released from the residency requirement.

**Attending University Center in Sioux Falls/Rapid City:** Students must already be enrolled in classes

only at University Center for the coming semester before this exemption will be considered.

## Schedule of Charges

### FALL SEMESTER (applies to students who are both new to SDSU and current enrolled for the fall semester)

- Exemption/Contract Release if granted on or before May 31: Refund of entire \$75 confirmation fee.
- Exemption/Contract Release if granted June 1 – July 31: forfeiture of \$75 confirmation fee.
- Exemption/Contract Release if granted August 1 – Opening: \$200 late cancellation charge and forfeiture of the \$75 confirmation fee.
- Exemption/Contract Release if granted post-Opening through 60% of the current semester: forfeiture of \$75 confirmation fee, \$200 early termination charge, and prorated refund of unused charges.
- Current residents who receive an exemption any time after the fall move-in date will be assessed a \$200 charge for early termination of the Residential and Dining contract.
- NOTE: Students who are required to live on campus must maintain a 2.25 minimum grade point average (GPA) before an exemption to the residency requirement will be considered, except for those students who are enrolling in their first semester as a full-time student.

### SPRING SEMESTER (applies to students new to SDSU in the spring semester):

- Exemption/Contract Release if granted on or before November 30: Refund of entire \$75 confirmation fee.
- Exemption/Contract Release if granted December 1 – December 31: forfeiture of \$75 confirmation fee.
- Exemption/Contract Release if granted January 1 – Opening: \$200 late cancellation charge and forfeiture of the \$75 confirmation fee.
- Exemption/Contract Release if granted post-Opening - through 60% of the current semester: forfeiture of \$75 confirmation fee, \$200 early termination charge and prorated refund of unused charges.
- NOTE: Students who are required to live on campus must maintain a 2.25 minimum grade point average (GPA) before an exemption to the residency requirement will be considered, except for those students who are enrolling in their first semester as a full-time student.

## Additional Information

Unless a written notice or contract release is issued from Housing and Residential Life from the Residence Hall and Food Service Contract, a student is expected to occupy the assigned room. A student is not considered exempt from the residency requirement or released from his/her housing contract until Housing and Residential Life approves a request in writing. Failure to take possession of the assigned space is not grounds for an exemption to the residency requirement and/or to have associated charges reversed.

### Contract Release Evaluation and Decision Process:

- **All requests not completed within thirty (30) days of application will be discarded.** All release requests will be reviewed on the basis of current policies.
- Applicants will be notified of the decision in writing.
- Failure to appeal any written decision within seven (7) calendar days of the date of the written

- decision constitutes acceptance of the decision. No appeals shall be accepted after this time.
- Housing and Residential Life will typically process initial requests within ten (10) business days.

Releases are granted for one semester, unless otherwise noted in writing. Students must re-submit a request for release for subsequent semesters based on meeting all exemption stipulations.

## **Meal Plan Exemption/Accommodation Process**

The Meal Plan Exemption Policy covers meal plans for all students required to purchase a meal plan, typically students of freshman and sophomore standing.

Students living in the residence halls at South Dakota State University are required to participate in a University-sponsored meal plans, (see South Dakota Board of Regents policy 3:6.1a). A meal plan is not required for Meadows apartment residents who have junior standing or above.

SDSU Dining Services features a variety of choices intended to meet the dietary needs of the University's diverse student body. In certain situations, a student may need to request a special meal plan accommodation or in the event SDSU Dining Services cannot meet the student's documented dietary or religious dietary observance, an exemption from the meal plan participation may be requested.

Please note that a meal plan exemption will only be granted when the Dining Services program cannot meet the nutritional needs of a student.

Students requesting a meal plan exemption must provide supporting documentation as set forth below. It is the responsibility of the student to obtain and all required approvals or necessary documentation. In order for the request to be considered all required documentation must be submitted by the deadline. Incomplete requests will NOT be considered.

### **Meal Plan Exemption/Accommodation Process:**

1. To initiate the Meal Plan Exemption/Accommodation process, a student should submit a completed Meal Plan Exemption/Accommodation Request form to the Department of Housing & Residential Life by the deadline along with the appropriate accompanying materials for requested category (finance, medical or religious) along with the necessary documentation to support the request.
2. Once the Meal Plan Exemption/Accommodation Request form is received, the Department of Housing & Residential Life will review this request in conjunction with Dining Services and Health Services and approve or deny the request. The student will receive communication regarding their exemption request status via their Jacks e-mail account within 15 business days.

**Fall:** *The final deadline for fall semester exemption requests is the Friday following the first day of classes.*

**Spring:** *The final deadline for spring semester exemption requests is the Friday following the first day of classes.*

## **Hall Closing**

Prior to closing, residents will be given detailed instructions to follow. If any questions arise, they should see their residence hall staff. Residence halls close during the semester break and spring break vacations.

Residents are to check out and vacate campus housing within 24 hours of their last final exam even if the halls are open. The end of the contract period is based on the final exam schedule rather than a date. To be allowed to stay longer, residents need to request permission from Housing and Residential Life by filling out a late stay application. Any residents determined to be disruptive during finals week will be asked to vacate and be put through the conduct process.

## **Room Check-In/Out**

It is critical for Housing and Residential Life staff to know where all residents are assigned and living. It is important for students to follow check-in and check-out procedures for your safety, should the Department need to account for a resident in an emergency. Should a student not complete a proper check-in or check-out, fines will be assessed.

Residents should report to their assigned residence hall desk for check-in. A staff member will review a Room Condition Inventory (RCI) with the resident, documenting the condition of the room at check-in time, and ask the resident to sign for keys. It is very important that students take time to make sure they verify the information on the RCI concerning the condition of their room at check in.

When moving out of the residence hall or changing rooms, residents are required to complete the check-out process with a staff member, noting any room condition changes on the RCI and turning in the keys. Failure to properly complete the check-in/out process may result in a fine of up to \$100 plus key costs and any additional charges related to the room.

## **Room Consolidation**

Any resident who does not have a roommate or an approved single room may be reassigned to a different room on campus or have a roommate placed with them in order to consolidate available space. Regarding consolidation, residents have three options. In order, they are:

Choose a new roommate to move into your space.

Sign a single room contract and pay the additional single room fee. Note: This option only applies when space is available.

Have HRL complete the consolidation with another resident, which may mean that a room change will be necessary.

Note: The Department does not consolidate between halls unless the resident requests to be considered for another hall.

## **Room/Hall Changes**

HRL staff authorizes room and hall changes. Residents who wish to make a room change in their assigned hall should make an appointment with the RHD of their current hall to discuss the change. Written authorization must be obtained before a resident makes either a room or hall change. This

authorization can only be given by the appropriate hall staff person or the Assignment Coordinator. Any violation of this regulation may result in a fine of \$100 (\$50 for improper check-out, \$50 for improper check-in) and may cause the resident to be returned to the originally assigned room and the possibility of forfeiting an approved change of assignment in the future.

At semester break, residents who are making a room or hall change must do one of the following:

Take all his/her belongings out of the room and be properly checked out by either moving their belongings home or to the newly assigned room if arrangements can be made with the person vacating that space, or

Move and be properly checked out as instructed by residence hall staff on the first opening day in January.

At semester break, any resident who is not returning to the residence halls for spring semester must vacate and be properly checked out of his/her room before hall closing in December. If Housing and Residential Life becomes aware of a resident who is not returning to the halls that has not vacated his/her room, the HRL staff may pack his/her belongings and clean the room. The resident may be billed for this labor and all other fines and charges, which apply due to failing to meet the check-out deadline.

During semester break, residents who have decided to withdraw for the spring semester should make arrangements to check out of their hall prior to hall opening day in January. If residents fail to check out by noon of opening day, they will be billed a daily rate for their room until they are properly checked out.

