

INTRODUCTION

Welcome to Dakota State University and the Residence Life program. We intend to provide you with a safe environment where you can continue to develop in all aspects of your life. You should expect to be part of a living and learning system that is consistent with the mission of the university and promotes academic, social, and leadership success in a technology-oriented campus setting.

Community living in a residence hall will be one of the most dynamic experiences you will be a part of in the university setting. You will be part of a community made up of fellow students with diverse backgrounds, cultures, beliefs, and interests. The opportunity to learn from one another through respectful encounters is an exciting component of residence hall living. You will likely spend more of your time in the hall than in any other location on campus. The relationships you build with your fellow community members will have a great influence on your life, as will your influence on them.

Residence Hall leaders such as the Residence Hall Director (RD) and student Resident Assistants (RA) will be available to assist you throughout the academic year. These individuals are trained to meet individual and community needs. They can direct you to academic and personal resources with your success in mind. Hall leaders will also sponsor a variety of educational, social, and recreational activities to enhance your campus life experience. Do not hesitate to seek out hall staff when you encounter challenges in your day-to-day life on campus.

This Residence Life handbook serves as your guide to information, policies, procedures, processes associated with our program at Dakota State University. Hall students must take the time to familiarize themselves with the contents of the handbook and abide by the standards established within the body of this document.

Students who respect the management principles in this handbook and respect the rights of other individuals are well on their way to being terrific residence hall community members. The residence life staff welcomes you and looks forward to partnering with you throughout your experience at Dakota State University.

Who must live on campus:

Dakota State University follows South Dakota Board of Regents policy, which states:

Students who are enrolled at a university for a minimum of six (6) on-campus credits are required to live in on-campus housing during the first two (2) years following their high school graduation. Institutions may grant waiver exceptions to the housing requirement based on the waiver exceptions.

Waiver exceptions to the housing requirement will ordinarily be granted:

- To students who are married
- To students with dependent children who reside with them
- To students who reside full-time during the academic year at the primary residence of the parent(s) or legal guardian(s) within a designated radius determined by each institution
- To students who are non-degree seeking
- When residence hall occupancy exceeds manageable capacity
- At the discretion of the institution, after considering the individualized circumstances and determining that the circumstances merit a waiver

The full Board of Regents policy may be found at <https://www.sdbor.edu/policy/documents/3-6.pdf>.

Upon accepting the room key, the student has committed to living in on-campus housing for the entirety of the current fall and spring semester. The contractual agreement may be terminated at any point in the current academic year if one or more of the following mitigating circumstances applies:

- Withdrawal from the University
- Taking less than six credit hours on the main campus
- Student gets married
- Student resides with dependent children

It is the responsibility of the student to notify Student Services as soon as possible if they are leaving due to one of the above mitigating circumstances.

Students who have been graduated from high school for more than two years who accept their on-campus room key will be expected to remain in on campus housing for that specific semester. Students meeting this criterion must inform Student Services if it is their intent to leave on campus housing at the end of the current semester. Failure to do so will result in being placed in on-campus housing and billed appropriately.

Students who sign their agreement and are assigned to The Courtyard suites or the 8-plex apartments are expected to remain in their assigned space for the entirety of the academic year unless one of the mitigating circumstances described above applies. The two years out of high school policy does not apply here.

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RESIDENTS' RIGHTS AND RESPONSIBILITIES

Residents have the right . . .

- to live in a safe, clean and well-maintained environment.
- to be part of a quality living and learning community with an emphasis on academic and personal growth.
- to enjoy the privacy of your assigned room and have others respect your privacy and that of your roommate.
- to confront another's behavior that infringes on your rights.
- to expect assistance from the hall staff when encountering living, learning or personal issues.
- to voice your opinion and engage in open dialog regarding community living issues.
- to be free from fear of intimidation, physical and/or emotional harm.
- to host guests, with the expectation that guests are to respect the rights of the host's roommate.
- to expect that a roommate and others will respect one's personal belongings.
- to sleep without disturbance from noise, guests or roommates.
- to free access to one's room and facilities without pressure from a roommate.

Residents have the responsibility . . .

- to read and understand information contained in the Residence Life Handbook and Code of Conduct document (found at <https://www.sdbor.edu/policy/Documents/3-4.pdf>)
- to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should the circumstances warrant.
- to keep your door and hall doors locked and not to prop them open or allow in strangers or guests without a resident escort.
- to keep common areas neat, clean and damage free, and to straighten up common areas after use.
- to observe quiet hours, keep your stereo, television, other electronic equipment and your voice at a reasonable volume in the residence halls and to remind others that you expect the same of them.
- to let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any differences you may have in a peaceful manner, within the guidelines provided by Dakota State University.
- to support the educational purposes of Dakota State University and to sustain a safe and comfortable living community in on-campus housing; to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner.
- to know and abide by the laws of the state of South Dakota, including those that pertain to alcoholic beverages and illegal drugs. You have the responsibility to follow the rules and regulations as stated by the [South Dakota Board of Regents](#) and Dakota State University.

