WELCOME!

The Department of Residential Life staff welcomes you to South Dakota State University and on-campus living for the 2012-2013 academic year. We work to help provide a quality and meaningful atmosphere and community for you to experience college life. College is all about learning and growing as a person and preparing for what you want to do in life after you graduate. We collaborate with several other departments on campus to accomplish this.

The mission of the Department of Residential Life at SDSU is to provide safe, secure, well-maintained, diverse residential communities that support and encourage the personal development and enrich the academic success of residents.

This handbook and planner introduces you to what to expect about living in the residence halls. Policies, guidelines, safety and security, resources and so much more are in this handbook. Be sure to read this handbook carefully so that you are familiar with the services we provide, different staff you will meet, and other resources that you may need. Additionally, you are expected to know and follow through with the information contained herein. We are here to assist you, so should you have any questions, please let us know.

There are also helpful tips and hints in the calendar pages, as well as important dates to know about. We have included "cheat sheets" with information about WebAdvisor, D2L, and more to help you get the most out of your college experience. You will find these just before the calendar pages in this handbook.

Our staff work together to make great things happen for you. . . it is up to you to take advantage of the opportunities provided and know what is expected of you living in the residence halls and being an important member of the residence hall community. We sincerely hope that you will take advantage of all that college and living in the residence halls has to offer.

We placed resources, the planner, and information in the front of this book that you would use on a daily basis with the handbook information following. There is an index to help you find information quickly within the handbook just after the calendar pages.

We work with you to make "Our Halls . . . Your Home."

Construction is taking place on campus with the building of Jackrabbit Grove and the addition to the Student Union. The four new residence halls and Student Union expansion will open Fall 2013. Please find a construction map on the last page of this handbook that shows the walking routes to different areas of campus.

Again, welcome and we are very glad that you are here.

Sincerely,

Department of Residential Life Staff
HOW TO BE A JACKRABBIT

HOW TO ACTIVATE YOUR JACKS E-MAIL ACCOUNT

Open mystateonline.sdstate.edu, click on “Activate your Jacks Email,” and directions will pop up. It’s important to check this e-mail account frequently. SDSU uses this account to contact you, so will your professors!

HOW TO USE D2L (FOR CLASSES)

D2L is an online class resource. Entire online classes are D2L and supplemental work can be done for other classes on campus. Professors also use D2L for e-mails, tests, class notes, and posting the class syllabus. The password used for D2L is the same used for WebAdvisor.

Go to d2l.sdbor.edu, click on "I’m new to D2L," and login using "Username." The website will walk you through the registration process and you can change your password at this time. If you have problems call the support desk at (605) 688-6776.

HOW TO USE MY STATE ONLINE

MyState Online is a student portal for all campus life. You can add to your Hobo Dough account, look-up books you need for class, display your class schedule along with a calendar showing events taking place on campus, and be alerted to any potentially dangerous activity happening on campus.

Go to mystateonline.sdstate.edu and login with the username “WebAdvisor ID” and your password: $ and your student ID (for example: $1234567).

HOW TO USE WEBADVISOR

WebAdvisor is your one-stop place for creating your class schedule! The site can also be used to look up your student bill, request a transcript, check out your student profile, and view your program evaluation. The password used for WebAdvisor is the same used for D2L.

Go to webadvisor.sdstate.edu/ and login using "Username." After login, click on "Students."

To search for classes:
1. Click on “Search and Register for Class Sections” under Registration.
2. Click on “Search and Register for Class Sections” again.
3. Fill out the form making sure to fill in all required fields including:
   - Term
   - Subject
   - University: SDSU
   - Location: BRMC (This is important! Make sure your classes will be taking place on the BROOKINGS SDSU campus)
   - Click “Submit”
4. Choose the classes that work for you!

To see your grades: Click on "Grades" under Academic Profile.

To find your Advisor’s contact information: Click on "My Profile" under Academic Profile. Contact information will be toward the bottom of the page

To see the classes you are currently registered for: Click on "My Class Schedule" under Academic Profile.

HOW TO MEET WITH YOUR ADVISOR

It’s important that you know who your advisor is and that you connect with them here on campus. They can do more for you than just help you schedule your classes. Use them as a resource. They are invested in your success!

The First-Year Advising Center is located in the Wintrode Student Success Center. As an incoming student, your advisor is most likely located in this building. To find your advisor, logon to WebAdvisor, and look at your Student Profile. If you need assistance with locating your advisor, call the First-Year Advising Center at (605) 688-4155 or e-mail SDSU.AdvisingCenter@sdstate.edu.