At semester break, residents who occupy a double room without a roommate must vacate one-half of the room to accommodate a newly assigned roommate at opening in January. If Housing and Residential Life staff learns that a resident has not vacated half of the room, staff will move the student's belongings and bill for this labor while doing closing room checks in December. Additionally, the resident could be charged a minimum of \$50 for failure to comply with room usage policies and procedures.

HRL retains the right, as specified in the Residence Hall Contract, to reassign individuals when, in the judgment of the Director of Housing and Residential Life, such reassignment is necessary to promote a positive living/ learning environment.

### **Single Room Requests**

A contracted single room assignment process will occur if occupancy levels permit. Special requests for a single room will not be considered without clear and legitimate documentation (i.e., specific medical diagnosis from a physician). Such requests must be made in writing to the Assignment Coordinator in Caldwell Hall.

All furniture must remain in the room, even if a single room is contracted, and the resident is responsible for all damages in the room. Contracted single room rent is pro-rated based on the date the single room contract is approved.

# RESIDENTIAL POLICIES

## Abandoned Items

HRL does not provide storage for residents' belongings without special arrangements made through the Director of Housing and Residential Life. Residents' property left behind in their room, community areas, or stored without authorization will be disposed of by SDSU personnel after 30 days. Residents may be charged for any associated labor and/or landfill charges. This includes bicycles left outside of halls or in parking lots.

## Advertising and Publicity Policy

The following guidelines will be utilized by all students, recognized organizations, University, and department staff members:

1. Receive University stamp at the Information Exchange office.
2. All non-HRL flyers/posters/banners must be approved for posting in the residence halls at the HRL.
3. The priority order for available posting space in the halls shall be:
4. HRL and/or Student Affairs.
5. Individual residence hall events/announcements.
6. On-campus, University-recognized groups or individuals, including administrative offices.
7. No publicity materials will be posted for off-campus businesses or organizations.
8. Materials may be left on a table in each main lobby with the residence hall staff permission, which shall be granted if the materials comply with the University's Posting Policy.
9. Flyers posted without approval will be removed and discarded.
10. Organizations or individuals wishing to advertise or publicize in student mailboxes must obtain permission from the Director of Housing and Residential Life.

## Bicycles and Other Wheeled Devices

Residents are strongly encouraged to register bikes with the SDSU Police Department. Use of bicycles, rollerblades, skateboards, scooters, etc., inside residence halls are prohibited for the safety of residents and property.

Bicycles may only be stored in a student room (and not blocking the window or room door) or outside the building in bicycle racks. Bicycle racks are located near all residence halls. Bicycles secured to trees, posts, or buildings may be removed. In addition, bicycles may not be parked or stored in stairwells, hallways, or other community areas inside residence halls. Residents accept responsibility for lost, stolen, or damaged bicycles.

Bicycles left 30 days beyond the end of spring semester are considered abandoned property and will be collected by SDSU personnel. For information on bicycles that have been removed from bike racks, students should contact the SDSU Police Department. Mopeds of all sizes must be parked in designated motorcycle parking areas within the Residence Hall parking lots. They may not be stored in the residence halls or bicycle racks.

Mopeds that are 50cc or more must be licensed, and a parking permit purchased to park on campus.

## **Cohabitation**

Cohabitation is not permitted in University-owned or University-controlled facilities, including those facilities which allow 24-hour guest visitation. Cohabitation is defined as any circumstance, which would prompt a reasonable person to believe a guest has a regular and/or steady presence in a room or suite. Anyone receiving mail, regular phone calls, maintaining clothing changes, keeping personal effects, or using the bathroom/ shower facilities in a residence hall for more than two consecutive nights, will have established a regular and/or steady presence for the purposes of enforcement of this regulation. Complaints will prompt an investigation.

## **Courtesy/Quiet Hours**

Residents are expected to honor established quiet hours (11:00 p.m. – 9:00 a.m.), which are posted in the residence halls. Residents, with the assistance of the CAs, monitor the established quiet hours. If activity/music in your room can be heard next door at this time, it exceeds quiet hours standards. During this time, residents and guests are expected to conduct themselves in a manner that will not disturb others and to support the maintenance of quiet hours. Hall Governments may choose to extend quiet hours in their hall but may not choose to shorten quiet hours.

Courtesy hours are those times outside of the established quiet hours when residents are expected to be considerate of the rights of other students in their house and hall that might be studying or sleeping. In addition, residents who abide by courtesy hours offer their neighbors the same respect that they might ask of them.

During the final exam weeks quiet hours are in effect 24 hours per day. However, periods of time may be scheduled on these days when the noise level can be elevated slightly to vacuum the carpet, socialize, attend programs for study treats, etc.

Residents are responsible for confronting others whose behavior is unreasonable by asking them to cooperate when the noise level becomes a disturbance. When needed, the residence hall staff will assist in reaching solutions to conflicts. Problems with excessive noise will be referred for student conduct action.

## **Damages/Excessive Messes**

Individual room or community area damages that are the result of normal use are covered by housing charges. However, residents may be charged for damages beyond normal use, such as accidents or vandalism, or those malicious or dangerous in nature (e.g., body fluid messes or personally directed vandalism). When applicable, these will be addressed through the SDSU Student Conduct system and may include disciplinary sanction(s).

Charges are based on current repair, replacement, and labor costs for the item(s) damaged. Assessments for excessive messes are determined by adding a labor charge plus materials used in the cleaning effort. Entire communities (of a floor or building) may be charged a share for unidentified damages that occur in common areas.

## **Dirty/ Unsanitary Resident Rooms**

Cleaning and upkeep of residents' rooms is the responsibility of the assigned residents. However, when the condition of a room threatens the health or safety of other residents, staff could instruct the resident(s) to clean the area to acceptable standards. When a space in a double room that could

potentially be occupied by a new resident is not accessible, clean or welcoming, similar action will be required of the assigned resident(s).

Housing and Residential Life reserves the right for professional staff members to exercise their judgment in determining and enforcing standards that a reasonable person would expect in a living environment. When Housing and Residential Life staff becomes aware of a room that needs cleaning while halls are open, the resident(s) will be given notice to clean the room within a reasonable time period. Staff will inspect the room. If the room has not been cleaned to acceptable standards, Housing and Residential Life facility staff will clean the room and assess the cost of labor and supplies to the resident(s). Any resident who brings in unwanted pests or unauthorized pets will be charged for the cleaning.

Should staff become aware of a room that needs cleaning while halls are closed for semester or spring break, HRL may have the room cleaned by HRL facility staff without prior notice to the resident(s). A bill will be assessed to the resident(s) for labor and supplies.

### **Extended Absences**

Students should keep the residence hall staff and/or friends advised of extended absences from the hall. Residents leaving the residence hall for an extended absence are urged to leave a telephone number and the address of a contact person with their residence hall staff or roommate in case of an emergency. Should an emergency arise, please contact the Dean of Students' Office to discuss faculty notification.

### **Guests**

A guest is defined as an individual person that is NOT an SDSU student present in a particular residence hall with the consent of a housing resident living in that hall. Commuter guests are considered any person that currently attends SDSU but lives off campus or in a residence hall other than the one in which the host currently resides in. Family members are considered guests. Roommates should discuss expectations regarding guests before problems arise. Residents who entertain guests in their residence hall have full responsibility for themselves and their guests and for any damages and/or violations which may occur. Nonresident guests are welcome in the residence hall provided they register at the front desk upon arrival and adhere to the University policies. While guests are permitted any day of the week, they may not stay in the building for more than two consecutive nights. If guests are disruptive and/or fail to adhere to University policies, they may be asked to leave.

Residents who entertain others in their room, allow others to use their room in their absence or allow others to gain access to their room by leaving their door unlocked while absent, have full responsibility for themselves as well as for the behavior of their guests whether they are fellow residents or outside guests. This means that they assume responsibility for any damages and/or violations which their guests may commit.

