

Spring 2021

STUDENT GUIDE

Returning to Campus



DAKOTA STATE
UNIVERSITY



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GUIDING PRINCIPLES

The primary goals for Dakota State University's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of education and research.

DSU's plans will be aligned and consistent with the state of South Dakota. DSU's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, and the South Dakota Department of Health.

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available





RETURNING TO CAMPUS



EXPECTATIONS & GUIDELINES

The SD Board of Regent's policies and protocols for responding to the COVID-19 pandemic are rooted in the safety and well-being of the students, employees, guests and public we interact with. Students and employees are expected to comply with policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

SYMPTOM MONITORING REQUIREMENT

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19. At this time, these symptoms include one or more of the following:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea



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SYMPTOM CHECKER

Apple, Inc. and the CDC partnered to develop this online [symptom checker](#) to assist with evaluating your symptoms. (Visit: www.apple.com/covid19)

HEALTH SERVICES

Students are encouraged to contact their personal health care provider if you experience symptoms or if you have reason to believe you have been exposed to the virus, even if you are not showing any symptoms. A student may also call the university health nurse at 605-256-5864 between the hours of 9:00am-3:00pm, Monday through Friday.

HIGH RISK CATEGORIES

The CDC has identified that individuals with certain conditions may have a higher risk for severe illness from COVID-19 infection.

High risk categories can be reviewed at the CDC website here:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/evidence-table.html>

Students who are in a high-risk category or have family members who reside in their home that are in a high-risk category and are concerned about returning to campus should contact Student Services at 605-256-5146 to discuss options for accommodations.

CLOSE CONTACT WITH PERSONS WITH COVID-19

If you have been in close contact with someone who has tested positive for COVID-19, you should contact your health care provider. You should also self-quarantine and self-monitor for symptoms.

Close contact is defined by the SD DoH as:

- » Being within 6 feet of a COVID-19 case for a prolonged period of time (15 minutes or more). Close contact can occur while caring for, living with, or sharing a health care waiting area or room with a COVID-19 case, or
- » Having direct contact with infectious secretion of a COVID-19 case (being coughed or sneezed on).



HEALTH & SAFETY GUIDANCE



PERSONAL SAFETY PRACTICES

Face Coverings

Face coverings are required to be worn by all students and employees on campus when in the presence of others and in indoor spaces. Appropriate use of face coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face covering is not a substitute for social distancing. Recommended guidelines:

- » Students are required to wear a face covering when they are in any indoor space on campus.
- » Students are required to wear a face covering when they are in the presence of others while still maintaining the 6 feet distance between one another in any indoor space on campus.
- » Students are encouraged to wear a face covering when walking across campus.
- » Students would not need to wear a face covering when they are in their individual hall room or home if there is no interaction with other employees, students, or visitors.
- » Students are required to wear a face covering when they are in class.

USE AND CARE OF FACE COVERINGS

Putting on the face covering

- » Wash hands or use hand sanitizer prior to handling the face covering.
- » Ensure the face covering fits over the nose and under the chin.
- » Situate the face covering properly with nose wire snug against the nose (where applicable).
- » Tie straps behind the head and neck or loop around the ears.
- » Throughout the process: Avoid touching the front of the face covering/disposable face covering.

Taking off the face covering

- » Do not touch your eyes, nose, or mouth when removing the face covering.
- » When taking off the face covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- » Wash hands or use hand sanitizer immediately after removing.

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Care, storage and laundering

- » Keep face covering stored in a paper bag when not in use.
- » Cloth face coverings should not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each use. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- » Disposable face coverings should not be used for more than one day and should be placed in the trash if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

SOCIAL DISTANCING

Keeping space between you and others is the best tool to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Students and employees should follow these social distancing practices:

- » Always stay at least 6 feet from other people;
- » Avoid crowded places and mass gatherings

HAND WASHING & CAMPUS HYGIENE

Hand sanitizer dispensers are provided at multiple areas in communal spaces and classrooms around campus.

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Cover your mouth with tissues when you sneeze and immediately discard them in the trash.



GLOVES

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

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GOGGLES/FACE SHIELDS

Students and employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient.

USING RESTROOMS

Ensure at least 6 feet distance between individuals while using the restroom. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

USING ELEVATORS

No more than one person may ride an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible.

UP-TO-DATE INFORMATION

The following websites will provide you with up-to-date information on COVID-19.

covid.sd.gov - A South Dakota Department of Health website with up-to-date information on COVID-19.

[CDC Coronavirus Page](https://www.cdc.gov/coronavirus) - The official CDC page for COVID-19.



REQUIRED PROCEDURES FOR STUDENTS

SHIELD YOURSELF. PROTECT OTHERS.

In accordance with the guidance from the SD Board of Regents, SD Department of Health (SD DoH), and Centers for Disease Control and Prevention (CDC), the following procedures must be followed by Dakota State University students.

ON-CAMPUS STUDENTS

Students residing in on-campus housing who think they may be experiencing symptoms:

- » Students residing in on-campus housing who think they may be experiencing symptoms associated with COVID-19 should contact their personal health care providers immediately. A student may also call the university health nurse at 605-256-5864 between the hours of 9:00am-3:00pm, Monday through Friday.
- » Students should self-isolate in their residence hall rooms, attend classes remotely, and not frequent DSU's campus.
- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Alex Kretzschmar, COVID team member, will check in periodically with students until they are no longer experiencing symptoms and return to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.