RESIDENCE LIFE STAFF

Each residence hall has a staff consisting of a Resident Director (RD) and at least one Resident Assistant (RA) per floor.

Resident Directors (RD) are live-in professional members of the student services team who serve as the senior staff member in their assigned residence hall. All resident assistants report to them. The RD is responsible for management of all programs and services relative to community-based living. Each RD works with their student population to establish goals and objectives designed to address the academic, social, and personal awareness and environmental needs of residence hall students. They are cognizant of the diverse needs of our students and committed to establishing a safe and secure environment for all who enter and leave the hall.

Resident Assistants (RA) are well trained student para-professionals in the hall. A minimum of one RA is assigned to each floor within the system. Some floors have two RA's. Resident assistants serve as community leaders on the floor. They are involved in all aspects of the community building process. The RA job description requires them to build positive relationships with the members of their floor to address the needs of the students and enhance their living/learning experience on campus. RA's observe, communicate with, and listen to their community to facilitate this process. They will make private referrals to service providers who can assist students at risk. They work with floor students to address everyday issues such as respect for one another; personal property; university property; cleanliness and other health issues; noise and general pride and respect on the floor. Those students who cause disruption may also be referred to the hall director regarding code of conduct infractions.

Support Staff: Each hall team has a supporting cast who work with them to accomplish hall goals. Each hall has a full-time custodian assigned to it. They are a vitally important member of the team who greatly influences the health and cleanliness standards within the hall, but do not replace the responsibility of each student to maintain cleanliness in the areas they use. Members of the Student Services Center, Counseling Center and the Physical Plant all provide support services that are important to the success of a residence hall student.

POLICIES/PROCEDURES/REGULATIONS

Abandoned Items: All residents are expected to remove all personal belongs by the last day of their residency in the hall, unless they have taken the initiative to contact the Residence Life office for an extension based on extenuating circumstances. Remaining items may be considered abandoned and may be disposed of by Residence Life staff 30 days after the student's departure. The student may be subject to an excessive cleaning charge.

Alcohol/Other Drugs: The South Dakota Board of Regents strictly prohibits the unlawful manufacture, possession, use or distribution of alcohol, marijuana or controlled substances by its students. Any student in violation is subject to code of conduct action and/or police involvement. Also, the possession or display of empty alcohol containers is prohibited in residence hall rooms and subjects students to code of conduct action. Some group housing spaces may be able to apply for alcohol agreements within their spaces, the terms of which are stated within that agreement.

Students returning to the residence hall who significantly disrupt any aspect of the residential community and require staff time or other student monitoring because of alcohol or controlled substance use serving as an aggravating factor can be held accountable through the code of conduct process.

- **Possession:** The University considers students in possession of prohibited items that are located within their assigned residence hall room or personal property where the student has knowledge of the presence and/or access to use the product.
- **Knowledge and/or Access:** Students may be held responsible if they have made the choice to be in a residence hall room or common space where they have knowledge and/or access to prohibited substances. Students are cautioned that the possession of prohibited substances can be constructive. Constructive possession exists if students have knowledge and access to substances found in rooms or common spaces and there is enough product open for them to consume. A one-to-one ratio of open product to student serves as a guide but is not a set standard for determining constructive possession. Students entering a room or common space where prohibited substance policies are being violated or suspected of being violated are encouraged to remove themselves from the premises immediately.
- **Social Hosting:** Students responsible for an assigned residence hall space may be found accountable for social hosting when more than the assigned residents of the room are present and knowledge and/or access to prohibited substances is clear and evident. Any full, partially full, or empty alcohol container along with any drug paraphernalia or illegal substance visible or known to be in the room may subject room occupants and their guests to code of conduct action.
- **Alcohol Amnesty:** A student who seeks emergency medical attention (or who has emergency medical attention sought on his/her behalf) for alcohol-related consumption, will not be sanctioned for violating alcohol consumption prohibitions found in the Student Code related to that incident, as long as the student completes the following requirements:
 - Participates in an initial meeting with the Senior Student Affairs Officer ; and
 - Completes all recommendations from the Senior Student Affairs Officer; and
 - Submits proof of completion of all recommendations, within the time frame designated by the Senior Student Affairs Officer at the initial meeting.

A bystander student who has engaged in alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person's alcohol-related consumption, will not be sanctioned for violating alcohol consumption prohibitions found in the Student Code related to his/her own consumption but will be invited to meet with the Senior Student Affairs Officer.

The institution will not pursue any disciplinary action related to any alcohol or drug consumption against any student who has been sexually assaulted or sexually harassed, for his/her use of alcohol at the time of the sexual assault or sexual harassment.

