South Dakota State University
Housing & Residential Life
Residential Handbook
2014-2015

Ben Reifel Hall
Binnewies Hall
Brown Hall
Caldwell Hall
Hansen Hall

Honors Hall
Hyde Hall
Jackrabbit Village
Mathews Hall
Meadows Apartments

Off-Campus Apartments
Pierson Hall
Schultz Hall
Waneta Hall
Young Hall
Introduction

Living on campus at South Dakota State University is full of opportunity as students learn more about friendship, learn other important life lessons, learn along with other students, and learn along with other students what it takes to build a positive community. Living on campus is about learning. In order to have a successful experience, students are asked to make personal decisions that are basic standards for living with others. For the most part, policies and procedures found within this handbook are simply adding a structure for how 4,000 students can share space. 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. How to request a work order, who can help when you are under the weather, and what student jobs are available are just a few of the informational items you will find in The Handbook.

Regardless of whether you are brand new to SDSU or have lived on campus for several years, Housing & 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 you, please do not hesitate to contact any of our staff.

Welcome and Go Jacks!

Jeff Hale, Ed.D.
Director, Housing & Residential Life
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HOUSING & RESIDENTIAL LIFE STAFF

The Housing & Residential Life staff at SDSU trains and prepares to assist in a variety of areas, including helping students make the transition to campus, directing to other campus resources, and providing programs that are meaningful, interactive, and fun! The Department of Housing and Residential Life Staff will work to provide students with opportunities to grow personally, become globally aware, succeed academically, and realize answers to their questions in a residential campus setting. We encourage you to get to know the members of the Housing and Residential Life Staff and become involved in the many opportunities offered in this community living experience.

Facility and Maintenance Staff
The Department of Housing and Residential Life employs its own maintenance staff. The Facility staff in each hall makes an inviting environment by maintaining a neat and clean appearance and making necessary repairs. The area maintenance staff receives work orders on a daily basis and either completes the work or forwards the work order to the appropriate Facilities and Services Department.

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

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

CENTRAL OFFICE
The Housing and Residential Life central office is located in Caldwell Hall. Staff offices include the Director, Associate Director, Assistant Director for Living-Learning Initiatives, Facilities Management, and other support staff. 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.

STUDENT STAFF
Senior Community Assistant (SCA) and Community Assistant (CA)
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 link campus resources to students. Most importantly, CAs are willing and available to help and assist students whenever the need arises.
Senior Office Assistant (SOA) and Office Assistant (OA)
The Senior Office Assistant oversees the operation of the hall desk, including the supervision of Office Assistants. OAs staff the front desk and are responsible for checking out equipment, answering questions, assisting with work orders, and greeting residents and guests.

Hall Mail Staff
Each hall has trained student staff at each desk to sort, handle, and distribute campus and U.S. mail. The staff also sends notifications when a package will not fit into a mailbox with instructions on how and when to pick it up.
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. Campus living also provides residents the chance to develop cooperation and leadership skills and enhance other personal attributes.

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

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

Residence Hall Life

The University may be a big place, but each house is small and friends are made quickly in close communities of 30-60 students called “houses.” “Houses” emphasize friendship and belonging with floor neighbors. These communities grow by sharing common spaces, attending house meetings, engaging with hall government, and participating in activities and other programs such as intramural athletics. There will be opportunities to express and share individual ideas, opinions, concerns, and differences with neighboring friends, especially roommates.

Roommates and housemates are not always alike; do not always share the same outlooks on life; and have differing interests. Given the chance, however, roommates and housemates can become life-long friends and 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 in “your house” can be a valuable 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 understanding can save a lot of time and avoid hurt feelings. Third, approach disagreements with a goal of resolving 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 house, 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.
2. Unreasonable noise and other distractions inhibit the exercise of this right.
3. The right to sleep without undue disturbances from your roommate, guests of roommate, and others.
4. The right to expect that roommate(s) and their guests will respect personal belongings.
5. The right to a clean living environment.
6. The right to free access to one’s room and facilities without pressure from roommate(s) and housemates.
7. The right to personal privacy.
8. The right to host guests with the expectation that guests will respect the rights of other hall residents.
9. The right to voice concerns and to have residence hall staff members assist in mediation.
10. The right to be free from fear of intimidation, physical, and/or emotional harm.
11. The right to expect reasonable cooperation in the use of shared items.

Endorsed by the Residence Hall Association (RHA) and the Department of Housing and Residential Life.
GETTING INVOLVED

Residence Hall Association (RHA)
Every student who lives on campus is a member of RHA. As such, you 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 such as the Jacked Up Rabbit Race.

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 out students with organizations across campus.

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

Hall Government
In addition to RHA, students are also a member of their respective residence hall student government organization. Each community elects representatives and officers to serve the hall government. Hall governments plan activities, recommend facility improvements, and represent residents at the hall level.

Living-Learning Communities
LLCs are communities with an academic focus where students with similar interests and majors can reside together, while taking similar classes.

The LLCs include: Agriculture & Biological Sciences, Engineering, Health Professionals, Healthy Lifestyles, Honors College, Returning Rabbits, 2nd Year Leadership Community, Oyate Yuwitaya Tipi ("The Tribes/Peoples Live Together"), 1st Year Exploratory Studies. 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.

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.

Exploratory Studies: 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.

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).

**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.

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

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

**Oyate Yuwitaya Tipi** ("The Tribes/Peoples Live Together") is 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.

**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 to not engage in “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.