### **Pets**

Fish that live continuously under water are the only pets permitted in residence halls unless otherwise specified (e.g., Hansen Hall & Meadows Apartments). Each room is limited to two (2) 10-gallon aquariums or one (1) 20-gallon aquarium. Sharks and piranhas are not allowed.

### **Needle/Sharps Disposal**

For the health and safety of all residents and staff, students who use needles, syringes, and/or finger prick devices must use an approved sharps container. HRL provides these containers, which are

available at the front desk of every hall, to residents at no cost. When a sharps container becomes full, it should be taken to SDSU Student Health in the Wellness Center. Questions regarding this policy may be directed to your residence hall staff or SDSU Student Health at (605) 688-4157.

### **Notification of Medical Issues**

Residents are asked to report health or medical conditions and allergies on their information form at the beginning of the year. This information is kept in the residence hall staff office and Housing and Residential Life Office to use in emergency situations where the listed contact cannot be reached. In addition, residents should inform HRL of all suspected or actual cases of contagious diseases such as mumps, measles, H1N1, hepatitis, meningitis, chicken pox, COVID-19 etc.

### **Residence Hall Solicitation Policy**

To maintain privacy and security, door-to-door solicitation is not allowed in residence halls. A resident who wishes to act as a representative for a commercial company or conduct business from his/her room must have written permission from either the Area Coordinator or the Residence Hall Director. A copy of this agreement will be kept on file in the hall office. Such residents may only post notices on their room door, and any sales or services must be initiated and requested by the prospective customers.

Off-campus, non-university recognized groups or individuals wishing to sell and/or solicit in residence halls must contact HRL for permission five business days prior to their planned event. Requests are approved at the discretion of the Director. Residents are encouraged to report any solicitors to hall staff immediately.

### **Roofs**

Students are not permitted on any roof for any reason. When items such as Frisbees or balls land on roofs, students need to notify the hall desk so that HRL personnel can retrieve and return items as work schedules permit.

### **Screens and Windows**

Window screens are to remain attached and in place at all times. Residents or guests may not exit or enter through windows and no items may be thrown in or out of windows. Removing or damaging windows or screens may result in charges and/or student conduct action.

### **Sports Activities in the Halls**

Sports activities (e.g., football, Frisbee, baseball, bowling, golf, hacky sack, etc.) when played in confined spaces often result in injuries and damages to facilities. Therefore, sports activities are not permitted in the residence halls.

### **Unauthorized Presence**

Students are not permitted in areas and rooms that are locked and for which they have not been assigned a key (e.g., food service areas, mechanical rooms, storage and supply rooms, electrical rooms, tunnels, offices, attics, etc.). Unauthorized presence in or unauthorized possession of keys for such areas is subject to student conduct action.

# UNIVERSITY POLICIES

## University Policies/ Rules/ Regulations

Students and staff in the residence halls have an obligation to act responsibly. The entire Housing and Residential Life Staff is committed to assist in every way possible toward the development of a comfortable and satisfying environment. All residential students are expected to be aware of, and abide by, the policies described in the Student Policies Manual. A complete list of all University and Regents' policies is contained in the Student Code, which can be found [here](#).

To report harassing or discriminating behavior, a situation of concern or a possible policy violation, please submit information by [clicking here](#). For emergencies, please contact the University Police Department by calling 111 on an on-campus phone or 605-688-5117 on a mobile or off-campus phone.

## Personal Information/Privacy

It is important for students to know that some of their personal information is considered public information unless they choose otherwise. This includes, but is not limited to, room telephone number, e-mail address, degree information, and graduation date. Students who prefer that the University not share this information with others should go to the Registrar's Office and sign a request to place a Privacy Hold on their records. This information will then be kept confidential.

## Academic Integrity

Students at SDSU are expected to maintain the highest standards of academic conduct. The full policy and procedure on student Academic Integrity is contained in [University Policy 2:4](#).

## Alcohol Policy

The South Dakota Board of Regents and the University have established a policies (SDBOR Policies 3:4, 4:27 & 6:14; University Policies 3:1, 4:7 & 6:4) that prohibit the possession and consumption of any alcoholic beverages on most areas of campus, including residence hall rooms.\* Alcohol that is found in the residence halls in violation of these policies will be disposed. It is also a violation for a student to attend any activity or gathering in a residence hall setting (i.e., a residence hall room) where alcohol is present.\*

*\*Exception: Hansen Hall, University Apartments and Meadows Apartments. See Hansen Hall and Meadows Apartments Alcohol Permitted Policy below.*

Housing and Residential Life staff is required to contact the SDSU Police Department when a minor (an individual less than 18 years of age) is involved in a possible alcohol violation or when they cannot verify the age of a participant.

## Fines

- 1st alcohol or drug violation – A sanction of Warning, an educational condition, and a fine of upto \$50.
- 1st drug violation – A sanction of Behavioral Probation, an educational condition, parental notification and a fine of up to \$50.

- 2nd alcohol violation- A sanction of Behavioral Probation, an educational condition, parental notification, and a fine ranging from \$75 to \$100.
- 2nd drug violation –Possible suspension and a fine ranging from \$75 to \$100.
- 3rd alcohol violation- Possible suspension and a fine ranging from \$150 to \$200.

### **Empty Alcohol Containers**

Empty alcoholic beverage containers (e.g., beer cans and bottles, wine bottles, whiskey bottles, and all similar containers) are not permitted in the residence halls. This includes containers that may be considered as decorative. Such containers, if observed by staff, will be confiscated. Students violating this policy will be charged with an infraction of the Empty Alcohol Containers Policy.

### **Guidelines for Alcohol on Campus**

South Dakota State University is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community. Students are expected to make responsible decisions regarding the use of alcohol personally and at events off campus. The University cannot support and will not tolerate public intoxication and/or other irresponsible alcohol use. Students who appear intoxicated on campus are subject to campus judicial proceedings. The following University alcohol guidelines reflect this commitment to personal responsibility.

### **South Dakota State Law**

Students are expected to abide by SD Codified Laws, including but not limited to:

- South Dakota’s minimum age for purchase, possession or consumption of alcohol is 21 years of age.
- It is illegal to sell or give alcoholic beverages to persons under the age of 21.
- It is illegal to use fake identification or other means of misrepresenting your age to obtain alcohol. It is also illegal to allow someone to use your identification to obtain alcoholic beverages.

### **South Dakota Age Requirements for Consumption of Beverages:**

Access the South Dakota State Statute by [clicking here](#).

Alcoholic beverages must remain covered, unopened, and in an opaque package when being transported to campus. Anyone under the age of 21 found to be transporting alcohol shall be required to dispose of the alcohol immediately. Kegs of beer, including pony kegs, (empty or full) are prohibited in all campus housing facilities. Students must be at least 21 years of age to consume alcohol.

Hazing, drinking games or other potentially dangerous drinking behaviors are prohibited. Hazardous or disruptive conduct related to the use of alcoholic beverages is also prohibited. Devices designed for the rapid consumption of alcohol, including but not limited to, funnels and beer bongs are not allowed.

University staff members have discretion over the number of people who can reasonably be in a residence hall room at any given time to comply with applicable fire safety, general safety concerns, and other affected policies.

Alcohol is not permitted in public areas of the residence halls (game rooms, hallways, study lounges, stairwells, and restrooms are public areas), nor is it permitted outdoors on the SDSU campus (unless at

registered campus event per University policy and procedure).

## **Hansen Hall, University Apartments and Meadows Apartments Alcohol-Permitted Policy and Guidelines**

Students who are of legal drinking age may possess and consume alcohol within the privacy of their own room in Hansen Hall, provided that the door remains closed. Alcohol is also permitted in the private bedrooms of students who are legal drinking age in the Meadows Apartments. If, and only if, ALL residents and the guests of a Meadows Apartment unit are of legal drinking age, alcohol is permitted in the common areas (living room, kitchen, dining area, etc.) of the individual apartment unit.