Amnesty as described above (sexual assault or sexually harassed excluded) will only apply to a student who seeks emergency medical attention before police or institutional employees, or agents take any official action or intervention related to the alcohol consumption.

Alcohol amnesty does not preclude disciplinary action regarding other violations of the Student Code. Alcohol amnesty only applies to the institution's student conduct process. It does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

Alcohol amnesty is not designed to protect or shield those students who repeatedly violate the Student Code. The Senior Student Affairs Officer may assess each situation on a case-by-case basis, denying the safeguards of alcohol amnesty if serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under this Student Code.

Animals in the Halls: Only Residence Life approved service or emotional support animals are allowed in the residence halls for students and guests. Students may contact Residence Life at 605-256-5146 to inquire about the approval process to have a service animal or emotional support animal in the residence halls. No animal is allowed in any on-campus buildings if not approved through University procedure. An exception is made for fully aquatic animals who can successfully live underwater in a tank that holds 10 gallons of water or less.

Athletes in the Halls: Residence life fully recognizes that in season athletes will need access to the halls during breaks not covered by the housing contract (i.e. semester break, Spring Break). Athletes will be allowed to stay in the hall during these times if they meet the following criteria; 1) it is determined that their particular sport has a need to be in the hall (current in-season sport only); 2) the coach of a given in-season sport includes the student on the active roster submitted to residence life; 3) players are actively contributing in some capacity during the break-injured or ineligible athletes who are not expected to travel or practice and are not required by the coach to be present will be subject to break housing fees and other break housing approval processes.

Athletics in the Halls: Skateboarding, skating, rollerblading, hover boarding and throwing projectiles in residence halls is inconsiderate of the safety of others and is not allowed. Also, outdoor sports such as golf, baseball, football, lacrosse, hockey, soccer, etc. are not allowed in residence halls.

Autos/Motorcycles/Scooters: All residence hall students are responsible for knowing campus parking policy. Parking policy may be found at:

<https://portal.sdbor.edu/dsu-student/campus-community/parking/Documents/Policy%2003-30-00.pdf>

Babysitting: Students are not allowed to maintain a babysitting service in the residence halls. Babysitting will be defined as any situation where an infant or young child is found to be in the residence hall and it is determined that the stay goes beyond a short-term casual visit and it is clear the child is under your supervision without a parent or legal guardian presence.

Bed Lofting: Residence life provides loft kits for every room in the system, if available. These kits allow students to set their bed mattress at whatever height they choose. Students who choose to loft their bed do so at their own risk and assume all liability associated with that decision. Residents lofting their bed are highly encouraged to use the safety rail

provided for each kit to reduce the possibility of injury. Personal loft kits or homemade kits are not allowed at Dakota State University.

Bicycles: Residence Hall students may bring a bike. Bikes must be left outdoors and placed in provided racks or may be placed in the student's room, if agreed upon by roommates. Bikes may not be placed/stored anywhere else in the residence hall. They must be removed from campus by the last day of a student's residency for the current academic year unless extenuating circumstances exist and special arrangements are established by contacting the Student Services Center. Any bike remaining on campus after students leave at the end of the academic year will be considered abandoned and will be disposed of by the University as it sees fit.

Break Housing and Move: The housing contract does not cover two breaks during the traditional academic year. These breaks include semester break and Spring Break. Residents needing to stay during these times must complete a break housing form available at the Student Services Center. Deadline dates for completion of these forms will be extensively advertised. Only those students who have paid the appropriate break housing fee and have been approved to stay will continue to have University card access to their hall or key access to their apartment. All others will lose access on the date and time advertised by the Student Services Center. In-season athletes are subject to the Athletes in the Hall Policy found on page four of this handbook.

Bulletin Boards/Posters: Residence Hall bulletin boards/posters aid the hall staff in their efforts to communicate with residents and accomplish staff goals. Material on these boards may not be altered in anyway or vandalized. Code of conduct action may be taken against any student who chooses to do so. University Posting policy:
<https://dsu.edu/policy/campus-wide-posting.html>

Cable Television: Dakota State University provides cable television in Residence Hall lounge spaces. If you are interested in having cable access in the room, contact Residence Life for information.

Cleaning Rooms: Residence life expects that residents maintain neat and sanitary rooms. All residents need to be concerned about health issues related to community living. Hall staff reserves the right to confront students who are maintaining an unhealthy environment in their room and expect them to comply with requests for improvement. Students who do not comply are subject to code of conduct action. Health and safety checks are conducted twice each semester by Residence Life staff.

Code of Conduct: The University reserves the right to take appropriate disciplinary action to protect the safety and well-being of members of the campus community and the integrity of the academic process. Regulations affecting students as members of the University community apply to them throughout all aspects of their campus life, whether in the classroom, the residence hall, or engaged in a university-related activity.