A roommate of an ill student who has questions or concerns about their own health:

- » A roommate of an ill student who has questions or concerns about their own health management should contact their personal health care provider immediately.
- » A roommate should self monitor for symptoms.

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An on-campus student who has a fever and/or respiratory symptoms but was not tested:

- » Student should contact their personal health care provider.
- » Student is asked to self-isolate in their residence hall room (or relocation housing as directed by Student Affairs), attend classes remotely, and not frequent DSU's campus until the following three are met:
 - › Student has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications. **AND**
 - › Student's symptoms have improved (for example, student's cough and shortness of breath have improved). **AND**
 - › At least 10 days have passed since first symptoms appeared.
- » It is recommended that a roommate(s) self monitor as described above immediately if they begin to experience illness symptoms and contact their personal health care provider.
- » A student must notify Amy Crissinger, Interim Vice President for Student Affairs, to report your health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Alex Kretzschmar, COVID team member, will check in periodically with students until they are no longer experiencing symptoms and returns to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » Students should clean and disinfect their residence hall room.

An on-campus student who is being tested or confirmed to have COVID-19 infection:

- » Any on-campus student who is being tested or has a confirmed case of COVID-19 has two choices:
 1. Go home if it is safe and practical to do so. MUST inform the university if you leave campus by calling the Department of Residence Life at 605-256-5146.
 2. Be relocated to the appropriate housing facility identified by the Department of Residence Life.
- » Students who are being tested or who tested positive for COVID-19 are asked not to return to their assigned residence hall or residence hall room, attend classes remotely, and not frequent DSU's campus.
- » Student must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » If student remains at DSU, the student will immediately be assigned to the appropriate relocation housing facility.
- » A volunteer will be assigned the task of retrieving items from the student's room in a timely fashion. Items will be placed outside the student's temporary housing location and the student will be notified via phone call. The volunteer will not leave the drop off site until they have confirmation the student has picked up their items.
- » Students who are being tested for COVID-19 will remain in relocation housing until the results of their test is received. Call 605-256-5124 or email covid@dsu.edu to report test results. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.

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- » Any student who has a confirmed positive case of COVID-19 will be in relocation housing until full recovery has been achieved. The South Dakota Department of Health in conjunction with your personal health care provider will determine when you may return to your assigned residence hall room. Residence Life will email students about returning to their assigned residence hall room. Student must provide DSU with Release Date Letter issued by Department of Health. Do not leave relocation housing until the University has been notified.
- » While in relocation housing the following policies will be in place:
 - › Guests will not be allowed.
 - › You will not be allowed to leave the space assigned unless previously given permission and medically necessary.
 - › Food will be delivered daily. This includes breakfast, lunch, and supper. Menu items may be limited but we will make sure to meet dietary needs.
 - › Meals will be left at your door. The delivery person will call you to let you know meals have been delivered. You will have a refrigerator and microwave to use while in isolation.
 - › You will be expected to wipe down kitchen and bathroom fixtures after each use with provided disinfectant wipes and gloves.
- » Alex Kretzschmar, COVID team member, will check in periodically with students until they are no longer experiencing symptoms and returns to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » After 48 hours, the student's primary residence hall room and common areas (bathrooms, hallways, kitchen, etc.) will be cleaned and disinfected.

Student thinks they may have been at the same location as a person who was diagnosed with COVID-19:

- » South Dakota Department of Health (SD DoH) will manage all contact tracing.
- » The SD DoH conducts interviews with all persons diagnosed with COVID-19 to determine who their close contacts are. People who are identified as close contacts will be notified by the SD DoH and will receive instruction on quarantine and monitoring.
- » Being in an indoor environment (e.g., store, workplace, restaurant) with someone who has COVID-19 is not necessarily considered having close contact. Close contact is being within 6 feet of someone for more than 15 minutes.
- » Students who have not been contacted by the SD DoH as a close contact will report to classes and activities as usual.

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OFF-CAMPUS STUDENTS

Students residing off-campus who think they may be experiencing symptoms:

- » Students residing off-campus who think they may be experiencing symptoms associated with COVID-19 should contact their personal health care provider immediately. A student may also call the university health nurse at 605-256-5864 between the hours of 9:00am-3:00pm, Monday through Friday. Students should not attend classes or frequent DSU's campus.
- » Students should self-isolate in their residence, attend classes remotely, and not frequent DSU's campus.
- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Alex Kretzschmar, COVID team member, will check in periodically with students until they are no longer experiencing symptoms and return to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » It is recommended students clean and disinfect their home.

A roommate of an ill student who lives off-campus and has questions or concerns about their own health:

- » A roommate of an ill student who lives off-campus and has questions or concerns about their own health management should contact their personal health care provider immediately.
- » A roommate should self monitor for symptoms.

An off-campus student who has a fever and/or respiratory symptoms but was not tested:

- » Student is asked to self-isolate in their home, attend classes remotely, and not frequent DSU's campus until the following three are met:
 - › Student has not had a fever (temperature greater than 100.4 degrees) for 24 hours without the use of fever reducing medications. **AND**
 - › Student's symptoms have improved (for example, student's cough and shortness of breath have improved). **AND**
 - › At least 10 days have passed since student's first symptoms appeared.
- » It is recommended that a roommate(s) self monitor as described above immediately if they begin to experience illness symptoms.
- » A student must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Alex Kretzschmar, COVID team member, will check in periodically with students until they are no longer experiencing symptoms and return to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » It is recommended students clean and disinfect their home.