**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. These 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, go to [http://www.sdstate.edu/reslife/StudentEmployment/index.cfm](http://www.sdstate.edu/reslife/StudentEmployment/index.cfm).
PERSONALIZING YOUR SPACE

General information on Your Room
Rooms come furnished with extra-long twin beds that can be lofted, mattresses and mattress pads, desks, chairs, dressers, and a wastebasket. Rented or homemade lofts are not permitted to be installed. 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. Original room furnishings must remain in the room. 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 hours notice will be given prior to inspection.

- 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 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 shut-offs (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:
- 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
- Potpourri pots (candles and electric), candle warmers, and fragrance pots
- Wickless candles
- Incense

Beds and Lofting
Residents each have a bed that can be lofted. 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.

Waterbeds are not permitted in campus housing.

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. Remember, no more than 20% of your room door can be covered by decorations and no cords may extend through or under door openings.

Floor Coverings
Residence hall rooms in Honors, Schultz, Ben Reifel, and Hyde 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.

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 of time. 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 at [www.sdstate.edu/technology/student/wireless-and-internet.cfm](http://www.sdstate.edu/technology/student/wireless-and-internet.cfm).

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 × 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, and Abbott 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. Do not complete a campus or department work order!

**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
Hall lobbies, floor lounges, lower levels, and recreation areas for large gatherings and activities. No one may remove furniture, equipment, or any other items from community areas without permission of the HRL.

Deliveries
All deliveries should be accepted at the front desk in the main lobby of the residence hall (i.e. food, flowers, packages, etc.). 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. These cooking areas are the only locations the George Forman-type grills may be used.

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. Since HRL uses this account to communicate with students, they 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 $50 - $80.

If residents find a key or key ring, they should turn it in at their hall desk or 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. Residents should not loan their key(s) to others. 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 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.

Residents can check the status of laundry machines at www.myjackscard.com and clicking on the “LaundryView” link. LaundryView is an internet application that allows students to monitor the status of washers and dryers in connected laundry rooms through a web browser.

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. Packages are also brought to each of the residence hall mailroom or hall desk.

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
- Waneta Hall: 509

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.

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

1. U.S. Postal Service Mail
   Mass mailings from off-campus organizations, vendors, and/or businesses must be sent through the U.S. Postal Service.
2. 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.

3. 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.

4. 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.

1. Log into MyState online at [http://mystateonline.sdstate.edu](http://mystateonline.sdstate.edu)
2. Once logged on, you will see a breakout box labeled “Customize My Portal.” In this breakout box, click “Add Content.”
3. A search box will open.
4. Type “residential life work order request form” in the search box.
5. Click “search.”
6. 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 working days of receipt of work order. If you have an emergency situation 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 the hall lobbies. Dumpsters designated for recycling near each hall can take large quantities of recyclables. This may vary between halls. We ask that residents learn about the specific details through their CA, Professional Staff, or hall desk.

**Trash Removal**
Trash bags for room trash cans are provided at no charge through the hall desk. 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 members are on duty from 8:00 pm – 8:00 am 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 located 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. These inspections are completed during winter and spring break.

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):

1. 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 student code (section 01:10:10:01) states, “candles and incense whether lit or not, and any other open flames are not permitted in the residence halls.”
2. The use of incense that must be ignited is prohibited. Spray scents are allowed.
3. 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.)
4. 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.
5. No items may be hung from light fixtures, fire detectors/sprinklers, or ceilings.
6. Fire towers and enclosed stairways are regulated by state and local fire codes.
7. 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.
8. Flammable liquids, propane tanks, and explosives are not allowed in the residence halls.
9. 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 Detection 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.

Removing, altering, or covering firefighting or detection equipment endangers the life of all residents. Smoking and cooking in rooms may activate the room alarm. In such cases, students should open their room window in order to dissipate the smoke or fumes. Eventually, the alarm should automatically silence itself. 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. If the alarm fails to shut down after a few minutes, students should contact the CA or the residence hall front desk.

Cases of tampering are investigated and responsible individuals face serious campus and legal action.

**Fire Alarm Evacuation**
Everyone is required to leave the building immediately when the fire alarm is sounded 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.

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:
   - Stuff towels under the door.
   - Hang a sheet from their window as this indicates to fire fighters someone is trapped in the room.
   - DO NOT JUMP.

**False Alarms**
False fire alarms are not only illegal, but they 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 guilty of 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:
   - 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.
   - During breaks to ensure the security of the facilities.
   - 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.
   - 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.
   - When an unattended alarm clock or TV/stereo is loud enough to be heard in the hall or other rooms.
   - When a staff member knocks, identifies themselves as staff and is invited in.
   - When the door is open and a violation of University policy is in plain view.

3. With permission from the resident in order to allow entry by another person to retrieve item(s) left behind in the room.
   - 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 also 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.

**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.

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

**Tornado Warnings**
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, they can be accessed 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:

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<thead>
<tr>
<th>Television:</th>
<th>Radio:</th>
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<tbody>
<tr>
<td>KDLT Channel 5</td>
<td>SDPB 88.3 FM</td>
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<tr>
<td>KELO Channel 11</td>
<td>B93.7 FM</td>
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<tr>
<td>KSFY Channel 13</td>
<td>102.3 FM <em>K Country</em></td>
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<tr>
<td>KCSD Channel 23</td>
<td>107.1 FM, <em>The Hawk</em></td>
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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 (i.e., internship, sports, 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.

The halls do remain open during all other holidays with limited desk and food services.

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 Request for Release form to the 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 for six or more credit hours to be eligible to reside in residence halls or other campus housing. When Housing and Residential Life becomes aware that a resident is registered for fewer than six credits or that a resident is no longer a registered student, the resident will be given notice to move out of the hall within 24 hours.

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.