Conduct proceedings may be initiated in response to conduct that occurs on institutional premises or at events officially sponsored by the institution. Conduct that arises out of membership in the institutional community or conduct elsewhere, otherwise proscribed under this code, that adversely affects the institution, its affiliated organizations, or members of the institutional community or their pursuit of its objectives will be subject to the Code of Conduct. The student conduct officer shall determine if the allegations have merit, including off-campus conduct and determine if the incident sufficiently affects institutional interest to warrant further proceedings.

Students charged with a violation of federal, state, or local laws may be subject to conduct sanction where the conduct would fall within the proscriptions set out in this code or institutional regulations.

Where the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt, (no contest or nolo contendere) the alleged facts that formed the basis of the criminal charges shall be deemed established for purposes of conduct proceedings.

The Student Code of Conduct Coordinator will initiate one of two possible actions once it is determined allegations against a student have merit:

1. Work with the student to see if agreement can be reached via mutual consent. Mutual consent implies that the student agrees with the allegations against them and agrees to the sanctions recommended by the Code of Conduct Coordinator or his designee. The student waives their right to a formal hearing and no appeal opportunity exists.
2. Initiate a formal conduct hearing conducted by the Code of Conduct Coordinator or his designee where a limited number of other campus resource individuals may be involved. The Dakota State University Code of Conduct document may be found in the Trojan Handbook or students may go on-line to:

<https://www.sdbor.edu/policy/Documents/3-4.pdf>.

Students found responsible for a code violation will have one of the following recorded in their code of conduct file:

- **Written Warning** – issued for minor infractions of the code in a given academic year
- **Letter of Reprimand** – issued if a student has already received a written warning in a given academic year or the code infraction rises above the level of a minor infraction
- **Extended Letter of Reprimand** – issued if a student has already received a letter of reprimand in each academic year but circumstances do not suggest that actions be considered at the Code of Conduct Board level
- **Code of Conduct Panel** – used when the alleged facts against a student are of a more severe nature or the student has already received a letter of reprimand and/or an extended letter of reprimand already recorded in their file in a given year.

Cohabitation is defined as any situation that would prompt a person to believe a guest has established an extended stay in the hall. This is generally defined as but is not exclusive of more than three nights within any seven-day period. Only those students assigned to a room have unlimited access to that room. Hall staff reserve the right to discuss concerns with residents who they feel are allowing individuals to be in their room for extended periods of time regardless of visitation or cohabitation policy. The rights of roommates and other hall community members is the staff's primary concern. During breaks and other specified periods, cohabitation may be limited further.

Common Area Damage: Public area damages will be charged to the residents of a floor/hall if not paid for by the person(s) responsible. Damages which are going to be charged to the residents of a floor will be handled in the following manner:

1. The nature of the damage will be communicated to the appropriate community, along with a date (five (5) class days from communication), a request for information about the damages and the person responsible, and the estimated cost to repair the damage or replace objects.
2. During the five (5) day period, evidence regarding the damage will be collected by residence hall staff
3. If responsibility for the damage is still unaccounted for after the five (5) day period, the cost of the repair/replacement will be communicated and added to the billing statement of each student in the appropriate floor, apartment, suite, house, or community.

Cooking: Every residence hall has at least two kitchen areas, except The Courtyard. All cooking, other than microwave cooking, is to be done in these kitchen areas with appropriate steps to maintain safety and cleanliness, including those posted in the kitchens. Cooking in your room with any appliance that has an open heating element (such as hotplates, air fryers, slow cookers without automatic shut off, Instapot, and toasters) is strictly prohibited. The University reserves the right to remove cooking appliances.

Crime Reporting: Victims of a crime that occurred in a residence hall should contact local law enforcement immediately. They must also contact either their floor resident assistant, hall duty resident assistant, hall director or duty hall director as soon as possible so the University can implement University policy in the event of a crime.

Damage Repairs: All Residence Life staff members have the authority to submit repair requests on behalf of their residents. Do not hesitate to contact staff if you are experiencing any facility problems. Please be as specific as possible when explaining the problem(s). Maintenance personnel will enter your room if nobody is home to address damage concerns.

Decorating Guidelines: Residents are encouraged to personalize their room in ways that are mutually agreed upon by roommates. Posters, personal pictures etc. may be displayed by using a form of fun-tac, poster putty, poster tape or scotch tape. The use of cellophane tape, duct tape, carpet tape, nails, screws, tacks, hooks, or pins is prohibited. Nothing can be attached to ceilings. No holes in doors are allowed. No holiday lights or other lights designed for outside use may be used in a room. No contact paper of any kind is allowed. Residents are not allowed to paint their rooms. Residence life staff reserves the right to ask that fire hazard decorations be removed. Please reference <https://dsu.edu/student-life/residence-life/what-to-bring> or the section titled "Room Furnishings Policy" found later in this handbook for additional information.