## **Drug Policy**

SDSU policies and state laws do not permit individuals to knowingly use, possess, distribute, or possess with intent to distribute any drug or controlled substance as defined by South Dakota law, except when such drugs or controlled substances are allowed by law and/or are obtained directly or pursuant to a valid prescription or order from practitioners acting in the course of their professional practice.

SDSU campus and property owned by the institution are drug free zones. Any use of marijuana, medical or recreational, on property owned or controlled by the University or at events hosted or sponsored by the University is strictly prohibited. For more information on Medical Marijuana, visit the Student Code of Conduct document [here](#).

## **Gambling**

Exchange of items or money on games of chance, betting, and/or card games is prohibited on campus. Residents may play games of chance, as long as there is nothing of value awarded to the winner(s).

## **Harassment**

Harassment is a particularly harmful and illegal form of discrimination. It is SDSU's policy that no form of harassment on any grounds of employees, students, and others associated with SDSU is permitted. Harassment is defined as:

1. Behavior toward another person that has the purpose or the effect of creating an objectively and subjectively intimidating, hostile, or demeaning environment;
2. Other conduct that is extreme and outrageous exceeding all bounds usually tolerated by society;
3. Behavior that substantially interferes with another person's ability to participate in or to realize the intended benefits of a University activity, employment, or resource. In most cases, harassment involves more than casual or isolated incidents, and must be viewed from a reasonable person's perspective.

Sexual harassment is a particularly offensive form of discrimination. Sexual harassment may be established by showing that an individual has been subjected to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and that:

1. Such conduct substantially interferes with another person's ability to participate in or to realize the intended benefits of a University activity, employment, or resource; OR
2. Such conduct is so pervasive it becomes, explicitly or implicitly, a term or condition of another person's participation in or use of a University activity, employment, or resource; OR
3. An individual's submission to or rejection of such conduct becomes the basis for decisions

affecting their ability to participate in or use an institutionally sponsored or approved activity, employment or resource.

Students should report any concerns of harassment to the Coordinator for Conflict Prevention (605-688-6997), their residence hall staff, the Director of Housing and Residential Life, or the University's Equal Opportunity/Title IX Officer at (605) 688-4128. Incidents where students have been found to harass other persons for whatever reason (sexual, racial, or on other grounds) will be addressed according to SDSU's harassment complaint procedures including potential sanctions through the SDSU Student Conduct System. For more information on SDSU's harassment policy, visit [www.sdstate.edu/title-IX](http://www.sdstate.edu/title-IX).

## **Hazing and Initiation**

Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) that:

1. Is likely to, or would be perceived by a Reasonable Person as likely to, endanger the physical health of an individual or cause psychological distress through treatment that a Reasonable Person would consider to be humiliating, intimidating, or demeaning; OR
2. Destroys or removes public or private property; OR
3. Involves the consumption of alcohol or other substances to excess; OR
4. Violates an SDBOR or University Policy.

Hazing is prohibited at South Dakota State University per University Policy 3:1 (Student Conduct Code). Willing participation in a hazing exercise by the person being hazed does not excuse hazing. Residents who are confronted with hazing/ initiation activities should report all such incidents to residence hall staff. Involvement in hazing/initiation activities—including any solicitation, aid, or attempt to aid in the planning or commission of hazing, or its cover-up—is also prohibited under the Student Conduct Code University Policy 3:1.

## **Missing Persons**

SDSU understands its role in promoting the safety of all students. If in the unlikely event SDSU needs to pursue a missing person report, parents of the student will be notified directly by the Vice President for Student Affairs Office. A Student Affairs staff member will remain in contact with the family throughout any incidents. What follows is the process SDSU engages to investigate any missing person report.

In accordance with the Higher Education Opportunity Act (HEO Act) of 2008, this policy is designed for students who live in University controlled housing facilities, including off-campus housing that are leased through the University for student residents.

For the purpose of this policy, a potentially missing person is a student whose whereabouts are unknown and whose absence is contrary to his/her normal patterns of behavior. In addition, a person is considered to be potentially missing when circumstances indicate that his/her absence is not voluntary and that his/her safety may be in question. Such circumstances may include, but are not limited to: suspicion of foul play, expressed suicidal thoughts, physical or mental impairment, victim of disaster, substance abuse, or other life-threatening situations. The procedures reviewed below will be activated if the student is potentially missing for 24 hours or less.

Students will be strongly encouraged to register parental emergency contact information that will be used in situations where the student is determined, by the SDSU Police Department, to be missing for more than 24 hours.

Additionally, upon enrollment, students will be provided with the opportunity to designate an individual (not a parent or guardian) that the University can contact in the event that the student cannot be located.

Any student who is under the age of 18 years old, and who is not emancipated, will be required to provide the name of a custodial parent or legal guardian who can be contacted in the event of an emergency. Students meeting this age criteria are reminded that the HEO Act requires SDSU to notify their legal parent or guardian if the student is determined to be officially missing.

### **Procedures:**

1. All reports of potentially missing persons will initially be submitted to the ranking live-in staff member in the area in which the student resides, or to the designated live-in on-call person. The ranking staff member or a more senior staff member will attempt to contact the potentially missing person via the student's cell phone number, when available.
2. The ranking live-in staff member will gather information relevant to the student who cannot be contacted and the circumstances in which the person is believed to be potentially missing. The staff member will then forward the gathered information to their direct supervisor, or the designated on-call person.
3. The direct supervisor will review the gathered information and will forward the potential missing person report to the Assistant Director of Residential Life, or the designated on-call staff member. Steps taken to locate the potentially missing person will be reviewed and a determination made regarding involvement of other student contacts.
4. If the student has not been located, the Assistant Director will forward the information to the Director of Housing and Residential Life.
5. HRL will notify the Vice President for Student Affairs Office who will determine if the student is officially missing in accordance with this policy. At this time, attempts to locate the student will likely be broadened by tracking food service usage, vehicle usage, or class attendance.
6. All official reports of missing persons will be directed to the University Police Department, who will investigate and establish a timeline for each missing person. In cases where a student has been missing for more than 24 hours, the Department will notify the student's parental emergency contact or the student's legal guardian if the student is under the age of 18 years old.

### **Non-Discrimination**

South Dakota State University has a well-established commitment to maintaining a campus environment free from discrimination and harassment, as articulated by federal and state law, and University policy.

#### **What activities are protected?**

Prohibited bias factors should not interfere with, and will not be permitted to adversely influence decisions regarding any aspect of:

- Employment
- Education or Study
- Delivery or receipt of institutional services
- Enrollment or participation in institutional programs or activities (e.g., academic, educational, extracurricular or athletic), both on and off campus. Note: Off-campus activities include, without limitation, study abroad programs, internships, student teaching, and athletic events.

## **Non-Discrimination Policy**

It is the policy of SDSU not to discriminate on the basis of sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, pregnancy, sexual orientation, age, disability, veteran's status or any other protected class, or on any grounds, in the offering of all benefits, services, and educational and employment opportunities.

As part of this policy, SDSU has designated a Director for Equal Opportunity and Title IX Coordinator to assist individuals with any concerns about discrimination or harassment in education programs or activities.

Concerns should be reported to a CA, any Housing Official, any SDSU faculty or staff member or directly to the Director for Equal Opportunity and Title IX Coordinator. The complaint process is subject to the South Dakota Board of Regents policies, and will follow the institutional policies listed below:

- Policy 4:3 Equal Opportunity, Non-Discrimination, and Affirmative Action
- Policy 4:4 Harassment including Sexual Harassment
- Policy 4:5 Prevention of Sexual Assault, Domestic Violence, and Stalking
- Policy 4:6 Human Rights Complaints

These policies can be found by [clicking here](#).