HRL staff members enter all rooms when the halls close for breaks to make safety and security inspections and to complete work orders. Residents should make arrangements for the care of plants and fish when the halls are closed.

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 their residence hall staff. Any residents determined to be disruptive during finals week may be relocated or evicted.

Room Check-In/Out
It is critical for Housing and Residential Life staff to know where all residents are assigned and living. Thus, it is important for students to follow check-in and check-out procedures to avoid monetary penalties, but more importantly, for their safety, should the Department need to account for a resident in an emergency.

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:

1. Choose a new roommate to move into your space.
2. Sign a single room contract and pay the additional single room fee. Note: This option only applies when space is available.
3. 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. Again, residents may move only after receiving written approval. 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 Housing and Residential Life 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 the 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 an improper check-in.

HRL does retain 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 prorated based on the date the single room contract is approved.
RESIDENTIAL POLICIES

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:
   a. HRL and/or Student Affairs.
   b. Individual residence hall events/announcements.
   c. On-campus, University-recognized groups or individuals, including administrative offices.
4. No publicity materials will be posted for off-campus businesses or organizations.
   Materials may be left on a table in each main lobby with the residence hall staff permission.
5. Flyers posted without approval will be removed and discarded.
6. Organizations or individuals wishing to advertise or publicize in student mailboxes must obtain permission from the Director of Housing and Residential Life.

All posting of materials are subject to approval. Contact your residence hall staff for more information.

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.

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 pm – 9:00 am) 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 hour’s standards. During this time, residents and guests are expected to conduct themselves in a manner that won’t 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 (i.e., 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. Also, 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).

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 Housing and Residential Life 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.

**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 hosting 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 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). Each room is limited to two (2) 10-gallon aquariums or one (1) 20-gallon aquarium. Sharks and piranhas are not allowed.

**Hansen Hall and Meadows Pets-Permitted Policy**
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. In addition, HRL strives to protect, maintain, and regulate the pet ownership privilege enjoyed by its community members. HRL cannot support and will not tolerate mistreatment of animals; residents conducting such behavior are subject to campus judicial proceedings. The following University pet guidelines reflect this commitment to personal responsibility.

In addition, the pet permitted community in Hansen Hall is a pilot project during the 2013-14 academic year. This policy is subject to change based on the interest and response of students. The continuation and/or expansion of permitting pets on campus is contingent upon a successful piloted effort. Eligible students residing in Hansen Hall must conduct themselves in accordance with the policy and contribute to a responsible and respectful setting in order for this pilot project to succeed.

**Brookings, South Dakota Ordinances**
Students are expected to abide by the Brookings, South Dakota Code of Ordinances. This includes but is not limited to:
- The owner or caretaker of an animal shall not allow the animal to disturb the peace and quiet of the city or of any person (Ord. No. 32-08, § I, 9-9-2008)
- No owner or caretaker may leave a dog, cat or other small animal unattended in a standing or parked vehicle in a manner that endangers the health or safety of such animal (Ord. No. 32-08, § I, 9-9-2008)
- No person or caretaker shall harbor or keep any stray animals. Animals known to be strays shall be immediately reported to the city animal control department by the person who observes the stray animal (Ord. No. 32-08, § I, 9-9-2008)
- Any animal will be considered a public nuisance if such animal is destroying or defacing property or is disturbing to any person. Any owner or caretaker of such animal shall be held responsible for allowing
such public nuisance to occur (Ord. No. 32-08, § I, 9-9-2008)

• No person shall cruelly beat, torture or injure any animal, nor overload any working animal, nor shall any person willfully or negligently abuse, mistreat or neglect any such animal. (Ord. No. 32-08, § I, 9-9-2008)

• It shall be unlawful for any person to tease, bait or harass any animal (Ord. No. 32-08, § I, 9-9-2008)

• An owner or caretaker shall provide their animal with sufficient food and water, proper shelter, humane care and treatment and veterinary care when needed to prevent suffering. No person shall mistreat any animal nor shall any animal be abandoned (Ord. No. 32-08, § I, 9-9-2008)

• It shall be unlawful for any person to permit or allow a dog to run at large within the city. All dogs shall be restrained in such a manner so they cannot run at large within the city (Ord. No. 32-08, § I, 9-9-2008)

• No person shall keep or maintain any building, enclosure, yard or kennel area where animals are kept unless it is kept at all times in a clean and sanitary condition and not permitted to become stagnant, noxious or a nuisance. Failure to clean up unsanitary conditions after inspection and verbal or written notice by an animal control officer shall constitute a violation of this section (Ord. No. 10-09, § I, 4-28-2009)

• It shall be unlawful for any person within the city to keep, maintain or have in their custody or under their control any dog or cat which is over the age of three months, without first having obtained a license for the dog or cat from an authorized agent of the city (Ord. No. 32-08, § I, 9-9-2008)

• No dog or cat license tag shall be issued to any owner or caretaker of any dog or cat who does not present to an authorized agent at the time of making application for such license, a certificate of vaccination against rabies by a veterinarian duly licensed to practice veterinary medicine within any state. The certificate must show the date of such vaccination and shall state the period of time for which the dog or cat is effectively immunized, which period of immunization shall be for at least one year from the date of issuance of the license tag (Ord. No. 32-08, § I, 9-9-2008)

• It shall be the duty of the owner or keeper of any dog or cat to place a collar around the neck of each dog or cat, on which collar shall be securely fastened the tag furnished by an authorized agent of the city under the provisions of this article (Ord. No. 32-08, § I, 9-9-2008)

Pet owners are expected to follow all city ordinances, not just those listed here. The complete ordinance can be found online at:
http://library.municode.com/index.aspx?clientId=10484&stateId=41&stateName=South%20Dakota

Residence Hall Pet Policies and Guidelines – Hansen Hall

What Pets are Permitted?