Duty Residence Hall Director (RD) and Resident Assistant (RA): A student staff member (RA) will be on duty in each hall daily. A duty schedule, along with contact information, will be prominently displayed in every hall. Residents should not hesitate to contact the duty RA if a need or emergency arises. In addition, a duty RD is on-call 24/7. If you need to get in touch with the duty RD, contact your hall duty RA:

Emry	605-291-9213
Courtyard	605-270-0345
Higbie	605-291-9602
Off-campus (Girton, 8-Plex, 212, Van Eps)	605-291-9335
Residence Village	605-403-4042
Richardson	605-291-9930
Zimmermann	605-291-9959

Entry/Search-Seizure: The rights of students to be secure in their person, living quarters, papers and possessions against unreasonable entry, searches and seizures shall be assured. Entry, search and seizure by civil officers upon warrant shall be governed by civil law. Institutions are delegated authority and responsibility to establish and publish reasonable administrative entry, search and seizure procedures necessary for the enforcement of institutional regulations, to protect and to maintain institutional property, and to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere.

University personnel are authorized to enter rooms for routine safety checks or to determine general condition of the room. Students will be given at least 24 hours advance notice before such action is implemented. University personnel are authorized to enter rooms without notice to initiate requested repairs. However, where feasible, personnel will attempt to provide advance notice.

Staff will announce their presence and request to enter when there is reason to believe that an occupant or property may be endangered, or a university policy is being violated. Residents are expected to cooperate and allow entrance upon staff request.

Staff will contact the appropriate University official to implement search and seizure protocol as defined in SD Board of Regents policy 3:17 <https://www.sdbor.edu/policy/Documents/3-17.pdf> , to gain access or search and seize material that violates the Student Code of Conduct if room occupants are not present and circumstances warrant such action or room residents are present but do not choose to voluntarily produce items sought. Searching is defined as looking into or under anything within the domain.

Staff reserves the right to enter rooms without permission and/or resident's presence if an emergency of any kind is suspected.

Explosives/Fireworks: Strictly prohibited in all residence halls. This includes entry with these items, storing them within the residence halls, and use within the residence halls.

Fire Alarm Drills: Hall staff will conduct a minimum of one fire alarm drill within the first two weeks of each semester in each of the residence halls. All residents and guests are expected to fully cooperate with staff and evacuate the hall during these drills.

Fire Alarm Evacuation Procedures: All fire alarms are to be taken seriously. All residents and their guests must immediately vacate their hall, assuming individual doors are not hot to the touch, and everyone can reach the nearest exit point, until hall staff announces, "all clear." Residents who do not evacuate or do not do so in a timely fashion are subject to code of conduct action. Evacuation locations:

- Courtyard to Zimmermann
- Emry to Richardson
- Girton House to Richardson
- Higbie to the Trojan Center
- Residence Village to Zimmermann
- Richardson to Emry
- Trojan Center to Higbie
- Zimmermann to Higbie
- 8-plex to the adjacent 8-plex unit

Fire Fighting Equipment: Fire alarm pulls and fire extinguishers are located strategically throughout each hall. This equipment cannot be tampered with in any way. Students face severe code of conduct action if found responsible for tampering with this equipment. Please do not hesitate to pull an alarm and/or use the extinguishers if a fire threat is evident or probable.

Floor/Hall Meetings: Staff will periodically call meetings as an effective way to share important information with residents. Residents should make every effort to attend these meetings. Students who do not make meetings are responsible for, and will be held accountable, for the information presented there. Students should watch for meeting minutes or seek out staff that can provide them with a summary of all agenda items.

Food Storage: Residents may have 4.6 cubic foot or smaller refrigerators in their rooms. Additionally, most of the hall associations provide freezers that are placed in a public space and are available for all residents to use. Students must be good community members and only help themselves to food items they purchased or received permission from the purchaser to use. Residents are asked to manage their food items with care and remove outdated inventory or any inventory that may create a health issue. Staff reserves the right to require the removal of items if there is a health concern.

Hammocks: Hammocks are not allowed to be hung from the loft kits, in a room, or any space in the residence halls due to safety, damage, and fire hazard concerns.