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An off-campus student is confirmed to have COVID-19 infection:

- » Any off-campus student who is tested or has a confirmed case of COVID-19 must self-isolate, stay home, not attend classes or attend remotely, nor visit DSU's campus. Students are encouraged to seek medical assistance as needed.
- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Any student who has a confirmed positive case of COVID-19 will remain in self-isolation until a full recovery has been achieved. The South Dakota Department of Health in conjunction with your personal health care provider will determine when you may return to campus.
- » Student must provide DSU with Release Date Letter issued by Department of Health.
- » Alex Kretzschmar, COVID team member, will check in periodically until students are no longer experiencing symptoms and return to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » It is recommended the students clean and disinfect their home.

Off-campus students who are well but who have a sick family member or roommate at home undergoing testing for COVID-19:

- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Students will self quarantine, attend classes remotely, and not frequent DSU's campus pending family member or roommate test results.
- » Alex Kretzschmar, COVID team member, will check in periodically until students are no longer experiencing symptoms and returned to a normal schedule.
- » Students MUST notify Amy Crissinger to report test result. Report test results by calling 605-256-5124 or email covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
 - › If negative, student will be cleared to return to a normal schedule.
 - › If positive, follow instructions below for students who are well but have a family member at home diagnosed with COVID-19.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » It is recommended students clean and disinfect their home.

Off-campus students who are well but who have a family member or roommate at home diagnosed with COVID-19:

- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Students will self quarantine, attend classes remotely, and not frequent DSU's campus.
- » Students will social distance at home, avoid public places (shopping centers, movie theaters, stadiums, workplaces, etc.) until after the household member is recovered, the household member is removed from isolation, and 14 days have passed since the student was in close contact with the positive tested person.

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- » Alex Kretzschmar, COVID team member, will check in periodically until students are no longer experiencing symptoms and return to a normal schedule.
- » It is up to students to make class arrangements with their advisors and/or professors during this time.
- » It is recommended students clean and disinfect their home.

Off-campus student has a sick family member or roommate at home with respiratory symptoms, but has not been tested for COVID-19, and the student is well:

- » Students must notify Amy Crissinger, Interim Vice President for Student Affairs, to report their health status as soon as possible. She may be reached at 605-256-5124 or covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
- » Students will self quarantine, attend classes remotely, and not frequent DSU's campus until sick family member or roommate is deemed healthy by their personal healthcare provider.
- » Sick family member or roommate should be encouraged to seek medical attention with their personal healthcare provider.
- » If family member or roommate tests positive, students will continue to self-quarantine at home, avoid public places (shopping centers, movie theaters, stadiums, workplaces, etc.) until the household member is recovered, the household member is removed from isolation, and 14 days have passed since the student was in close contact with the positive tested person.
- » Students MUST notify Amy Crissinger to report test result. Report test results by calling 605-256-5124 or email covid@dsu.edu. Phone and email will be answered during office hours, Monday-Friday, 8am-5pm.
 - › If negative, student will be cleared to return to a normal schedule.
 - › If positive, follow instructions below for students who are well but have a family member at home diagnosed with COVID-19.
- » Alex Kretzschmar, COVID team member, will check in periodically until students are no longer experiencing symptoms and returns to a normal schedule.
- » It is up to the students to make class arrangements with their advisor and/or professors during this time.
- » It is recommended students clean and disinfect their home.

Off-campus student thinks they may have been at the same location as a person who was diagnosed with COVID-19:

- » South Dakota Department of Health (SD DoH) will manage all contact tracing.
- » The SD DoH conducts interviews with all persons diagnosed with COVID-19 to determine who their close contacts are. People who are identified as close contacts will be notified by the SD DoH and will receive instruction on quarantine and monitoring.
- » Being in an indoor environment (e.g., store, workplace, restaurant) with someone who has COVID-19 is not necessarily considered having close contact.
- » Students who have not been contacted by the SD DoH as a close contact will report to classes and activities as usual.

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RESIDENCE LIFE

Phone: 605-256-5146

Email: residencelife@dsu.edu

The Department of Residence Life offers the following recommendations to promote as safe an environment as possible for students residing in on-campus housing communities. Furthermore, residents must understand they must make a commitment to do their part to support the health and wellbeing of not only themselves but also their fellow community members.

NON-RESIDENT GUESTS

Students are encouraged to limit the number of non-residents to their specific hall community to no more than two guests at any given time. It is encouraged to meet non-DSU affiliated guests at off-site locations.

SOCIAL DISTANCING

Current Center for Disease Control (CDC) guidelines recommend people always remain six feet apart. Please keep this standard in mind when determining where to gather for social interaction activities. Common lounge spaces, although limited in number and size, may be wise locations to consider depending on the number of individuals involved.

KITCHEN USE

Students are encouraged to utilize their own cooking items such as pots/pans, dishes, silverware, plates, wash cloths, towels, dish soap, etc. Allowing time to wash these items and returning them to their room immediately after use is expected. Individuals are asked to work with each other to discuss how to manage kitchen space to honor social distancing guidelines if more than one person would like to utilize the space at the same time or times intersect.

RESTROOM

Students are encouraged to self-monitor heavy use patterns and determine a schedule that fits for them on a daily basis. Ideally this schedule would allow for proper social distancing.