• Pets permitted include fish, small caged animals (i.e. iguanas, hamsters or birds), cats, or dogs weighing less than 35 pounds (fully grown). All pets must meet conditions established by Brookings County or City ordinances. Dogs and cats must be licensed. No other pets will be allowed. Pets must wear tags at all times.

• Only one pet is permitted in a room. Fish are permitted in addition to one other pet.

• All cats and dogs must be spayed or neutered at the appropriate age. A copy of the vet report should be submitted at time of application.

Where are Pets Permitted?

• Acceptable pets (listed above) are allowed to live in the designated pet-friendly rooms within Hansen Hall and the Meadows Apartments.

• Pets (other than fish) are not permitted to enter any other residential facility.

• Any dog that displays aggressive behavior is not allowed on campus at any time.

• All pets must live with their owners (visiting pets are not allowed).

• Pets are not permitted into any academic or administrative building on campus. Exceptions can be made by South Dakota State University officials only. Failure to comply with this may subject the owner to judicial proceedings.
• Pets are not permitted in residence hall community bathrooms.
• All pets must be restrained, on a leash or in a carrier, at all times when outside the owner’s residence hall room.
• Owners must keep pets properly crated while away from the room. Pets not properly crated will delay Housing and Residential Life staff from responding to concerns and issues (i.e. work orders) in a timely manner.
• Students are allowed to walk their pets around campus. Persons walking the pet are responsible for the animal’s behavior and for immediately cleaning up after them. Pets must be on leash at all times when walking outside.
• Pets may not be left outside unattended.

**What do I need to do before bringing my pet to campus?**
• All pets must have prior approval and be registered, in writing, with HRL before arriving to campus. Registration includes proof of current vaccinations (including rabies and bordatella) from a veterinarian, a health check, a current photo of the pet, and a $300 deposit. HRL retains the right to refuse approval for any pet, or rescind approval if the pet’s behavior disrupts the hall community, damages the facilities, or threatens the health or safety of residents.
• Payment of $300 deposit is due before the pet is brought to campus.
• All dogs and cats must be housebroken before arriving on campus.
• Consider how you will train your pet (classes, books, individual training) to be a good campus community member. Note: poorly behaved pets will be required to attend obedience classes or may be removed.

**What are my additional responsibilities for the pet?**
It is the owner’s responsibility to:
• Care for the pet. It is against city ordinances and state law to abandon or neglect animal.
• Clean up after the pet.
  - Cat litter must be cleaned a minimum of once a day and disposed of in the outdoor trash dumpsters. Clumping litter may not be flushed in toilets. Newspaper, wood chips or any material used for bedding or elimination must be disposed in outdoor trash dumpsters. Dog feces must be immediately picked up by the pet owner during walks and disposed in trash dumpsters as well.
  - Pets must be groomed to prevent smell.
  - Residence Hall rooms must be appropriately cleaned often to prevent the smell affecting the room and other areas of the residence hall.
• Make sure the pet receives flea and heart worm prevention medicine for the benefit of all animals in the area. Dogs must also have the bordetella vaccination (related to issues with Kennel Cough).
• Take the pet to the vet immediately upon exhibiting signs of illness to prevent other animals from getting sick.
• Register your pet with the city of Brookings and provide proof or registration to Housing and Residential Life.
• Be mindful of the noise your pet makes.
• Make arrangements for your pet to be cared for when you are not staying in your room. Pet care by other Hansen residents must occur in pet owner’s room. The University recommends that owners board the pet or take the pet with them. Pets may not remain on campus when residence halls are closed.

**Additional Pet Policies:**
• Pet owners are responsible for any damages caused by a pet, and will forfeit the deposit, and if necessary pay any cost above and beyond the deposit for damages to the facilities. The deposit is fully refundable should no damages exist at check out.
• Pet owners must obtain, maintain, and show proof of renter’s insurance at the time of application. The
Renter’s insurance must cover liability for the pet. The university and the department are not liable for pet-related claims from any source.

- Proof of vaccinations/vet health checks must be submitted yearly.
- Pet owners are not permitted to breed any pet or domestic animal for any purpose.
- Pet owners must take all reasonable precautions to protect the property of the University and residents. All liability for actions of the animal (bites, scratches, damages to property, nuisance barking, etc.) is the responsibility of the owner.
- If the pet attacks, bites, or threatens anyone, the pet is subject to immediate removal from the community.
- Any complaints filed against a student or the student’s pet will be taken seriously and may result in a judicial conduct meeting.
- HRL has the right to inspect the pet owner’s room with 24-hour notice to confirm proper maintenance or to investigate complaints or concerns. In circumstances that threaten the health or safety of residents or the facility, department personnel may enter the room without prior notice.
- Pets displaying poor behavior may be required to attend and show proof of completed obedience classes.
- Pets that constitute a nuisance to other residents, as reported to or determined by the HRL, will be removed promptly after notification by the Department.
- The pet owner will receive written notice from HRL of intent to remove the pet from the residence hall. It will be the responsibility of the pet owner to find a suitable home for the pet. The Brookings Regional Humane Society provides foster care for surrendered animals until new homes are found.
- Should the conditions of this contract not be met; minimally, a first offense will result in referral to judicial proceedings; a second violation will result in termination of pet policy agreement for the resident pet owner and additional judicial proceedings.

**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, 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. A request for permission to sell is not to be construed as approval, as approved requests are granted 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.