Hostile Person(s) & Active Shooter Procedures: If any person is actively causing deadly harm or the imminent threat of deadly harm within the residence hall or apartments, here are options for your consideration, in no particular order, depending on the situation you find yourself in:

- Engage the shooter/hostile person and fight with every ounce of energy you can generate to save your life.
- If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, do not run in a straight line.
- Lock yourself in your room.
- If communication is available, call 9-911 (campus phone) or 911 (non-campus phone).
- Stay in contact with the internet, if available for situation updates (ensure the light from the monitor is not visible to the outside of the room).
- If away from your room, join others in a room that can be locked. If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can. Otherwise, look for heavy furniture to barricade the door.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and place them in potential harm as they attempt to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- Lock your window and close blinds or curtains. Depending on the hostile person(s) location, consideration may be made to exit through window openings. Have someone watch as you get as many students out of the windows (ground level) as calmly and as quietly as possible.
- Stay away from the window if consideration to exit through the window is dismissed.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder roams through the building looking for more victims.
- If the person(s) are causing death or serious physical injury to others and you are unable to run or move you may choose to play dead if other victims are around you.
- If you are caught by the intruder and are not going to fight back, obey all commands and do not do anything to provoke the intruder.
- Once the police arrive, obey all commands. This may involve your being made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give further directions to follow.

These safety tips and guidelines are not all inclusive, but if understood they may increase your chances of surviving an active shooter or hostile person(s) incident.

Insurance: The University does not carry insurance and assumes no responsibility for loss or damage to a student's personal property. Although Dakota State University makes every effort to ensure the safety and security of your residence hall room and personal items, it is suggested that each student obtain insurance to protect against fire and theft. Students should check with their parents or guardians prior to obtaining insurance as many homeowner's policies will cover their dependent's personal property.

Internet Use and Equipment: Each residence hall room, and many public spaces are equipped with wireless and/or wired internet access. Follow the technology use guidelines set by DSU and the South Dakota Board of Regents while using these services. For connection help, refer to the DSU help desk, available connection information, or ask a

residence hall staff member. For issues with wireless access points in residence hall rooms, contact the DSU Help Desk and submit a ticket. For issues in public spaces, contact Residence Hall Staff.

Keys and Card Access: Each resident's Dakota State University identification card will provide them access to their specific residence hall. All residents will be issued a key which will provide them access and security control of their assigned room. In Residence Village students will have card access to both the hall and to their apartment and room. It is essential that keys and identification cards always stay in the possession of their owner. Students who allow others to use these items jeopardize hall safety and security. Safety and security is the responsibility of all community members. If your ID is lost or misplaced, you should contact Card Services to request a replacement, and you can turn off your card usage using the eAccounts website or app to reduce the risk of fraudulent use.

Kitchens: Can be found in a minimum of two locations in each hall except The Courtyard. All cooking must be done in the kitchens except microwave cooking. Students using these areas are responsible for clean up immediately following use. No dirty or clean dishes and utensils may be left in the kitchen. Hall associations may or may not provide cleaning supplies, so it is recommended that students account for these items. Hall staff reserve the right to bag unattended and/or dirty cooking equipment and placing them in a secure area. The owner will need to find a staff member to gain possession of their items. No personal garbage may be placed in kitchen garbage cans.

Laundry: Every residence hall has multiple washing and drying machines that accept Trojan Silver or coins. Students choosing to use Trojan Silver simply swipe or tap their card on location and funds are deducted from their account. Some facilities (8 plex apartments, Van Eps Place) have Payscale services that allow direct credit/debit payments and other remote services. Residents are expected to be respectful while using laundry facilities:

- Promptly move clothing from washers to dryers and then promptly remove clothing from the dryers.
- Individuals wanting to use the machines are not authorized to move another individual's clothing items for any reason.
- Residents are asked to inform hall staff of any repair needs.

Lounges: Public lounges are located on every residence hall floor. These lounges are available for use by hall residents and their guests. All residents and their guests are expected to be respectful of the larger community members needs when utilizing these spaces. Users need to recognize that noise, time of day, size of groups, activities of the group, etc. all might influence the larger floor community. Lounge users must treat the area and furnishings with respect at all times.

Mail and Packages: Each residence hall student will be assigned a mailbox which is in the Trojan Center Student Union. Residents are asked to check their box on a regular basis (once a week) so the volume of mail does not pile up in the box. All incoming mail should be labeled as follows:

Student Name - STUDENT
820 N. Washington Ave.
Madison, SD 57042.

When a student leaves a residence, either permanently or during summer session, a request to have mail forwarded and a forwarding address should be left with the Student Services Center.

Students will be notified via e-mail when packages arrive for them. Packages must be picked up in the Student Services Center which is also located in the Trojan Center.

Meal Plan Requirement: All students living in DSU owned residential facilities are required to carry a meal plan.

Moving Out/Checking Out: Students moving out of their residence hall room must remove all items from the space, clean their space, and then contact their floor resident assistant (RA). The RA and the student must work together to determine a date/time when the RA can check over the room and compare present condition to the condition of the room when the student moved in. The student leaving must sign their Room Condition Card after final inspection and return their room key to the floor RA. Failure to have the RA check the room will result in a \$50.00 fine. Failure to return a room key will result in an additional \$25.00 fine.