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LAUNDRY ROOM

Students are encouraged to honor social distancing guidelines while utilizing facilities. Collaboration between multiple parties desiring to use facilities at the same time will be essential. Each student is asked to efficiently manage their laundry experience. Transfer items from washers to dryers immediately after completion of the wash cycle. Remove all items from dryers immediately after completion of the dryer cycle and exit the laundry room.

COMMON LOUNGE SPACES

University personnel may have removed or rearranged furniture in these areas, where necessary, to account for proper social distancing guidelines. Students are asked to not gather in such a manner that distancing guidelines are violated.

RESIDENTS ROOMS

Students are strongly encouraged to have a conversation with their roommate(s) regarding overall room management expectations including cleaning and sanitizing the space. Roommates are challenged to have the utmost respect for the agreed upon plan. Residents should bring face coverings as well as cleaning and disinfecting supplies which meet CDC guidelines. Residents are encouraged to establish a cleaning and sanitizing schedule and stick to it throughout the academic year. High touch surfaces such as doorknobs, fan coil unit knobs, light switches, etc. should be sanitized on a daily basis.



RESIDENT DINING

As students and employees return to campus, they will be making decisions on where to eat, what to eat, and how to eat—all with a safety-first mentality.

The changing needs and expectations have allowed us to look at everything we do differently. Our building block architecture allows operations to adapt appropriately and quickly to the new normal, no matter what that looks like.

We have developed expanded sanitation behaviors and improved take-out/delivery and packaging, as well as technology solutions that rise to a high level of trust, confidence, satisfaction, and flexibility in all that we do.

As students and employees enter the dining room, they will experience:

- » Touchless entry options, if practicable, along with enhanced sanitation procedures in the entryway, including hand sanitizing stations
- » A welcome center displaying instructions for the floor traffic pattern, a menu format at each station, and any other safety and service expectations required
- » A friendly greeting by staff, standing behind a plexiglass barrier and equipped with appropriate PPE, at the checker stand
- » Augmented signage – at eye level – that includes floor decals to reinforce traffic patterns and social distancing

As students and employees move through the dining room, they will see and experience:

- » Floor decals and consistent signage to reinforce traffic patterns and social distancing
- » A clockwise travel pattern that allows them to efficiently move from the Welcome Station to their selected stations
- » Stations, attended by uniformed staff, who are wearing and using appropriate PPE
- » Staff frequently sanitizing serving stations to ensure safety and instill confidence
- » Efficient station designs for each menu module to ensure quality selection and service and optimal sanitation standards

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Students and employees may expect:

- » Meal packaging that is appropriate to the specified menu item, along with wrapped utensils, napkin, and portioned condiments, if there is no seating
- » No personal refillable containers to be utilized in the dining room, to ensure safety for our staff and guests
- » Menu toppings and condiments to be portioned by the attendant
- » Reusable dishware and utensils, if available, to be stored behind the service area and distributed by the attendant in a sanitary fashion
- » Adjustments in seating availability, due to local government regulations, and set capacity of the space
- » Dining Area restricted to 140 that is 50% Capacity
- » Queue seating up to 25 that is 50% Capacity

HOURS OF OPERATION

The Marketplace

Monday – Friday

Breakfast 7:30am – 10:00am

Continental Breakfast 10:00am – 11:00am

Lunch 11:00am – 1:30pm

Light Lunch 1:30pm – 5:00pm

Dinner 5:00pm – 7:30pm

Saturday & Sunday

Brunch 11:30am – 1:30 pm

Dinner 5:00pm – 7:00pm

Queue

Monday – Friday

7:30am – 6:30pm

Saturday & Sunday

Closed

C-Store

Monday – Friday

11:00am – 11:00pm

Saturday

Closed

Sunday

6:30pm – 11:00pm

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Bite+ Click & Collect

Resident Dining | Retail | C-Store

The Click and Collect concept enables students and employees to purchase food and beverage online and pick them up at several locations.

Click and Collect makes the shopping journey more convenient for students, faculty, staff, and visitors by making purchases from their mobile device and collecting the items whenever they schedule.

The Sodexo team prepares the items and cues them up ahead of students arrival. Payment via BitePay, DCB, Flex, or Meal Plan happens in the app. No waiting. No congregating. No person-to-person contact. Click and Collect supports a safe return to campus by managing population density and limiting human contact.

Students can pick their items up in-store, Student Service Suites, The Marketplace, Habberger Science Center or Beacom Institute of Technology.

PROTECTING STUDENTS

- » Cleaning tables and chairs soap, water and disinfectant between each meal period
 - » Hand washing guidance
 - › Wash hands frequently with soap and water for at least 20 seconds
 - › If soap is not available, use an alcohol-base hand sanitizer
 - » At least 60% alcohol rub hands until sanitizer has completely dried
 - » Wash/sanitize hands before putting on a new pair of gloves
 - » Change gloves when switching tasks, handling different foods or after touching objects that should be considered contaminated
 - » If the glove becomes ripped or punctured, change gloves immediately
 - » Avoid touching eyes, nose or mouth
 - » Multiple hand sanitizer stations
 - » Face coverings are required
 - » A one-way traffic system to include signage, floor markings, and stanchions
 - » All serving counters and cashier area will have plexiglass barriers
 - » Reusable cups/mugs are not allowed
 - » No self-serving of food, individually wrapped items only
- In addition, the following may be implemented when necessary:
- » No camping out or just hanging out in the dining area
 - » Installation of physical barriers
 - » Additional traffic marking
 - » PPE (personal protective equipment)
 - » Possible use of all disposable service ware

