

Office/Contact: Office of Student Affairs

Source: SDBOR Policy 3:6

Link: <https://www.sdbor.edu/policy/documents/3-6.pdf>

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Students Not Registered but Assigned Housing

NUMBER: 3:7

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1. Purpose

This policy implements SDBOR Policy 3:6 and sets forth the guidelines for students who are not registered for classes but assigned to a residence hall at the University.

2. Policy

- a. During the first two (2) years from the time they were or would have been graduated from high school, all unmarried students who enroll in six (6) credit hours or more are required to enter into a housing agreement and designated meal plan for the specific living environment with the University, unless special permission to room or dine elsewhere is received from the University.
  - i. Special permission ordinarily will be granted to students with dependent children, to students who reside full time during the academic year with parents or legal guardians, or students enrolled primarily at off campus locations.
  - ii. Students who have enrolled for twelve (12) or more credits for four (4) semesters may be exempted from this agreement at the discretion of the University.
  - iii. The University may also grant exemptions for students when residence hall occupancy exceeds manageable capacity.
- b. Individuals not enrolled at the University are not permitted to live in the residence halls during the fall or spring semester. ESL students are considered enrolled at the University for the purposes of this policy.
- c. During the summer, individuals may be permitted to reside in residence halls if they do not have a past due balance greater than \$750 at the University, they agree to abide by all University policies while maintaining residence, and if at least one (1) of following criteria is met:
  - i. The student is enrolled in at least one (1) course at the University for a summer session; or

- ii. The student is enrolled in classes at the University for the fall semester immediately following the summer term; or
- iii. The student is employed on campus; or
- iv. The student is completing an internship through the University but otherwise not enrolled; or
- v. The student is from another institution completing an internship locally and provides appropriate documentation of such.

### 3. Procedures

- a. Housing and Residential Life will use lists from the Cashier's Office to compare student housing assignments with registration status on multiple occasions prior to the start of each term to prevent students from moving into residence halls without registration for classes. The Cashier's Office will provide updated lists to Housing and Residential Life and Card Services on the following schedule:
  - i. The day after the last day to withdraw and receive a "W" for each term.
  - ii. December 1<sup>st</sup> and weekly through the start of the spring semester.
  - iii. August 1<sup>st</sup> and weekly through the start of the fall semester.
  - iv. Daily, the week prior to classes starting for the fall and spring term.
- b. The Cashier's Office will provide a list of students not enrolled with a housing assignment for the fall and spring semester on the Thursday before classes begin and the last day to drop/add classes for the fall and spring semester to the following offices: AVP for Student Affairs, Card Services, Financial Aid, Housing and Residential Life, Provost, VP for Finance and Business, and VP for Student Affairs, or their successor units.
- c. Housing and Residential Life will identify students living in the residence halls without registration and contact the student(s) to arrange for a check-out date. Contact will be made with each student within one (1) working day of receipt of the list from the Cashier's Office. Check-out dates will be within 72 hours of notice to vacate.
- d. Housing and Residential Life will notify Card Services of the date of check-out for each student. Card Services will shut off door, event, and meal plan access as of the date of check-out provided by Housing and Residential Life.
- e. Housing and Residential Life will compare student housing assignments with registration status on multiple occasions to prevent students from moving in to residence halls without registration for classes.
- f. Fall Process
  - i. One (1) month prior to move-in and on a weekly basis until move-in, Housing and Residential Life will notify all students assigned a residence hall room

without registration based on a list provided by the Cashier's Office that they will be unable to check-in to the residence hall unless they are registered for classes.

- ii. Housing and Residential Life will notify Card Services of any student(s) who are assigned a residence hall room but not registered for classes by Thursday prior to move-in. Card Services will deactivate the door, event, and meal plan for each student.

g. Fall to Spring Process

- i. For students living in the residence hall in the fall with no registration for spring, on or about December 1<sup>st</sup>, Housing and Residential Life will notify student(s) that they are required to move out of the residence hall at the end of finals week unless they are registered for spring classes by the end of finals week.
- ii. Housing and Residential Life will follow-up with these students the Friday prior to finals week if they are still not registered for classes, reminding them to schedule their check-out with the appropriate Housing and Residential Life staff member by the end of finals week.
- iii. One (1) week prior to move-in, Housing and Residential Life will notify all students assigned a residence hall room without registration that they will be unable to check in to the residence hall unless they are registered for classes.
- iv. Housing and Residential Life will run another comparison the Thursday prior to move-in and notify students not registered that they will be unable to check in to the residence hall unless they are registered for classes.
- v. Should a student have belongings in the assigned room, Housing and Residential Life will make arrangements with the student to move belongings from the room prior to move-in dates.
- vi. Housing and Residential Life will notify Card Services of any student(s) who are assigned a residence hall room but not registered for classes by Thursday prior to move-in. Card Services will deactivate the door, event, and meal plan for each student within one (1) working day of receipt.
- vii. Should a student re-enroll for the spring term, Housing and Residential Life will ask for the student to provide proof of registration by logging into their WebAdvisor account and showing registration. Housing and Residential Life will assign the student housing and communicate with Card Services to reactivate door, event, and meal plan access on the same day as housing is assigned.

h. Summer Process

- i. Housing and Residential Life will review each applicant and request information from the following offices and/or the student directly:
  - 1. Cashier's Office: determination of a past due balance.

2. Registrar's Office: determination if student is registered for summer term and/or fall semester.
3. Student: documentation showing internship employment in the Brookings area and/or work assignment on campus from the supervisor.
  - ii. Following receipt of information from these sources, Housing and Residential Life will determine if the student is eligible to live in the residence halls during the summer term and communicate a decision to the individual requesting housing and Card Services.
4. Responsible Administrator

The Vice President for Student Affairs and the Vice President for Finance and Business, their successors or designees, are responsible for the annual and ad hoc review of this policy and annual review of procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 09/28/2017.