Visitation
Visitor is defined as any overnight guest or commuter. Responsibility for visitation/guest privileges rests with each individual and hall community. Violations of any part of the visitation/security policy will be addressed through the SDSU judicial system. The visitation hours are listed below:

- All residence halls are 24 hour visitation.
- Locked doors are for personal safety and the security of property. Please carry keys/ID when leaving your room. Tampering with and/or propping locked doors open endangers residents and property belonging to the entire residence hall community.
- All visitors must register at the front desk immediately upon arrival to the residence hall.
- After 8 pm, visitors must be escorted by their host at all times.
- House bathrooms are designated for single gender use by the residents of the house. With exception to official University business, members of the opposite gender are not allowed to enter these areas.

24 Hour Visitation Policy and Procedure
The Overnight Visitor Policy allows for residents and visitors to interact in the SDSU residential communities while providing parameters to help promote a safe living environment that is conducive to student learning. Below are the policy guidelines:

- This Overnight Visitor Policy applies to all residence hall residents and their visitors on SDSU’s campus.
- All overnight guests/visitors must register immediately upon arrival to the residence hall.
- Guests/Commuters may stay overnight in a resident’s room provided the roommate has no objections. Overnight is defined as 12:00 midnight to 8:00 a.m.
- As a courtesy to both those residing on the floor & hall staff, it is advised that hosts inform their CA of any overnight guests in addition to registering guest at the front desk.
- Hosts are accountable for actions of their guests/commuters within the residence halls. Residents are responsible for any and all violations that occur within their room and the hall including damage costs, regardless of whether or not they are physically present in the room.
- Hosts may not leave their guests/commuters alone in the residence halls for extended periods of time.
- A host is allowed up to two overnight visitors at a time, with a maximum of two times per week or for
not more than ten total nights during the academic semester. One week period is defined as 12:00 a.m. on Sunday to Saturday 11:59p.m.

- Only residents assigned to a room are allowed to live there and keep their belongings in that room. The presence of someone else’s clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action and housing fees.
- Overnight visitors who need a visitor parking pass must secure one from the front desk when registering. Vehicles parked on campus with improper parking passes are subject to a fine and/or towing.
- The Guest and Visitation Policy is in effect from Hall Opening in the Fall until hall Closing in the Spring. No guests/commuters are permitted in University residence halls before or after these days.
- No guests are permitted when the University residence halls are closed or during Thanksgiving or Easter recess (unless previous permission has been given by hall staff)
- Questions regarding the policy can be directed to Area Coordinators, Residence Hall Directors or by calling SDSU Housing and Residence Life at 605-688-5148.
- Visitors between the ages of 13-17 must have a completed parental consent form. Children under the age of 13 are not allowed to stay overnight within the residence halls.
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 found at www.sdstate.edu/studentcode.

To report harassing or discriminating behavior, a situation of concern or a possible policy violation, please submit information through the following link, www.lighthouse-services.com/sdstate. 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. 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. All of the information about them 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 Academic Integrity can be viewed in the Student Code of Conduct at: http://www.sdstate.edu/policies/upload/Student-Academic-Integrity-and-Academic-Appeals.pdf.

Alcohol Policy
The South Dakota Board of Regents has established a policy which prohibits the possession and consumption of any alcoholic beverages on campus, including residence hall rooms.* Any alcohol which is found in the residence halls will be disposed of. Also, any individual in a room in which the alcohol policy is being violated, whether participating or not, will be charged with a violation of the SDSU Student Code due to violation of this residence hall policy.

*Exception: Hansen Hall Alcohol Permitted floors 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 – fine up to $50
- 2nd alcohol violation - $100 fine
- 2nd drug violation – $100 fine and possibly suspension
- More than 2 alcohol or drug violations – up to $200 fine and suspension is likely

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:

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 host, formally or informally, any activity that includes alcoholic beverages. When alcohol is being transported or consumed, all persons present must be of legal drinking age.

Common source mixtures of alcohol and juices, Kool-aid or other mixes are not permitted because of the potential danger of unknown alcohol content or presence of other substances.

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 effected 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 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.

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 means behavior toward another person that has the purpose or perception of creating an intimidating, hostile, or demeaning environment in order to interfere with another person’s ability to participate in or to realize the intended benefits of a University activity, employment, or resource.

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.

Students should report any concerns of harassment to the Assistant Director for Conflict Prevention (605-688-6997), their residence hall staff, the Director of Housing and Residential Life, or the University’s Equal Opportunity 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, contact the Equal Opportunity Officer or visit SDSU’s Equal Opportunity web page.

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) by subjecting that person to humiliation, degradation or other risks of emotional or physical harm; willing participation in a hazing exercise by the person being hazed does not excuse hazing. Hazing is prohibited at South Dakota State University per the Student Code of Conduct, page 5, #10.

Residents who are confronted with hazing/ initiation activities should report all such incidents to residence hall staff. Involvement in hazing/initiation activities may lead to student conduct action.

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
- 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 race, color, creed, religion, national origin, ancestry, gender, transgender status, marital status, pregnancy, sexual orientation, age, disability, veteran’s status or any other protected class in the offering of all benefits, services, and educational and employment opportunities.

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

Concerns should be reported directly to the Title IX/EEO 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 polices can be found at [http://www.sdstate.edu/policies/](http://www.sdstate.edu/policies/).

**Non-Retaliation/Confidentiality**
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 investigation in a highly sensitive manner. The privacy of the parties involved is protected. The 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.

- Report harassment or discrimination to the Title IX/EEO Coordinator.