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SOCIAL DISTANCING IN THE MARKETPLACE AND DINING ROOM

- » Current CDC Guidelines recommend 50% of code room capacity if social distancing can be accommodated
- » Arrange seating - tables and chairs to be at least 6 feet apart
- » Add seating in additional areas in the Trojan Center
- » No more than 10 students in The Marketplace at one time
- » Students are asked to limit dining in The Marketplace to 30 minutes or less
- » Students follow delineating traffic patterns and queuing space to ensure social distancing which follows a clockwise pattern
- » Students find attended stations that include posted menus
- » Students may utilize app or signage to make menu selections, learn about promotions, and determine safest traffic route to stations



CARD SERVICES

Phone: 605-256-5225

Email: cardservices@dsu.edu

TROJAN SILVER ID FOR ON AND OFF CAMPUS SERVICES AND PRIVILEGES

- » Door access readers on campus in residence halls and academic buildings are equipped with both contactless “tap” feature and magstripe “swipe” feature when using the ID card.
- » Readers for vending, traditional resident laundry, Community Center, Health Services at the Madison Regional Health Center, tutoring services, and library services are also contactless or swipe for self-service to minimize card transfer.
- » Trojan Silver deposits are encouraged to be done online with a debit/credit card at the eAccounts site: sdeast-sp.transactcampus.com/DSU/AnonymousHome.aspx by logging in with DSU email and password credentials. Families are encouraged to do a guest deposit at the same website from home for their student or can call to do a debit/credit deposit of funds to their students’ accounts through Card Services at (605) 256-5225. Deposits may also be made in the Student Services Center if unable to use eAccounts or do an over the phone transaction.
- » New and replacement photo ID’s can be done at the Card Services office in the Student Services Center. Photos for new ID’s may be uploaded online ahead of time at: apps.dsu.edu/dsu-account/login.aspx Card Services will give all student ID’s for new residents living in the halls to the respective hall RA’s to be distributed when students check in on move in day if a photo has been provided. If no photo has been provided, students will need to come to the Student Services Center for a photo and to print out their ID. Replacement ID’s are also done in the Card Services Office for a fee of \$20.00. Students needing both a first time ID or replacement ID that visit the Student Services Center will be asked to follow CDC guidelines for group gathering. The staff of the Student Services Center will be sanitizing and following guidelines to keep traffic minimized to follow the CDC recommendations. Plexi glass will also be installed in the front office and Card Office of the Student Services Center for safety purposes.
- » Off campus merchants who accept Trojan Silver are following CDC guidelines for social distancing and sanitizing their locations. Some merchants are fully operational while others may only have carry out, drive through, and/or delivery service for safety and health of their customers.
- » On campus point of sale locations are also following CDC guidelines and are looking to implement contactless readers at their registers as well as implementing a mobile ordering service at the three Sodexo locations.
- » Students that have meal plans or would like to add a meal plan can do so at the following link: apps.dsu.edu/student-services/meal-plan-contract after logging in with their DSU email and password. Students have up until Census Day each semester to make changes to their meal plans and then are locked in for the remainder of the semester. Students may also stop into the Student Services Center to add and/or change their meal plan as well.



FINANCIAL AID

Phone: 605-256-5152

Email: fa@dsu.edu

The DSU Financial Aid Office is committed to providing students and families the support they need to help pay for college, while also improving the safety of our community.

Financial aid staff are available by phone from 8 am to 5 pm Monday through Friday (605-256-5152), or you may email us anytime at fa@dsu.edu. For questions related to scholarships, email scholarships@dsu.edu. Students are encouraged to call or email our office with questions, if it is determined that meeting face-to-face is necessary, a Zoom meeting will be scheduled.

To minimize person to person contact, a secure document box has been installed near the entrance to our office to allow students to leave documents without the need to enter the office.

Most financial aid requirements can be completed online; listed below are some of the most frequently utilized financial aid online resources:

- » mysu.dsu.edu - Links to access the MyDSU Portal and Self-Service Banner
- » studentaid.gov/h/apply-for-aid/fafsa – Access to the Free Application for Student Financial Aid (FAFSA)
- » studentaid.gov/ - Students access this site to complete a Direct Loan Master Promissory Note (MPN) and Entrance Counseling, and parents can complete a PLUS Loan application and PLUS MPN at this site.
- » choice.fastproducts.org/FastChoice/home/346300 - Links to a list of private educational loan programs that DSU students have borrowed from.





**TROJAN
ZONE**

Phone: 605-256-5238

Website: dsubookstore.com

Email: bookstore@dsu.edu

The Trojan Zone is working to transform the in-store customer experience with new enhancements to promote a safe and healthy shopping environment. While we have always maintained a clean store environment, we are now taking extra precautions to promote your safety.

In following state and local guidelines and CDC recommendations, changes include:

- » A reimagined store layout that allows for social distancing
- » Increased cleanliness and sanitization
- » Protective shields at registers
- » Face coverings are required, gloves as needed, for staff
- » Floor decals and signs encouraging social distancing
- » Recommend customers wear a face covering
- » An established traffic pattern:
 - › Enter store through west entrance
 - › Exit store through east entrance
- » Limit of ten (10) people in the store at one time
- » Physical distancing (6 feet or more)
- » Recommend debit and credit card payment including Trojan Silver
- » Tap readers for contactless card payment
- » Clothing tried on in store and not purchased will be returned to inventory after 48 hours
- » Buy online and choose in-store pickup

The Trojan Zone return policy for web and in-store orders

- » dsubookstore.com/site_customer_service.asp?#returns
- » Returns of gift items or clothing will be placed back in inventory after 48 hours

Textbooks

The Trojan Zone bookstore will not carry textbooks and other course materials in the store. Students should purchase course materials 4-6 weeks prior to the start of the semester at dsubookstore.com.