Music Amplification Restrictions: It is recommended that students not bring sub-woofers to their residence hall room. Sub-woofer amplification commonly generates a higher noise level which can be disruptive to the community in general. Residence Life staff reserves the right to ask a student to permanently disconnect and/or remove sub-woofer units if staff determine on-going community disruption issues exist.

Notification of Medical Issues: It is very helpful for the housing office to have record of individual medical issues in the event of an emergency. Residents are encouraged to provide us helpful medical information when filling out the student information sheet at registration days or at the outset of the fall semester. The department of Residence Life fully respects your right to privacy regarding this information and you have full authority to determine what, if anything, you choose to document. **Information disclosure is strictly voluntary.**

Notification of Student That Is Missing: Any person may report a Dakota State University student as missing by filing a report with the Vice President of Student Affairs/Dean of Students or any campus security authority which includes the Director of Residence Life, Assistant Director of Residence Life, or a Residence Hall Director. It is not necessary to wait until the student has been missing for 24 hours before making a report. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines. The foundation for this procedure is the SD BOR policy 3:21 found at:

<https://www.sdbor.edu/policy/Documents/3-21.pdf#search=missing%20person>.

Printers: Many of our residence halls have printers available for student use. To connect to them wirelessly, follow the instructions on the DSU Support Site knowledge base article. Report paper or ink shortages and issues to residence hall staff. Print small, necessary jobs only on these printers. Unclaimed print jobs will be discarded.

Quiet Hours are from 10:00pm-10:00am daily. Any hall or floor wishing to extend quiet hours may do so by a majority vote of the residents. All other hours are considered courtesy hours. Students are expected to be respectful to their peers if a fellow student makes a request of someone to reduce the noise level associated with their activities.

Recycling: Most of the residence halls have recycling bins currently located in the main lobby for plastic and aluminum. No paper products are to be placed in the recycling bins. Residents are asked not to stack recyclables next to the bin.

Restrooms/Showers are gender identification specific on each floor. Residents are responsible for asking their guests to use public restroom facilities commonly located in the main lounge in each hall or make arrangements to utilize facilities on another floor or in another hall that are gender identification compatible. However, The Courtyard, Van Eps Place, and Residence Village contain facilities that have been identified as gender inclusive.

Roof Climbing is strictly prohibited. Only authorized DSU personnel or other individuals approved by the Director of the Physical Plant or their designees are allowed on any residence hall roof.

Room Assignments: Annual room assignments are made by the Residence Life staff. The University will not discriminate when generating assignments on the basis of race, color, religion, national origin, sex, age, gender identification or disability. The Office of Residence Life reserves the right to make housing assignments based on annual supply and

demand and other factors influencing placement strategy. The availability for specialized housing such as living/learning communities and single rooms will also be influenced by supply and demand and other factors influencing placement strategy. Specialized housing plans may change from one year to the next and even semester by semester in some cases.

The Department of Residence Life will not notify any student (first year, returning and transfer) of their official housing assignment (hall, room, roommate) for the next academic year until after the determined priority date. This date is typically in the first week of July. The exception is those students assigned to one of the five Courtyard Residence Hall suites, Residence Village Suites and Apartments, or any of the 8-plex apartments. Students are commonly notified of those assignments in late April for the following academic year.

- **New or Transfer Students:** All first-year or transfer students will submit a completed New Student Housing Contract with a \$50.00 housing deposit to the Department of Residence Life to secure the opportunity to be placed in on campus housing. All students having a completed contract along with a class schedule will be allocated space in on campus housing in late June and notified of their assignment in early July.
- **Residences (Continuing/Upperclassmen):** Students entering their second year or above are eligible to apply with a group of other students to live in the 8-Plex Apartments, or The Courtyard suites. Priority of assignment for these units shall ordinarily be given to students and/or groups of students which currently reside at the 8-Plex Apartments or The Courtyard suites. Priority will then be determined between groups with full unit applications (everyone within the group has requested each other) and the aggregate total number of semesters the group has lived in on campus housing. The third level criteria will be aggregate total of successfully completed credit hours toward undergraduate degrees. The fourth level criteria will be the aggregate cumulative GPA of all group members.

Residence Village priority is given to third year students and above.

The Department of Residence Life considers residing in the 8-Plex Apartments, Residence Village, and The Courtyard suites to be a privilege. Groups of students who have received code of conduct infractions may or may not be considered for the 8-Plex /Courtyard suites assignment process, pending the nature of the infraction and the discretion of the Department of Residence Life. Applications for these units are promoted commonly in mid-February of each academic year and assignments for the next academic year are commonly determined by April 1 of the current year.