**Reporting Concerns**
To report your concerns, you are welcome to speak directly to the Title IX Coordinator.
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: https://www.lighthouse-services.com/sdstate

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. 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: http://www.sdstate.edu/hr/equal-opportunity/index.cfm

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 . . .

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

2. 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.

3. 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 . . .**

1. The student is 21 or older.
2. 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.)
3. 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 at [www.sdstate.edu/studentcode](http://www.sdstate.edu/studentcode).

**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. 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.

**Guest Parking**

To obtain a Guest Parking Pass, residents must accompany their guest(s) to the Front Desk of their Residence Hall. The Front Desk staff will be able to register the guest and administer a guest permit.

Available Lots:

- **Lot 144 (Commuter)**
  - Monday thru Thursday 4:00pm – 2:00am daily (no overnight parking)
  - Friday 4:00pm thru Monday 2:00am
- **Gravel Lot**
  - Monday thru Sunday 24 hours (except home football game Saturdays)

**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), “Persons who are under the influence of alcohol, marijuana, or other illegal substances at the time that they are subjected to the sexual act shall be presumed incapable of effective consent”. Sexual assault is also a crime.

Students who believe they are a victim of sexual assault/rape, can:
- Seek medical attention. DO NOT bathe, douche, 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. 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.
- Report a situation using the following link, www.lighthouse-services.com/sdstate.
- 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.

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 or assailants 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. 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 already 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 1:18.2). These policies may be found online at www.sdbor.edu/policy/policymanual.htm.

Policy Regarding Faculty-Student Consensual Relationships
A. No faculty member or employee at the special schools may enter into a consensual, romantic, or dating relationship with a student enrolled at the special school or receiving services from the special school.
B. University faculty members may not have consensual relationships with any students under their academic supervision.
C. Students and University faculty members alike should be aware that entering into a consensual relationship will limit the University faculty members’ ability to teach and mentor, direct work, employ, and promote the career of students involved with them in a consensual relationship.
D. 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.

E. Engaging in a consensual relationship prohibited under this policy or, for faculty or other employees of the special schools, 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.

F. 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.

a. 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.

Smoking Policy
All SDSU residences are smoke-free. Those smoking outside of the halls must be at least 25 feet from any building entrance, window, or air intake. All other tobacco products are not permitted in hall community areas.

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 (www.sdstate.edu/studentcode).
Important Campus Offices

Office of Student Conflict Prevention, Management and Conduct Services
The Office of Conduct Prevention, Management and Conduct Services exists to help SDSU maintain a campus environment that promotes learning, personal growth and a sense of civic responsibility. In order for this to be achieved, it is essential that the individual student possesses both a sense of accountability to themselves and sensitivity to the needs and rights others.

Conflict Prevention and Management
The purpose of the Office of Student Conflict Prevention, Management and Conduct Services is to help students with conflict before it hurts their educational experience. The Office, located in Caldwell Hall, can provide assistance with conflict prevention and conflict management, through education, coaching and mediation. Assistance can be obtained by calling 688-6997.

Should a student experience anything that might be considered discrimination or harassment, sexual or otherwise, they should first secure a safe environment and then contact the Office for assistance with conflict management. Students can get guidance from the investigator who will discuss a potentially discriminating and/or harassing situation with a student and determine what the student would like to do (i.e. do nothing, file a report with the University, or file a report with UPD). A student who is accused of harassing another student will have the same opportunities for services as does the student who was allegedly harassed.

The following are recommended steps for students to take if they believe they are being harassed or discriminated against.

1. Ensure personal safety. Go to a safe place.
2. Students may also report harassing or discriminating behavior, a situation of concern or a possible policy violation, by clicking on Maxient Incident Report Form, and completing and submitting the form. As mentioned above, 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.
3. In some cases, student behavior is such that it is categorized as a policy violation. In this case, the student is referred to Conduct Services where they will engage with the student conduct system.
4. Meet with the Coordinator of Conflict Prevention to discuss the situation, remedy its effects and decrease the likelihood of its reoccurrence.
   a. Students determine whether or not they wish to file a report with the Assistant Director
   b. Students also determine if they would like to file a report with law enforcement officials.
   c. Depending on the nature of the situation, the Assistant Director may investigate the incident based on the institution’s behalf, in order to maintain campus security.
5. The disciplinary process starts when a member of the University community files a complaint regarding alleged inappropriate behavior.
6. The residence hall staff or Office of Student Conduct then investigates the complaint to determine if there is sufficient cause to file student conduct charges against the student.

7. If a student is charged, he or she will receive an e-mail requesting that the student meet with the appropriate hearing officer. Students who have been documented are expected to check their “Jacks” account on a daily basis until meeting information is forthcoming. The student will also receive a brochure explaining the SDSU Student Conduct process and their rights.

8. At that meeting the appropriate hearing officer reviews the incident, explains the charges, and informs the student of his/her rights under the SDSU Student Conduct system.

9. The student then can choose to either accept or deny responsibility for the charges. If the student accepts responsibility, he/she can choose to have either the hearing officer determine the sanction and conditions or have a student conduct body do the same. If the student denies responsibility, they can allow either the hearing officer to hold an administrative hearing or can request a board hearing.

10. If the student is found to be not responsible for the charges(s), the incident is deleted from the student’s student conduct record. If the student is found to be responsible for either a single charges or multiple charges, either the hearing officer or the hearing board will determine the appropriate sanction by reviewing both the recommended range of sanctions listed in the Student Code and when applicable reviewing the students previous student conduct history.

11. 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.

12. Conditions will usually be attached to the sanctions of censure and behavioral probation. Some of these may be, but are not limited to, the attendance of classes designed to address the inappropriate behavior in question, 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.