## **Non-Retaliation/Disclosure of Information**

Complainants, respondents, witnesses, and other persons who have assisted, testified, or participated in any manner in any phase of a harassment or discrimination investigation will be protected against retaliation. SDSU's policy and applicable Board of Regents, state and federal regulations prohibit retaliation, coercion, interference and/or intimidation, or any other adverse action taken as a direct result of a complaint being brought forth.

All concerns are responded to and/or investigated in a highly sensitive manner. The privacy of the parties involved is protected; information will only be disclosed on a strict need to know basis. The investigation process is neutral, impartial and fair.

## **What You Can Do to Address Harassment or Discrimination**

- Approach the person you feel has discriminated against or has harassed you and communicate your concern directly, in person or in writing. Ask them to stop the concerning behavior or comments immediately.
- Attend Got Your Back, Jack! Training and learn how to be an effective bystander. Information and registration for this training can be found at [www.sdstate.edu/office-dean-students/got-your-back-jack](http://www.sdstate.edu/office-dean-students/got-your-back-jack).
- Report harassment or discrimination to the Director for Equal Opportunity and Title IX Coordinator.
- Complete the annual, online Title IX training so you can recognize harassing and discriminating behaviors.

## **Reporting Concerns**

To report your concerns, you are welcome to speak directly to the Director for Equal Opportunity and Title IX Coordinator.

**Dr. Michelle Johnson**

**Director for Equal Opportunity and Title IX Coordinator & Affirmative Action Officer Human Resources, 100 Morrill Hall**

**Brookings, SD 57007**

**Phone: (605) 688-4128**

**Email 1: [michelle.johnson@sdsu.edu](mailto:michelle.johnson@sdsu.edu)**

**Email 2: [Equal.Opportunity@sdsu.edu](mailto:Equal.Opportunity@sdsu.edu)**

**SDSU has recently adopted a Compliance Hotline that offers two additional ways to report concerns, including the option to report anonymously, if you choose:**

Toll-Free Reporting: 1-844-880-0004

Web Reporting: [Click here](#)

**If a student or employee confides in you their concern, please encourage them to report the issue or you may report on their behalf. The University has a legal obligation to respond to issues, big and small, so SDSU requests that all concerns be brought forth. The University has many resources and wants to support faculty, staff and students.**

### **What happens if a violation of the policy occurs?**

The University will not tolerate discrimination, harassment or retaliation that violates SDBOR or University policy. Where such violations are investigated and found to have indeed occurred, the University will take steps to end it immediately, prevent a recurrence and remedy its effects. An individual found to have engaged in discrimination, harassment or retaliation will be subject to appropriate discipline, depending on the severity of the misconduct.

**For more information on the policies established to promote equal opportunity and eliminate discrimination and harassment at SDSU visit the [www.sdsu.edu/title-IX](http://www.sdsu.edu/title-IX) website.**

### **Parental Notification of Drug /Alcohol Policy Violation**

The Family Educational Rights and Privacy Act (FERPA) permit colleges and universities to inform parents or guardians of drug and alcohol policy violations committed by students. SDSU understands parents are partners in responding to issues of substance abuse. Thus, it is the practice of SDSU to notify parents of violations of the University's drug and alcohol policies under the following circumstances.

#### **Parental notification will likely occur when. . .**

- The student, through a hearing, is determined to be responsible for an alcohol/ drugrelated violation which has resulted in:
- A minimum sanction of behavioral probation;
- has been determined to have a blood alcohol content (BAC) of .20 or greater;
- has required transport to a medical facility due to alcohol poisoning;
- at the discretion of the Vice President for Student Affairs Office and
- The student is less than 21 years old;
- The student commits the offense while on SDSU owned or controlled property;
- The student commits the offense during travel sponsored by an SDSU department, college, or recognized student organization; or
- The student commits the offense while attending an event sponsored by an SDSU department,

college, or a recognized student organization.

- Notification by another South Dakota public institution, (i.e., Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, or University of South Dakota), that an SDSU student has been involved in a situation on their campus which leads to a minimum sanction of behavioral probation, and the student is less than 21 years old.
- An emergency medical circumstance exists related to alcohol/drugs, even if no violation has occurred. (Note: Hospital personnel, family members or friends may have also notified parents.)

### **Parental notification will likely not occur when . . .**

- The student is 21 or older.
- The student is merely reported to be involved in a violation of the alcohol/controlled substance policy. (Notification only occurs after a hearing has been conducted and a hearing officer/body has determined that the student violated policy.)
- The sanction for the policy violation is less severe than behavioral probation.

### **Who determines if parental notification is necessary?**

A decision to notify a parent/guardian is made by the Vice President for Student Affairs or his/her designee, in consultation with appropriate reporting parties. In rare cases, parental notification may be waived when it is determined student safety may be at risk.

### **What are the procedures for parental notification?**

1. Notification, except in emergency circumstances, will be done in writing by the Vice President for Student Affairs' Office.
2. Students will be sent notice in writing of a parental notification letter. Such correspondence will be sent seven calendar days in advance of the parental notification letter being sent.
3. In all cases the parent or guardian listed by the student on SDSU records will be the individual notified. Notification of other interested parties is the responsibility of the student and/or the parent/guardian of record.

A copy of the Student Code will be furnished upon request. To request a copy, contact the Office of Student Conduct at (605) 688-6997, or view the Code by [clicking here](#).

## **Parking**

It is the responsibility of all students who operate a motor vehicle in areas under control of the University to register their vehicles with the Parking Services Office and to become familiar with all parking and traffic regulations. An SDSU parking permit must be displayed on your vehicle. Permits must be purchased through your online parking account at [parkinginfo.sdstate.edu](http://parkinginfo.sdstate.edu). During extended breaks (semester and spring breaks), all vehicles left on campus must be parked in a designated break parking lot. Vehicles parked in any other lots may be ticketed and towed at the owner's expense.

## **Sexual Assault and Rape**

Sexual assault/rape is the subjection of another person to any sexual act against that person's will, without one's consent, whether forcible or non-forcible. It may be coerced through force or threats of force, or with someone who is unconscious, or with someone who is incapable of giving consent. According to the Student Code (Section 01:10:02:01), "*Consent is defined as informed, freely given, and*

*mutually understood. Consent requires an affirmative act or statement by each participant...If a person is mentally or physically incapacitated or impaired so that the person cannot understand the fact, nature or extent of the sexual orientation, there is no consent; this includes conditions due to alcohol or drug consumption or being asleep or unconscious.” Sexual assault is also a crime.*

Students who believe they are a victim of sexual assault/rape, can:

- Seek medical attention. DO NOT bathe, clean up, or change clothes.
- If clothes must be changed, all of the clothing should be placed into a paper bag and taken to the medical facility, students may obtain a paper bag at any of the residence hall front desks. Medical attention is necessary to evaluate any injuries (some may not be apparent to you), assessment of sexually transmitted disease and/or pregnancy, and collection of evidence. Students who are on campus can call 111 for emergency help and assistance from a campus phone. Even if you are not interested in reporting the assault to law enforcement, it is important to collect evidence in case your decision changes over time.
- Report a situation using this [link](#).
- Contact the Assistant Director for Conflict Prevention at (605-688-6997).
- Contact the residence hall staff.
- Call the Brookings Domestic Abuse Shelter (605) 692-SAFE (7233) for immediate assistance, information and help in deciding options.
- Contact SDSU Police (605) 688-5117, or Brookings City Police (605) 692-2113.

Alcohol Amnesty- The University will not pursue any disciplinary action related to any alcohol or drug consumption against any Student who has been sexually assaulted or sexually harassed, for their use of alcohol at the time of the sexual assault or sexual harassment (SDSU Policy 3:1- Student Conduct Code).

Confidential counseling is available from the SDSU Health and Counseling Center or the Domestic Abuse Shelter to help with anything you may need.

These services are available to all students, including the accused, regardless of whether the incident occurred on or off campus. Students who suspect that someone has been a victim are encouraged to contact the residence hall staff or SDSU Counseling Services for guidance.