Important things for you to discuss with your advisor:
- How do I pick my major or degree?
- What courses should I take during the first year?
- What requirements must I fulfill in order to graduate?
- What does general education mean and why do I have to take these classes?
- How long will it take me to graduate?
What classes in my program are typically the most difficult?
How do I register online using WebAdvisor?
How do I find tutoring for my classes?
What types of things are there to do on campus?
I’m feeling overwhelmed, how do I set up a meeting with student health and counseling?
How do I set up a meeting with my professor and what should I talk about in that meeting?
What important dates I should be aware of? (Add/Drop, Withdrawal, etc.)

Remember that you do have to meet with your advisor before you can schedule your classes, so plan in advance when you are going to meet with them. Waiting until the last minute to schedule your advisor meeting may limit your options.

HOW TO FIND TUTORING ON CAMPUS

Did you know that most tutoring on campus is available to you completely free? Well, it is! Read on for more information.

Wintrode Tutoring and Supplemental Instruction Program
The Wintrode Tutoring Program offers tutoring at the Wintrode Center in numerous subjects. Tutoring is available by appointment Monday-Thursday, 9:00 a.m.-8:00 p.m. and Friday, 9:00 a.m.-2:00 p.m. Staff is available at the Wintrode Center Monday-Friday, 8:00 a.m.-5:00 p.m. For more information, call (605) 688-4155 or visit www.sdstate.edu/gs/students/tutoring/.

Math Help Center
The Math Help Center, located in Harding Hall 128 and Northern Plains Biostress 0020, provides free walk-in tutoring for students in MATH 095, 102, 115, 120, 121, 123, 125, and STAT 281. No appointment is necessary. Help is also available via e-mail. For more information and a schedule of tutoring hours go to www.sdstate.edu/mathstat/for-students/help.cfm.

Chemistry Help Sessions
Upper-level chemistry students are available on the second floor of the Avera Health Sciences Building to assist with CHEM 106, 108, 112, and 114. Call (605) 688-5151 for more information.

Late Night Larson
Late Night Larson is a combined effort between TRiO SSS, the Athletic Department, ARAMARK, and Residential Life. Tutors assist walk-in students on a first-come, first-served basis, and as often as time allows during each night’s session. Late Night Larson is held Monday-Thursday, 7:30 p.m.-10:30 p.m. in Larson Commons. Call (605) 688-6653 or visit www.sdstate.edu/trio/studentsupport/index.cfm for more information.

Spanish
Students can practice their conversation skills and seek help with homework at the Spanish Round Table. Call (605) 688-5011 or visit sdstate.edu/mfl/clubs.cfm for more information.

Supplemental Instruction
Supplemental Instruction (SI) is a series of weekly review sessions. SI is open to all students, and is offered in 12 courses. SDSU’s SI Program is co-coordinated between the Wintrode Tutoring Program (located in the Wintrode Student Success Center, (605) 688-4155) and TRiO Student Support Services (located in Medary Commons, (605) 688-6653). To view a list of courses and to gather more information, contact either program or visit www.sdstate.edu/gs/students/tutoring/index.cfm. Like us on Facebook: SI at South Dakota State University.

Other tutoring resources may be available. Make sure to look on your instructor’s syllabus for more information about tutoring offered, supplemental instruction, and review sessions. Tutoring is available on campus for your success, so use it!

HOW TO BE SAFE ON CAMPUS

SDSU and Brookings are safe communities . . . but just as anywhere you live, bad things can happen. Making good choices about safety and taking advantage of the resources around you will help you avoid an unfortunate incident. The following can help:

• If you feel your safety is in jeopardy while walking on campus, use the emergency Blue Light Boxes located throughout campus to connect with SDSU PD.
• At night, don’t walk on campus alone.
• Lock your door when you are not in your room (carry your keys and ID with you at all times).
• Don’t prop doors open.
• Report suspicious activities or people to university personnel.
HOW TO HAVE A ROOMMATE

Once you move into your hall, your CA will ask you to fill out a roommate agreement form with your roommate. This brings up topics that you may not have thought about before you moved in together.

If there is a roommate issue, follow these four steps in order:

a. Talk to your Roommate. Approach your roommate directly and talk about it.

b. Talk to your CA or LCC. If talking to your roommate doesn’t help, talk to your CA or LCC about it. It is likely that they will hear your side and then ask if you have talked about it with your roommate. They may encourage you to talk to your roommate if you have not or offer that they go with you to do so.

c. Talk to your Professional Staff Member. If that does not work, set up an appointment with the Professional Staff member at your hall front desk.