When a student is placed on behavioral probation, a letter requesting help to redirect the student’s behavior may be sent to the academic advisor, or a faculty member of the student’s choice. 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 page at: www.sdstate.edu/studentcode.

Students enrolled at SDSU are expected to become familiar with both the content of the Student Code and this handbook. Time should be taken to do so. Any questions regarding student policies can be directed to your residence hall staff or the Office of Student Conflict Prevention, Management and Conduct Services at (605) 688-6997.

Students (whether contract holders or noncontract holders) who fail to complete conditions from a student conduct sanction by the designated date may be assessed a fine of $100 or have a student conduct hold placed upon their enrollment. Fines will be billed directly to their SDSU account.

**Dining Services**

The SDSU Jacks’ Dining Services staff strives to provide the best dining services program for SDSU’s students. Dining services can be reached at (605) 697-2551. (Remember, each student living on campus that is a Freshman or Sophomore must purchase a meal plan.)
Dining Service Locations
There are three main food service locations on campus: Larson Commons on the East side and The Market located in The Union near the center of campus, and Hansen Hall on the west side. Each location has a variety of services and levels of choices to serve residents, staff, and guests.

The C-stores, located in Larson Commons, Hansen Hall, and Spencer Hall, are within easy walking distance to any residence hall. Residents can get many of the items they would find at businesses in town and Hobo Dough or cash is accepted.

Meal Plans
There are two parts to meal plans: Flex dollars and Block meals. Students have the option of choosing a plan with a combination of Flex dollars and Block meals or an All-Flex plan.

Accepted at all Jacks’ Dining locations, Flex dollars work like a debit card with a specific dollar amount initially loaded onto student IDs. Students make purchases by swiping their student IDs and the charge is deducted from their accounts automatically. With Flex, students can then eat where, when, and what they want, paying only for the items they select.

When choosing a plan with Block meals, students receive a fixed number of meals per semester to be eaten at Larson Commons only. Larson Commons, newly renovated in summer 2009, offers all-you-care-to-eat meals for breakfast, lunch, and dinner daily. While dining at Larson Commons, students can eat as much or as little as they want with just one swipe of their card.

Jacks’ Dining also employs a large number of students in various positions with flexible work schedules.

Purchasing Additional Flex Dollars
If a student’s balance runs low, he/she can easily add money to his/her account at the Dining Services Office in Student Union 073.

End of Semester Carry Over Balances
Block plans and Flex dollar plans are based on one semester. Any Block meals left over at the end of the semester will lapse and not transfer to the next semester. However, Flex dollar plans carry over fall to spring semester, but not into summer or the next academic year.

General Information about Meal Plans
How can I change my meal plan?
Simply go to mstate.sdstate.edu for all meal plan forms (before SDSU’s last drop/add date — typically during the first two weeks of each semester).

How do I get more Declining Balance Dollars on my card?
Additional Flex dollars can be purchased at the Dining Services Office in Student Union 073 — minimum amount is $25.

Can I use my credit card to purchase declining balance dollars or Hobo Dough?
Yes. Most major credit cards are accepted.

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: www.sdstate.edu/wellness-center/
The Wellness Center is an integrated and comprehensive approach to health and well-being and home to:

- Brookings Area Family Planning
- Counseling Services
- Fitness
- Health Promotion / HERO / Safe Ride
- Intramurals and Sport Clubs
- Jackrabbit Pharmacy
- Nutrition Services
- Student Health Clinic

**Student Health Clinic and Counseling Services (SHCCS), Brookings Area Family Planning Services (FPC), and Jackrabbit Pharmacy**

The mission of SHCCS is to promote the health and wellness of the university community, to enhance student retention, and to support academic and personal success of all students.

The Student Health Clinic and Counseling Services, Family Planning, 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 health educator, a medical lab technologist, a dietitian, and administrative personnel.

**Student Health Clinic**

- Phone: (605) 688-4157 (for appointments) Location: SDSU Wellness Center
- Office hours are Monday-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
  - STI testing (including 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, which is stored at the SHCCS.
  - Laboratory Services – also accepts orders from outside clinic health care providers.

After 5:00 p.m. and on weekends and holidays, students needing immediate medical assistance may call the Brookings Health System at (605) 696-9000 or by calling 911 from their personal phone (or 111 from a campus phone). Saturday morning urgent care clinic hours are 8:30 a.m.-11:00 a.m. at Avera Brookings Medical Clinic, walk-in appointments only. Acute care is available on evenings and Saturday mornings, walk-in appointments only, at the Sanford Brookings Acute Care Clinic; call (605) 697-1900 for hours. All charges incurred by students at other medical facilities are the sole responsibility of the student. Other resources to provide medical advice by phone are: AveraAskANurse, 1 (800) 658-3535, OR Sanford Healthformation, 1 (800) 445-5788. Counseling Services offers after-hour on-call crisis services through the University Police Department (605) 688-5117.
Counseling Services
Phone: (605) 688-6146 (for appointments) Location: SDSU Wellness Center, East Wing
Office hours are Monday-Friday, 8:00 a.m.-5:00 p.m. Tuesday, Wednesday and Thursdays, open until 7p.m. when classes are in session; hours vary during the summer and academic break.

Counseling Services are available to assist students with a variety of issues. There is no cost for counseling services to students. Examples of these include adjustment to university living, challenge of emerging independence from family, assessment of new ideas and values, formation of new relationships, learning new time and stress management skills, alcohol/chemical dependency, making good behavior choices, anxiety and depression diagnosis and treatment, and body image issues. All of these can have an impact on a person’s physical and emotional well-being. The beginning stages of college can bring excitement, as well as confusion and uncertainty. Because this experience can be overwhelming and may create anxiety and stress, counselors are available to help sort out the confusion and identify options and alternatives. Counseling Services are available after-hours for emergency/crisis responses.