## **Employee-Employee and Faculty-Student Consensual Relationships**

When individuals exercising power delegated by the Board of Regents make work-related or academic decisions about people with whom they have sexual relationships, their conduct may give rise to the appearance, if not the reality, of favoritism or other self-serving motive. Even the appearance of such improper motives can diminish the confidence that students and employees have in the integrity of institutional decision-making and thereby disrupt the institutional workplace or academic processes. This is true regardless of the SDSU employee's position or rank. While the state and federal constitutions generally limit the power of government to regulate intimate relationships, government may impose reasonable restrictions to assure that actions taken on behalf of the people are free from actual or apparent favoritism or other self-serving motives. The Board has adopted regulations that address similar concerns that arise when individuals supervise close family members, (see Board Policy No. 4:22), or when individuals indulge in conduct that amounts to harassment, (see Board Policies No.1:17 and 1:18.). These policies may be found online at [www.sdbor.edu/policy/policymanual.htm](http://www.sdbor.edu/policy/policymanual.htm).

## **Policy Regarding Faculty-Student Consensual Relationships**

- University faculty members may not have consensual relationships with any students under their academic supervision.

- Students and University faculty members {and staff} alike should be aware that entering into a consensual relationship will limit the University faculty members' {and staff} ability to teach and mentor, direct work, employ, and promote the career of students involved with them in a consensual relationship.
- If a student with whom a University faculty member has a consensual relationship attempts to enroll in a class that the University faculty member is scheduled to deliver, or otherwise to come under any form of academic supervision by the University faculty member, the faculty member will disclose the consensual relationship to the Institutional Chief Executive Officer. The Institutional Chief Executive Officer may reassign the University faculty member's supervisory responsibilities if that can be done without compromising the integrity of the academic program. Otherwise, the University faculty member must terminate the consensual relationship, or the employment of the faculty member must be terminated.
- Engaging in a consensual relationship prohibited under this policy or, for faculty...engaging in a romantic or dating relationship with a student, failure to make disclosures when required by this policy or failure to abide by assurances given to the Institutional Chief Executive Officer, will result in termination of employment.
- The Institutional Chief Executive Officer may authorize exceptions to this policy upon satisfactory documentation that the relationship substantially predates the supervisory relationship and is analogous to marriage. In such cases, the duties for academic supervision will be reassigned in accordance with the nepotism policy stated in Board Policy No. 4:22, provided that grades shall be assigned by another faculty member in consultation with the faculty member of record.
- The Institutional Chief Executive Officer will notify the Executive Director each time that authorization to continue a consensual relationship is granted under this section.

For more details of the Board of Regents policies please visit their website:~

[www.sdbor.edu/policy/policymanual.htm](http://www.sdbor.edu/policy/policymanual.htm).

## **Tobacco Free Jacks**

The use of tobacco products (cigarettes, e-cigarettes, cigars, pipe tobacco, smokeless tobacco, vapor-based products, etc.) is not permitted on any University property, including, all campus grounds inside and out, parking areas, vehicles and student housing. The policy applies to university students, faculty, staff, as well as visitors and vendors to all university property regardless of location.

<https://www.sdstate.edu/tobaccofreejacks>

Students who violate this policy within the residence halls are subject to campus sanctions and conditions. Those are as follows:

- Smoking (1st offense): educational sanction, \$25 fine, and a warning.
- Smoking (2nd offense): educational sanction, \$50 fine, and behavioral probation.
- Smoking (3rd and subsequent offenses): educational sanction, \$50 fine, and extended behavioral probation.

## **Snow Removal from Residence Hall Parking Lots**

When a major snowfall occurs, the following priorities of removal exist:

- Campus streets
- Campus sidewalks
- Campus parking lots

Prior to snow removal from residence hall parking lots, notice is given and signs are posted listing the scheduled dates and times for the major snow removal. Students will be directed to park in alternate lots for this purpose and they will not be ticketed in these areas.

## **Weapons**

The following are prohibited in the residence halls:

- Weapons, including but not limited to, firearms, guns (e.g., BB guns, pellet guns, paintball guns, etc.), bows, arrows, clubs, nightsticks, swords, knives (with a blade of 4 inches or longer), Tasers, and all martial arts weapons.
- Ammunition, including but not limited to, explosive ammunition (e.g., shotgun shells, rifle shells, black powder, percussion caps, etc.) and air-propelled ammunition (e.g., BBs, pellets, paintballs, etc.).
- Firecrackers and other explosives and dangerous chemicals.

Please refer to the weapons policy found on page 6, number 16 in the [Student Code of Conduct](#).

# Important Campus Offices

## Office of Community Standards

Serving as conflict coaches, mediators, and hearing officers, the staff of this office and partner organizations such as University Housing & Residential Life assist students in all stages of adjustment and adaptation.

## Conflict Prevention and Management

The function of Student Conduct is to sustain a quality educational environment throughout campus. SDSU has specific rules and regulations, as well as general guidelines for good citizenship and responsible behavior. The primary purpose of these standards is to protect the rights and property of all persons within the University community, and to ensure student success. The fundamental goal of the SDSU conduct system is to maintain these standards by helping students to understand their responsibilities to the University community.

*The Office of Student Conduct deals with student policy violations; it is not a legal office. Please utilize this for student judicial information. For legal assistance, please contact the Student Association office at 605-688-5181.*

## The Conduct Process

1. An incident occurs and a report is written by UPD, housing staff, etc.
2. The student receives an e-mail regarding the incident to their Jacks account.
3. Follow the instructions given in the letter, likely to schedule an appointment with the contact person (hearing officer) listed. The student will also receive a brochure explaining the SDSU Student Conduct process and their rights.
4. Meet with the hearing officer. At that meeting, the hearing officer reviews the incident, explains the charges, and informs the student of their rights under the SDSU Student Conduct system.
  - a. The student then can either accept responsibility for the charge(s) and resolve the case informally or deny responsibility for the charge(s) and resolve it formally.
  - b. If found responsible, a sanction is intended to further the educational goals of the student and modify the inappropriate behavior by setting future behavioral expectations and by notifying the student of the potential consequences for committing future policy violations.
  - c. Students who fail to complete sanctions and/or conditions given by the designated date may either be assessed a fine of \$100 or have a disciplinary hold placed on their enrollment.

Conditions will usually be attached to the sanctions of warning and behavioral probation. Some of these may be, but are not limited to, counseling, monetary fines, compensation for damage done to the property of others, removal from a University athletic team, loss of University employment, reassignment to a new room or hall, or removal from the residence halls. Also, when placed on behavioral probation and in some cases involving the use of alcohol or drugs, the Dean of Students may choose to notify the student's parents.

Aggravated and/or repeated violations of SDSU policy may result in more serious sanctions than those given to moderate repeat offenders or moderate first-time violators. For more complete

information regarding student rights and responsibilities within the University community, consult the Student code. Students may obtain a personal copy of the Student Code by downloading it from the SDSU homepage [here](#).

### Information for Prospective Contacts

- Assistant Director of Student Conduct: 605-688-5148
- Coordinator for Community Standards: 605-688-5148
- Residence Hall Directors or Area Coordinators (see letter for specific person): 605-688-5148
- Title IX/EEO Office: 605-688-4128

### Dining Services

The Jacks' Dining staff strives to provide the best dining services program for SDSU's students, faculty, and staff. Dining services can be reached at (605) 697-2550 or at [sdsu.campusdining@sdstate.edu](mailto:sdsu.campusdining@sdstate.edu)

Jacks' Dining employs a large number of students in various positions and offers flexible work schedules. Contact Brittany at [Buresh-brittany@aramark.com](mailto:Buresh-brittany@aramark.com) for more information, or go to [www.aramark.com/careers](http://www.aramark.com/careers) and search "Brookings" to apply.