CAMPUS ENGAGEMENT

Email: studentactivities@dsu.edu

Phone: 605-256-5244

CAMPUS EVENTS

- » Where CDC Guidelines can be followed, in-person events will be held.
- » When possible, events will be live streamed for those that would prefer to attend at a distance.
- » Students may be asked to register to attend various campus events and activities due to venue capacity.
- » Students not feeling well and/or displaying symptoms of COVID-19 should attend events online.

GUIDANCE FOR CLUBS AND ORGANIZATIONS

Meetings for Club Leaders and Advisors

- » Informational Zoom meetings will be available for club leaders and advisors the week of August 24.

Activities Fair

- » The Activities Fair, the traditional event for clubs and organizations to promote their groups and recruit new members, will take place outdoors on Wednesday, September 2. There may be a need to break up the day in different sessions to accommodate interested groups and still meet the expectation of social distancing. If a student cannot attend the Fair, there will be a centralized process for collecting contact information and dispersing it to the appropriate club or organization. In the case of inclement weather, the make-up date will be Wednesday, September 9.

Meetings

- » When possible, meetings should be held using collaboration tools such as Zoom. Students can sign up for a basic account using their DSU credentials on dsu.zoom.us/. Club and organization officers may request to be upgraded to a licensed account to hold club and organization meetings by contacting studentactivities@dsu.edu.

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- » In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain six feet of separation for social distancing requirements. Tables and chairs should not be added to or moved within spaces, as many facilities have removed those items to follow these requirements. Wearing face coverings at in person meetings is required.
- » On-campus spaces must be reserved using the 25Live reservation system (link available on MyDSU Portal.)

Events and Activities

- » Event sponsors should notify all outside guests (speakers, artists, musicians, community members, etc.) of current protocol and procedures for on-campus programming prior to the event.
- » Food
 - › If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food and utensils.
- » Fundraisers
 - › Fundraisers should leverage electronic money exchange (e.g. Trojan Silver) instead of collecting physical currency.
- » On-campus spaces must be reserved using the 25Live reservation system (link available on MyDSU Portal.)

Travel

- » All non-essential business travel is still suspended. This does include travel for clubs and organizations. This is in place as part of our commitment to student safety considering the COVID-19 (coronavirus) outbreak. This suspension will remain in place for the foreseeable future.

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SAFETY STATEMENT FOR ON-CAMPUS PROGRAMMING DURING COVID-19 PANDEMIC

The following statement was designed to inform event participants of the recommended health and safety protocol DSU encourages them to abide by at university-sponsored events.

Dakota State University is committed to ensuring the safety and well-being of its students, faculty, staff, administration, and distinguished guests. As we continue to navigate the global COVID-19 pandemic, we highly encourage all entities to do the following during this event/meeting, if possible, out of respect for one another.

- » *Wear required self-provided face covering.*
- » *Maintain appropriate distance from each other by staying in your designated seat/area.*
- » *Maintain clean hands by washing or sanitizing them.*
- » *Be understanding and respectful of people's space and requests.*
- » *Be cooperative and abide by any instructions and directives given by the safety representative or school personnel.*

During this university-sponsored event/meeting, we ask that you please take into consideration your own needs as well as the needs of others to ensure an inclusive, accommodating, comfortable, and safe environment for all present. Therefore, if you are immunocompromised, sick or begin feeling sick during the event, we encourage you to please connect with us via our virtual platform instead to ensure your safety and the safety of others.



CAMPUS WATCH

PLEASE CALL:

605-270-7712 or 605-270-7713

**Available from Tuesday through
Sunday 8:00 p.m. to 12:00 a.m.**

DSU aspires to have a safe and secure campus. Campus Watch is available to students, faculty, and staff.

SOCIAL DISTANCING

- » Campus Watch students will maintain social distancing when interacting with students, employees, or the public. They will also follow CDC guidelines for PPE.
- » Patrol Partners will maintain social distancing while on patrol.



KARL MUNDT LIBRARY & INFORMATION TECHNOLOGY SERVICES

Phone: 605-256-5203

Website: library.dsu.edu

ITS Phone: 605-256-5675

ITS Website: support.dsu.edu

Please refer to library.dsu.edu for hours of operation.



EVENTS AND CONFERENCE SERVICES

Phone: 605-256-5666

Email: events@dsu.edu

Events and Conference Services is taking every reasonable precaution to promote a safe and healthy environment with university classes and events. We know every event is different. Our focus is to follow recommended and necessary safety measures while meeting the needs of our students, employees, and guests.

FACILITIES

- » Limit capacity to 50 percent or less of venue occupancy
- » Tables distanced 6 feet apart with no more than six (6) guests per table
- » Theaters/auditoriums – modify seating by blocking off seats or rows within a section to accommodate social distancing
- » Defined facility exits and entry points
- » Signage outlining advisable precautions
- » Everyone will wear cloth face coverings

FOOD SAFETY

- » Buffet lines – served by food service staff
- » Suspend all self-serve food options
- » All food products sold at concessions stands will be individually packaged and prepared in a licensed facility All food service personnel wear face coverings and gloves when appropriate
- » All food service staff wear face coverings and gloves as directed by the CDC.