Jackrabbit Pharmacy
- Phone: (605) 688-5410 (questions or refills)
- Location: SDSU Wellness Center
- Office Hours are Monday-Friday, 8:00am-5:00pm, closed during lunch 12:30-1:00pm.

Conveniently located in the SDSU Wellness Center for students to purchase prescription medicines and over-the-counter items. The Jackrabbit Pharmacy is able to file insurance claims electronically.

Fees
The Student Health Clinic and Jackrabbit Pharmacy are supported by University activity fees, which are paid by students each semester. Payment of these fees enables students to receive healthcare office visits at no cost. There is a charge to students for certain types of health exams, pharmacy products, and laboratory services. Numerous pharmacy insurance programs are accepted as payment. Nonstudent dependents of enrolled students are eligible for some services.

Student Health Insurance
South Dakota Board of Regents contracts with a private insurer to provide optional supplemental health insurance. Questions about this insurance can be answered by calling Avera Health Plans at (888) 322-2115, SHCCS at (605) 688-4157 or go to the web site: https://myhealth.sdbor.edu/studenthealth/index.cfm.

Brookings Family Planning Clinic (FPC)
- Phone: (605) 688-6622 (for appointments)
- Location: Student Health Clinic, SDSU Wellness Center
- Office hours are Monday-Friday, 8:00 a.m.-5:00 p.m. when classes are in session; hours vary during the summer and breaks.

The FPC, located in the Student Health Clinic, assists men and women to determine the number and spacing of their children and maintain or improve general and reproductive health. Cost for services is based upon family income and size. Services are available for anyone (students or nonstudents) and include women’s and men’s health exams, sexual transmitted infection screening and exams including HIV, pregnancy planning and testing, and birth control along with education and counseling.

The FPC hours are 8:00 a.m.-5:00 p.m., Monday-Friday, except university holidays. For pill pick-up, please contact the Jackrabbit Pharmacy at (605) 688-5410.
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.
- 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 106
The Wellness Center Health Promotion department provides a variety of activities and events to educate and encourage healthy lifestyles practices. A few of the activities/ events offered at the Wellness Center are the Wellness Wednesdays, 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 educate and encourage healthy lifestyles.

If interested call (605)688-4312. HEROH members also staff the Resource Room which contains educational materials on a wide variety of health topics.

The Safe Ride program provides an alternative to driving for impaired drivers. The program operates two routes (each route is completed approximately every 25 minutes) on Thursday, Friday, and Saturday nights, 9:00 p.m.-2:30 a.m. There are two routes that 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.

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.-12:00 a.m.  Friday: 5:00 a.m.-10:00 p.m.
  - Saturday: 8:00 a.m.-8:00 p.m.
  - Sunday: 12:00 p.m.-12:00 a.m.

Fitness encompasses all exercise equipment, exercise classes (requires students to purchase a $50.00/semester class pass), personal fitness evaluations, personalized fitness programs, nutrition services, small group personal training, pool, track, 3 gym courts, indoor pool, and climbing features (pinnacle, wall, cave). For more information, stop at the Welcome Desk. Except for classes and personal training, all fitness opportunities are free of charge.

Intramurals encompass fall and spring intramurals for men, women and co-eds. There are 9 sport clubs that are under the direction of the Wellness Center. There is no charge 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
Students who’s ID cards are lost or stolen, should immediately call the Card Services Office at (605) 688-6943 or, if after hours, go online to www.myjackscard.com and deactivate it. Once deactivated, their funds are instantly protected against unauthorized use. ID cards can also be reactivated online as well. Using Hobo Dough is a safer option than carrying cash and the card contains the student’s picture for added security. Do not punch a key hole in your ID card.

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 at http://sdstate.edu/gs/center/index.cfm 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@sdstate.edu Location: Wintrode Student Success Center 110
• Website: www.sdstate.edu/gs/students/advising/index.cfm
• 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@sdstate.edu
• Location: Wintrode Student Success Center 110 Website: www.sdstate.edu/gs/students/tutoring/
• 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
• Website: http://sdstate.edu/gs/students/academicsuccess/index.cfm

The Writing Center
• Phone: (605) 688-6559
• E-mail: SDSU.writing.center@sdstate.edu Location: Wintrode Student Success Center 201
• Website: http://www.sdstate.edu/engl/for-students/writingcenter/index.cfm
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. Balances carry over from semester to semester and year to year, and any unspent funds over $5.00 are fully refunded when requested. 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.

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 his/her MyJacks Card, he/she may call the Card Services Office in Student Union 140 at (605) 688-MYID (6943) or go online to www.myjackscard.com and freeze his/her account immediately.

To load funds into a Hobo Dough account, simply stop in the Card Services Office at the Student Union with cash/check/credit card and MyJacks Card during normal business hours, or load cash at our Hobo Dough Load Stations located in the circulation area at Briggs Library and the Larson Concourse. Parents may also load funds into their student’s account by mailing a completed parent participation form, calling the Card Services Office at (605) 688-MYID (6943), or by visiting their web site at www.myjackscard.com. In addition to using Hobo Dough on campus you can go to www.myjackscard.com for a current list of off-campus merchants that accept Hobo Dough.

Other Resources
- Dining Services, (605) 697-2551
- Disability Services, (605) 688-4504
- Diversity Enhancement, (605) 688-6416
- Equal Opportunity Officer, (605) 688-4128
- Financial Aid, (605) 688-4695
- 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
- 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