### Dining Locations

There are various dining locations across campus including two food courts in the Student Union serving Chick-Fil-A, Panda Express, Extreme Pita, Papa Johns, and several local favorites. Also in the Student Union is Einstein Bros. Bagels, Weary Wil's, and Union Coffee. Larson Commons, Erbert and Gerbert's (2), Hansen Hall Hobo Square, and Starbucks are located in other areas around campus.

There are two C-Stores on campus, located in Larson Commons and Hansen Hall. Here, students can find many of the items they would find in stores around town, and may use Flex dollars, Hobo dough, cash, or credit card to purchase items.

### Meal Plans

Our meals plans were designed with students in mind. If you are looking to enjoy a meal with friends or a snack on the go-there is a plan to fit every appetite. There are two parts to our meal plans:

*Flex dollars* are like a debit card for food on campus. They are attached to your student ID card and are accepted at all of our dining locations.

*Block meals* are attached to your student ID card and are accepted at Larson Commons, our all-you-care-to-eat dining location. Just swipe your student ID card at the door and one block meal will be deducted from your plan! Eat as much or as little as you would like.

Your meal plan options are listed below:

<b>50 block Plan</b>	50 block & \$1086 flex	\$1648/semester
<b>100 block Plan</b>	100 block & \$843 flex	\$1648/semester
<b>Premier Plan</b>	Unlimited block & \$65 flex	\$2085.35/semester
<b>*Bronze Flex Plan</b>	\$1336 flex	\$1430.30/semester
<b>*Silver Flex Plan</b>	\$1553 flex	\$1648/semester
<b>**West Flex Plan</b>	\$777 flex	\$871.15/semester

\*Sophomores and upperclassmen only

\*\* Students living on west campus only

#### Frequently Asked Questions:

- 1) How can I add more flex dollars to my card?
  - a. It's easy! Visit the 'Meal Plan' page on our dining website: SDSUDining.com
- 2) Can I carry over my meal plan to the next semester?
  - a. Your block meals will expire at the end of each semester. Your flex dollars will carry over from Fall to Spring, but not Spring to Fall.
- 3) Can I change my meal plan?
  - a. Yes! You have through the first week of the semester to upgrade your plan. You can change your plan using the housing application.
- 4) Additional questions?
  - a. Email us at SDSU.CampusDining@sdstate.edu

### **SDSU Wellness Center**

Enriching the quality of life is our passion. Phone: (605) 697-WELL (697-9355)

Location: North Campus Drive (next to HPER Center) [Website](#)

The Wellness Center is an integrated and comprehensive approach to health and wellbeing and home to:

- Counseling Services
- Fitness
- Health Promotion /HEROH /Safe Ride
- Competitive sports- Intramurals and Sport Clubs
- Jackrabbit Pharmacy
- Nutrition Services
- Outdoor Programs
- Student Health Clinic

## Student Health Clinic and Counseling Services (SHCCS)

The mission of [South Dakota State University Student Health Clinic and Counseling Services](#) is to promote the health and wellness of the university community, to enhance student retention, and to support the academic and personal success of all students. The Student Health Clinic and Counseling Services and the Jackrabbit Pharmacy are located in the east wing of the SDSU Wellness Center. Staff consists of nurse practitioners, mental health counselors, consulting physicians, registered nurses, a pharmacist, a medical lab technologist, a dietitian, and administrative personnel.

Clinic appointments can be made by calling 605-688-4157 or going to your [MyState](#) account and accessing your Jackrabbits Health Clinic and Counseling Portal to self-schedule. Counseling appointments can be made by calling 605-688-6146.

### Student Health Clinic

- Phone: (605) 688-4157
- Location: SDSU Wellness Center
- Office hours are Monday 9:00 a.m. - 5:00 p.m., Tuesday 8:00 a.m. – 7:00 p.m., Wednesday-Friday 8:00 a.m.-5:00 p.m. when classes are in session; hours vary during summer & academic break.
- Services include:
  - Acute illness and injury treatment
  - Chronic illness management
  - Routine physical exams such as school and sport/athletic
  - Women's and men's health exams
  - Sexual transmitted infection testing including rapid HIV
  - Birth control education and counseling
  - Immunizations including those needed for international travel preparation
  - Allergy injections therapy.
    - Students requiring allergy injections will be informed of the administration policies on their first visit.
    - Students must furnish their own allergy serum ordered by their allergy physician, which is stored at the SHCCS.
  - Laboratory Services – also accepts orders from outside clinic health care providers.

### Health Insurance and Billing

- Phone: 605-688-6900 or 605-688-6018
- The Student Health Clinic charges for all service incurred at the clinic. You will be required to provide a copy of the front and back of your insurance card and the policy holder's full name, address and date of birth via email, patient portal, or at the time of your visit. Patient Services will submit charges to your insurance.
- Prior to receiving care, students are responsible to contact their insurance company to verify coverage including, but not limited to, determining network status (in-network versus out of network), coverage for services, and referral requirements. It is important to verify this information with the insurance company. If a referral is required, please provide this to Student Health Clinic so visits can be covered as in-network. All questions regarding a specific insurance policy should be directed to the insurance company.
- The Student Health Clinic does not accept: Medicaid, Medicare or Workmen's Compensation.

- For questions about billing at the Student Health Clinic, please call the Patient Services Department or visit our webpage at <https://sdstate.edu/wellness-center/student-health-clinic>

## Counseling Services

- Phone: (605) 688-6146 (for appointments)
- Location: SDSU Wellness Center, East Wing
- Office hours are Monday 9:00 a.m. - 5:00 p.m., Tuesday 8:00 a.m. – 7:00 p.m., Wednesday-Friday 8:00 a.m.-5:00 p.m. when classes are in session; hours vary during summer & academic break.
- SDSU offers mental health counseling services at no extra cost to registered students.
- Our team of experienced mental health counselors offers a variety of services that include individual, group, and couples therapy.
- We are ready to offer our support and help you develop skills to manage academic stress, navigate relationship concerns, improve your self-confidence, and learn healthy coping skills.
- Counseling Services are available to assist students with a variety of issues.
  - Adjustment/Transition to College Life
  - Alcohol and/or Drug Use
  - Anxiety and/or Depression
  - C0-Occurring Disorders
  - Grief/Loss
  - LGBTQ+ Identity Development
  - Relationships
  - Stress
  - Trauma
- Counseling Services offers after-hour on-call crisis services through the University Police Department (605) 688-5117.

## Options for after hours and weekend/holidays:

- Brookings Health System (605) 696-9000
- Avera Brookings Medical Clinic (605) 697-9500
- Avera Ask A Nurse (877) 282-8372
- Sanford Brookings Acute Care Clinic call (605) 697- 1900
- Sanford Ask A Nurse (800) 445-5788
- In the event of an emergency 911
- 211 Help Line 211

## Jackrabbit Pharmacy

- Phone: (605) 688-5410 (questions or refills)
- Fax 605-688-5267
- Location: SDSU Wellness Center
- Office Hours: Monday 9:00 a.m. – 5:00 p.m., Tuesday 9:00 a.m. – 7:00 p.m., Wednesday - Friday 9:00 a.m. – 5:00 p.m. (closed for lunch 12:30 – 1:00 p.m.) when classes are in session (closed for lunch 12:30 p.m. – 1:00 p.m.); ours vary during summer & academic break.
- The [SDSU Jackrabbit Pharmacy](#) serves all eligible SDSU students, faculty/staff, and their family members.

- The Jackrabbit Pharmacy accepts prescriptions from doctors outside of the student health clinic.
- The Jackrabbit Pharmacy is conveniently located in the SDSU Wellness Center to purchase prescription medicines and a variety of over-the-counter items at competitive pricing.
- Jackrabbit Pharmacy offers insurance filing. We accept cash, check, debit/credit cards and HOBODough for payment.
- Over the counter items are also available for purchase using HOBODough in the pharmacy vending machine located in the spine of the Wellness Center.