(Hint: If it hasn’t been done by now, they will take out your roommate agreement from the beginning of the year and discuss with you what the problem seems to be and if you can solve it together.)

d. Move. If necessary and space-permitting, your Professional Staff member will make arrangements letting you know what is open and available for you to move to. Because of the limited space on campus, no promises can be made for your options including staying on your same floor or in the same building or even in your same area.

HOW TO WRITE OUT A WORK ORDER (STUDENT)

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 the Department of Residential Life personnel at (605) 688-5148.

1. Log into MyState online at 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 the Department of Residential Life personnel at (605) 688-5148 when the student can’t 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.). If you have an emergency situation after hours and no Professional 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, whether or not anyone is home, to 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 the apartments without notice.

HOW TO USE THE MULTICULTURAL CENTER

Multicultural Affairs Center

You might wonder just what’s the purpose of the Multicultural Affairs Center? In a few words, what we do is develop campus programs and projects that demonstrate the valued practice and philosophy of multiculturalism in the university community.

We believe in encouraging and supporting the high achievements among the increasing number of minorities at SDSU. Our goals:

1. Provide a welcoming environment for students of color.
2. Increase the retention and graduation rate of students of color.
3. Implement multicultural and diversity educational programs on campus.
4. Assist with the recruitment efforts of minority students.

Multicultural Center

“Come on by ... we’re waiting for you!” Discover a “home away from home” right here in the middle of the SDSU campus. The Multicultural Center, located in the
lower level of the University Student Union, provides academic tutorial services, computer resources, personal support, social activities, weekend programs, and a student lounge with study space.

Under the umbrella of the Multicultural Center, you’ll also find:

- Disability Services
- Minority Peer Mentor Program
- Multicultural Resource Library
- Diversity Programs
- National Student Exchange
- Veteran Resource Center
- Student Organizations (Black Student Alliance, Latin American Students Association, and Armed Forces Association)

**TOP 9 THINGS TO DO BEFORE YOU GRADUATE**

1. Climb the Campanile
2. Attend and participate in Hobo Day events and activities put on by UPC and Greek Life, such as the Hobo Day parade and window decorating.
3. Get ice cream at the Dairy Bar and learn what flavor SDSU claims.
4. Use your student status and get discounts on games, performances, wellness passes, and more!
5. Visit the Agricultural Heritage Museum and the South Dakota Art Museum on campus.
6. Take your picture with the Weary Wil statue outside of the Union.
7. Attend programs put on by your CA or LCC, and attend campus-wide programs put on by University Programming Council, Residence Hall Association, and more!
8. Climb to the top of the rock wall in the Wellness Center.
9. Start and/or join a club or organization on campus.

**HOW TO BE A JACKRABBIT: SDSU TRADITIONS**

**Hobo Day** SDSU’s homecoming week culminates with Hobo Day. Hobo Week includes scheduled events such as Bum Olympics, scavenger hunt, Bum-a-Meal, Miss Homelycoming, Hobo Day 5K, and the Cavorts Talent Show.

**Capers** The SDSU theatre fraternity, Alpha Psi Omega (APO), hosts an annual variety production that’s open to all students.

**Wacipi Pow Wow** The Native American Club hosts this annual event filled with vendor booths, dancing, and music.

**Jackrabbit Football** The Beef Bowl promotes the beef industry and recognizes the cattle producers of South Dakota. The Cereal Bowl honors South Dakota commodity groups supporting research in a wide range of agricultural endeavors. The Dakota Marker is the trophy awarded to the winner of the annual game played between the North Dakota State University (NDSU) Bison and SDSU.

**Commencement** South Dakota’s largest university hosts its Commencement each year in Frost Arena.

**Climbing the Campanile** The Coughlin Campanile was completed in 1929. The bell tower rises to 165 feet and is located on Medary Avenue.

**Oozeball** The annual mud volleyball tournament.

**International Celebrations** including Nepal Night, China Night, African Night, Festival of Cultures, and many more.

**Jacked Up Rabbit Race** A 24-hour, action-packed event that explores the city of Brookings and the SDSU campus while solving riddles, photo matching, item finding, and other creative challenges.

**Midnight Breakfast** Take a study break during finals week with a $1.00 midnight meal with the proceeds going to benefit a local charity.