CLEANLINESS GUIDELINES

- » Scheduled cleaning of restrooms will be determined based on group size
- » Rigorous cleaning and sanitizing following CDC guidelines before and after each event



COUNSELING AND DISABILITY SERVICES

Email: counseling.center@dsu.edu

DSU-ADA@dsu.edu

Phone: 605-256-5121

COUNSELING SERVICES

DSU Counseling Center continues to provide mental health and substance use counseling via a combination of telehealth and face to face sessions. Initial appointments will be done via Zoom at which time the student and the counselor will discuss the best and safest way to proceed with counseling sessions. To schedule an initial appointment, students can email counseling.center@dsu.edu or call 605-256-5121.

DISABILITY SERVICES

Disability Services provides accommodations to students with documented medical and mental diagnosis. Accommodations for the classroom and campus environment are considered and discussed with students. Students needing accommodations should contact DSU-ADA@dsu.edu to discuss documentation and potential accommodations needed. Disability Services will work with faculty and the appropriate campus personnel to provide accommodations needed.



CAREER AND PROFESSIONAL DEVELOPMENT

Phone: 605-256-5122

Email: career.services@dsu.edu

The Career and Professional Development office will implement the following guidelines.

On campus interviews/mock interviews/other one on one with employers

- » Use the larger career center conference room
- » No more than two interviewers in room, maintain 1-1 or 2-1 max
- » Provide hand sanitizer in the room
- » External door will remain open
- » Open windows if desired
- » Provide wipes for employers to wipe down chairs and table between interviews
- » Instruct employer and student that face coverings are required
- » If student is concerned, we will set up a zoom meeting

On campus information sessions/workshops/networking/other group events

- » Follow 6 foot minimum social distancing recommendation
- » Hand sanitizer at entrance
- » No food and beverage
- » No handouts/giveaways
- » DSU will check everyone into the event and there will be no self-check in
- » To ensure room capacity, all attendees must RSVP with no drop ins allowed
- » RSVP completed through student Handshake acct
- » Face coverings are required
- » Leave first row of seats empty to provide distancing space for presenter(s)
- » Offer via zoom for those who want to distance and for overflow

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One on one meetings with students/work study/student labor appointments

- » All students must set up an appointment to help regulate traffic and cleaning between students
- » Students will set up appointments through their Handshake account
- » Can use the larger career center conference room if preferred
- » Keep door open
- » Open windows if desired
- » Hand sanitizer on desk and in room
- » Face coverings are required
- » Clean area after each appointment



ACADEMIC SUPPORT SERVICES

Email: advisingcenter@dsu.edu

writingcenter@dsu.edu

trojantutoring@dsu.edu

Website: [Academic Support](#)

ADVISING

At DSU, all undergraduate students are assigned to an academic advisor. You will work with your advisor on a number of things including, transitioning to college life, planning your course schedules, and creating goals. Your advisor is here to support you, cheer you on in your academic success, and collaborate with you so that you can reach your dreams. Plan to meet with your advisor early – and often! Due to COVID-19, advisors will be taking extra precautions to keep you and them safe. This means giving you the option to schedule a face-to-face appointment or to meet virtually via a Zoom appointment. You can select your preference when you schedule. All appointments will need to be scheduled in advance and traditional “walk-in” hours will be hosted virtually for the fall semester.

You can find out who your advisor is and their contact information by logging into your self-service registration and looking at your student profile.

Subscribe to our YouTube channel for helpful how-to videos.

Search: Academic Support at Dakota State

To schedule a meeting with your advisor you will use TrojanConnect.

You can find TrojanConnect by downloading the Navigate Student App or your MyDSU Portal.

Get the App (you have to have completed your DUO authentication from ITS)

- » Go to your phone store App
- » Download Navigate Student App
- » Search for Dakota State University
- » Enter your DSU email and Password

Now that you have the APP, you can click on Schedule an appointment from your menu

- » Select “Advising”
- » Select your appointment reason
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your advisor
- » Select the time and date that works for you and confirm your appointment

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If you use your MyDSU Portal

- » Log into your MyDSU portal
- » Click on TrojanConnect (under the quick links area)
- » Enter your DSU email and password credentials
- » Click on “Get Assistance”
- » Select “Advising”
- » Select your appointment reason
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your advisor
- » Select the time and date that works for you and confirm your appointment

Email: advisingcenter@dsu.edu if you have any questions or needs

PEER ADVISING

At DSU, you have an opportunity to meet with a successful upperclassman student, known as a, Peer Advisor. The Peer Advisor is to assist you in many ways including, working with you to create a day to day schedule, create and set goals, assist you in learning DSU processes and sharing resources and referrals with you. Our Peer Advisors can help you be successful and is here to support your best plan. Due to COVID-19, advisors will be taking extra precautions to keep you and them safe. This means giving you the option to schedule a face-to-face appointment or to meet virtually via a Zoom appointment. You can select your preference when you schedule. All appointments will need to be scheduled in advance and traditional “walk-in” hours will be hosted virtually for the fall semester.

Subscribe to our YouTube channel for helpful how-to videos.

Search: Academic Support at Dakota State

To schedule a meeting with a peer advisor you will use TrojanConnect.

You can find TrojanConnect by downloading the Navigate Student App or your MyDSU Portal.