### **Nutrition Services**

Phone: (605) 688-4157 (for appointments)

Location: SDSU Wellness Center

Charge: \$10 / visit

You can contact Nutrition Services to schedule an appointment without having been referred by a Health Care provider. Services include:

- Dietary Lifestyle Changes
- College Weight Gain
- Sport/Exercise Nutrition
- Disordered Eating
- Specialized plans for Specific Health Conditions

### **Health Promotion/HEROH Peer Educators/Safe Ride**

Phone: (605) 688-4312

Location: Health Promotion/Safe Ride and HEROH, Wellness Center 100

The Wellness Center Health Promotion department provides a variety of activities and events to educate and encourage healthy lifestyle practices. A few of the activities/ events offered at the Wellness Center are Stress Free Days and the annual Wellness Fair. HEROH operates as an extension of the Wellness Center at SDSU. As peer educators, HEROH provides campus-wide health promotion campaigns to encourage healthy lifestyles.

The Safe Ride program provides an alternative to driving for impaired drivers. The program operates on Wednesday, Friday and Saturday nights, 9:00 p.m. – 2:30 a.m. The routes focus on the more densely populated residential areas, the SDSU campus community, and the downtown area. The service is free to all SDSU students and non-SDSU students. To download a Safe Ride route map/schedule go to [www.sdstate.edu/Wellness-Center](http://www.sdstate.edu/Wellness-Center).

### **Fitness, Intramurals & Sport Clubs**

- Phone: (605) 688.6415

- Location: SDSU Wellness Center Welcome Desk
- Hours: (Academic calendar changes slightly during breaks and summer.)
- Monday-Thursday: 5:00 a.m.-11:00p.m. Friday: 5:00 a.m.-10:00 p.m.
- Saturday: 7:00 a.m.-8:00 p.m.
- Sunday: 9:00 a.m.-10:00 p.m.

Fitness encompasses all exercise equipment, group fitness classes (no extra charge), personal fitness evaluations, personalized fitness programs, nutrition services, small group personal training, pool, track, gym courts, MAC court with drop down batting cage, racquetball courts, indoor pool, and indoor climbing features. For more information, stop at the Welcome Desk. Except for nutrition and personal training, all fitness opportunities are free of charge.

Intramurals encompass fall and spring intramurals for men, women and co-eds. There are 16 sport clubs that are under the direction of the Wellness Center. There is no charge or minimal charges for involvement in these activities, however, a small refundable deposit is required to register intramural teams.

Mission statement: Strive to provide current and diverse programming to enhance life-long health and well-being. Knowledgeable professionals serve the students, employees, and community to make appropriate decisions about their fitness and nutritional desires.

For more information, stop at the Welcome Desk.

### **Lost Student ID Card (MyJacks Card)**

If your MyJacks Card is lost or stolen, you should immediately call the Card Services Office at (605) 688-MYID (6943) or, if after hours, go online to [www.myjackscard.com](http://www.myjackscard.com) to deactivate it. You can also download the app to manage your card. Information for the app is on the web site. Once deactivated, your funds are instantly protected against unauthorized use. MyJacks cards can also be reactivated online as well. Do not punch a key hole in your ID card. Lost or damaged card replacements are \$20.

### **Wintrode Student Success Center**

Helps students take their first step toward academic excellence! Staff members from various programs are available in the center to help students achieve their goals at SDSU. Students are encouraged to visit the Wintrode Student Success Center or browse our [website](#) to learn about the supports provided.

The Wintrode Student Success Center is located on the corner of 8th Street and 11th Avenue (just south of Crothers Engineering Hall and east of Pugsley Continuing Education Center) and houses the following programs:

#### **First Year Advising Center**

- Phone: (605) 688-4155
- E-mail: [SDSU.AdvisingCenter@sdsu.edu](mailto:SDSU.AdvisingCenter@sdsu.edu)
- Location: Wintrode Student Success Center 110
- [Website](#)

- Like us on Facebook: South Dakota State University First-Year Advising Center

### **Wintrode Tutoring and Supplemental Instruction Program**

- Phone: (605) 688-4155
- E-mail: [sdsu.tutoring@sdsu.edu](mailto:sdsu.tutoring@sdsu.edu)
- Location: Wintrode Student Success Center 110 [Website](#).
- Like us on Facebook: South Dakota State University – Wintrode Tutoring Program

### **Academic Success Program**

- For students on academic probation or readmitted following academic suspension
- Phone: (605) 688-4155
- Location: Wintrode Student Success Center 110

### **The Writing Center**

- Phone: (605) 688-6559
- E-mail: [SDSU.writing.center@sdsu.edu](mailto:SDSU.writing.center@sdsu.edu)
- Location: Wintrode Student Success Center 201

# COMMONLY ASKED QUESTIONS

## Hobo Dough

Hobo Dough is a prepaid, stored-value program available to SDSU students, faculty, and staff. With Hobo Dough, people simply load dollars into an account accessed by their MyJacks Card to be used throughout campus and with participating off-campus merchants. Using Hobo Dough is a safer option than carrying cash and the card contains the student's picture for added security. Balances carry over from semester to semester and year to year, and any unspent funds over \$5.00 are fully refunded when leaving the University. Hobo Dough is not the same as Dining Service's Flex Dollars and Hobo Dough cannot take the place of a student's Dining Service Plan. Hobo Dough is accepted at Dining Service locations in the event that a student runs out of Flex Dollars and/or Meal Plan.

The flexibility of Hobo Dough allows students to purchase the goods and services they need on campus or in the community without having to carry cash. There is no annual fee or transaction surcharge for this service. Every dollar of Hobo Dough translates into a full dollar of purchasing power. Hobo Dough also provides increased security and minimizes risk. If a student loses their MyJacks Card, they may call the Card Services Office in Student Union 140 at (605) 688-MYID (6943) or go to [www.myjackscard.com](http://www.myjackscard.com) to deactivate their account immediately.

To load funds into a Hobo Dough account, simply stop in the Card Services Office in the Student Union with cash/check/credit card and your MyJacks Card during normal business hours, or load cash at our Hobo Dough Load Stations located in the circulation area at Briggs Library, Larson Concourse, Main Street in the Union, and Hansen Hall. Parents may also load funds into their student's account by using the guest deposit option on our web page or calling the Card Services Office at (605) 688-MYID (6943). In addition to using Hobo Dough on campus you can go to [www.myjackscard.com](http://www.myjackscard.com) for a current list of off campus merchants that accept Hobo Dough.

## Other Resources

- American Indian Student Center, (605) 688-6416
- Dining Services, (605) 697-2551
- Disability Services, (605) 688-4504
- Diversity Enhancement, (605) 688-6416
- Office of Title IX/EO (605) 688-4128
- Financial Aid, (605) 688-4695
- Gay Straight Alliance (GSA), [www.facebook.com/sdsugsa](http://www.facebook.com/sdsugsa)
- Housing and Residential Life Department, (605) 688-5148 or 688-5149
- Off-Campus Housing, (605) 688-5148 or 688-5149
- Office of Student Conduct, (605) 688-6997
- Multicultural Affairs Center, (605) 688-5585
- Police, SDSU Police Department, (605) 688-5117
- SDSU Student Health Clinic and Counseling Services, (605) 688-4157
- Student Affairs Office, (605) 688-4493
- TRiO, (605) 688-6653
- Veteran Resource Center, (605) 688-4700
- Wellness Center, (605) 688-6415

## **Medical**

- Brookings Health System Emergency Room (300 22nd Avenue), (605) 696-9000
- Avera Brookings Medical Clinic (400 22nd Avenue), (605) 697-9500
- Sanford Clinic Brookings (University Mall, 922 22nd Ave. S.), (605) 697-1900
- Advocacy/Counseling
- Brookings Domestic Abuse Shelter, (605) 692-SAFE (7233)
- Brookings Police Department (307 3rd Avenue), (605) 692-2113