Get the App (you have to have completed your DUO authentication from ITS)

- » Go to your phone store App
- » Download Navigate Student App
- » Search for Dakota State University
- » Enter your DSU email and Password

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Now that you have the APP, you can click on Schedule an appointment from your menu

- » Select “Advising”
- » Select your appointment reason as “Peer Advising”
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your Peer Advisor
- » Select the time and date that works for you and confirm your appointment

If you use your MyDSU Portal

- » Log into your MyDSU portal
- » Click on TrojanConnect (under the quick links area)
- » Enter your DSU email and password credentials
- » Click on “Get Assistance”
- » Select “Advising”
- » Select your appointment reason as “Peer Advising”
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your Peer advisor
- » Select the time and date that works for you and confirm your appointment

Email: advisingcenter@dsu.edu if you have any questions or needs

SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is a series of weekly review sessions for students enrolled in historically difficult courses. SI is provided for all students who want to improve their understanding of course content while improving their grades. It is a learning enhancement program, designed to organize and improve ways in which students prepare and review outside of class. SI focuses on specific courses and provides students with new approaches for processing subject materials assigned by professors. SI also has SI Leaders, who attend courses to keep up with the subject content being presented and to model effective student practices and attitudes.

If your course has Supplemental Instruction connected, you will be given that information during the first day of your course. Students who attend SI for only ONE hour a week, on average complete the course with at least ONE full letter grade higher than those who do not attend.

Email writingcenter@dsu.edu if you have any questions

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TROJAN TUTORING

At Dakota State, all undergraduate students have the opportunity to access the Trojan Tutoring Program. Our tutors are DSU students who have mastered the subjects they tutor. They are trained in communicating their knowledge, and they want to help you to succeed.

Our tutors offer academic assistance for assignments, quizzes, and exams in a variety of courses, including a variety of computer major courses, math, business, science, education, and many general education courses. Our tutors can also help you plan and organize assignments, develop study techniques, and improve your study skills. Our services are free to you as a DSU student.

Trojan Tutors will be available to meet in person or Zoom. Any face to face appointments must be scheduled 24 HOURS in advance.

To schedule a meeting with a Trojan Tutor you will use TrojanConnect. You can find TrojanConnect by downloading the Navigate Student App or your [MyDSU Portal](#).

Get the App (you must have completed your DUO authentication from ITS):

- » Go to your phone store App
- » Download Navigate Student App
- » Search for Dakota State University
- » Enter your DSU email and Password

Now that you have the APP, you can click on Schedule an appointment from your menu:

- » Click “Writing Center/Tutoring”
- » Select your appointment reason
- » Choose if you would like to meet face to face or in a Zoom meeting
- » Select your Tutor
- » Choose the time and date that works for you and confirm your appointment

If you use your MyDSU Portal:

- » Log into your MyDSU portal
- » Click on TrojanConnect (under the quick links area)
- » Enter your DSU email and password credentials
- » Click on “Get Assistance”
- » Select “Writing Center/Tutoring”
- » Select your appointment reason
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your tutor
- » Select the time and date that works for you and confirm your appointment

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WRITING CENTER

The DSU Writing Center and Writing Center Online provide reading and writing support to students across a variety of disciplines. From interpreting course texts to finalizing near-complete essays, our Learning Assistants can assist you at any stage of the process. In addition to one-on-one consultations, the Writing Center offers individualized assistance as well as group workshops in reading, study skills, scholarly formatting, research, and a variety of other topics.

Our Learning Assistants are available to meet in person or Zoom, or provide asynchronous feedback on writing through a D2L dropbox folder.

Subscribe to our YouTube channel for helpful how-to videos.

Search: Academic Support at Dakota State University

To schedule a meeting with a Writing Center Assistant, you will use TrojanConnect.

You can find TrojanConnect by downloading the Navigate Student App or your MyDSU Portal.

Get the App (you have to have completed your DUO authentication from ITS)

- » Go to your phone store App
- » Download Navigate Student App
- » Search for Dakota State University
- » Enter your DSU email and Password

Now that you have the APP, you can click on Schedule an appointment from your menu

- » Select "Writing Center/Tutoring"
- » Select your appointment reason
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your Writing Center Assistant
- » Select the time and date that works for you and confirm your appointment

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If you use your MyDSU Portal

- » Log into your MyDSU portal
- » Click on TrojanConnect (under the quick links area)
- » Enter your DSU email and password credentials
- » Click on “Get Assistance”
- » Select “Writing Center/Tutoring”
- » Select your appointment reason
- » Select if you would like to meet face to face or in a Zoom meeting
- » Select your Writing Center Assistant
- » Select the time and date that works for you and confirm your appointment

D2L Writing Center Page

In addition to scheduling an appointment, if you plan to have an online appointment, you must upload your documents on the Writing Center D2L page. You are already a member of the D2L Writing Center page. Please read all the directions on this page to assure that you upload all of the appropriate documents!

Email writingcenter@dsu.edu if you have any questions

Dakota State University appreciates YOU,
our Trojan family, and all that YOU are doing
to keep our campus and community safe.
We are one team, one community – DSU Strong!

Student Affairs
605-256-5124

COVID-19 CAMPUS CONTACTS



EMPLOYEE CONTACT

Angi Kappenman
Vice President for Human Resources

605-256-5024
covid@dsu.edu



STUDENT CONTACT

Amy Crissinger
Interim Vice President
for Student Affairs

605-256-5124
covid@dsu.edu



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