Traditional Housing: Commonly in early April, students planning to return to DSU for the next academic year are directed to an on-line housing registration form. Placement personnel will make every effort to honor preferences selected when filling out the form. However, supply and demand and other factors influencing placement strategy may influence final placement. Space allocation priority will be based on aggregate total number of semesters in on campus housing. The second level criteria will be the aggregate number of successfully completed credit hours towards undergraduate degrees. The third level criteria will be the aggregate cumulative GPA.

Single Rooms: Students may request a non-medical single room as part of the on-line traditional housing process. The number of single rooms available from year to year may vary if offered at all. The Office of Residence Life reserves the right to place a second person in these spaces if supply and demand warrants such a decision. Single rooms are considered a privilege and are awarded based on the total number of semesters in on campus housing. The second level criteria will be the aggregate number of successfully completed credit hours towards an undergraduate degree. The third level criteria will be the aggregate cumulative GPA.

The Department of Residence Life makes every attempt to honor all housing requests (roommate preference, room preference, etc.); however, the Department of Residence Life reserves the right to reassign any student(s) to any space within the housing system at the discretion of the department.

Room Furnishings: No furnishings provided by the Department of Residence Life may be removed from the room without the specific approval of the Hall Director.

Room/Roommate Changes: Students wishing to change roommates must request a change through their Hall Director following moving into the room assigned. Roommate changes are primarily considered when it is determined that issues between existing roommates cannot be resolved, and a change is warranted.

Room Inventory Condition Report: The resident assistant (RA) on your floor will complete the condition section of this report prior to your arrival on campus in the fall. Each resident will be asked to review the documentation on the form, sign, and date it if they agree with the documentation. Residents may be charged for anything not detailed on the form or for damages that occur during occupancy. The RA will return to fill out the condition upon leaving portion of the form once the resident has moved all personal items out of the room. The RA will review the contents of the form with the resident and ask them to sign and date it if they agree with the summary.

Room Consolidation: The Department of Residence Life reserves the right to move students together if circumstances warrant such a decision. Room consolidation typically occurs when individuals paying for a double room lose their roommate or their assigned roommate does not ultimately come to the university. Residents in this situation will be expected to move together.

Roommate Agreement: Within the first three weeks of the fall semester the hall staff will ask roommates to complete this document. The contents of the contract require roommates to talk through and reach agreements about day to day living situations.

Room Furnishings Policy: The list below should not be considered all-inclusive and additional allowable or not allowable items will be determined on a case-by-case basis. Each student is asked to use common sense and take the initiative to gain permission form authorized residence life staff before placing an item in their residence hall room inventory.

Personalizing Your Room:

Allowed

- ✓ Fun-tac poster putty or poster tape
- ✓ Dorm tape
- ✓ 3M hooks
- ✓ Wickless candles
- ✓ Glade plug-ins (except those that contain an additional outlet)
- ✓ Candle warmers
- ✓ Fragrance pots
- ✓ Potpourri pots
- ✓ Posters
- ✓ Pictures
- ✓ LED based light strings

Not allowed

- Duct tape
- Two-sided tape
- Cellophane tape/packing tape
- Nails
- Screws
- Tacks
- Hooks

- Pins
- Carpet tape
- Painting room
- Contact paper
- Foam back or rubber back carpet
- Halogen lamps
- Lava lamps
- Neon signs
- Sun lamp
- Anything that would attach to the ceiling
- Live Christmas tree
- Outdoor designed Christmas tree lights
- Decorations that cause a fire hazard
- Multi-head extension cords designed to increase the number of outlets
- Candles with wicks
- Incense
- Homemade loft kits or any other not furnished by DSU
- Bed unit and mattress unless approved in advance by Residence Life personnel
-

Comfort items:

Allowed

- ✓ Counter or floor based fans

Not allowed

- Air conditioners
- Space heater
- Window fan
- Electric blanket

Weapons:

Not allowed

- Firearms
- Air guns
- Tasers
- BB guns
- Knives beyond those used as a common eating or cooking utensil
- Bows
- Arrows
- Ammunition
- Fireworks or other explosives
- Dangerous chemicals
- Metal tipped darts
- More than .75 ounces of mace/pepper spray
- Blow darts

Appliances

Allowed

- ✓ One microwave unit per residence hall room no larger than 750 watts

- ✓ Two refrigerator units per residence hall room no larger than 4.6 cubic feet
- ✓ Coffee making machine with thermostat and automatic shut off
- ✓ Slow Cooker with thermostat and automatic shut off
- ✓ Hair dryers
- ✓ Curling irons/hot rollers
- ✓ Irons/tabletop ironing board
- ✓ Electronics
- ✓ Desk lamps
- ✓ Television

Allowed to be stored in a room **BUT ONLY USED IN THE FLOOR KITCHENS**

- Broiler
- Electric skillet/fry pan
- Electric grill such as a George Foreman
- Pizza ovens and other pizza making devices
- Waffle/pancake making device
- Air Fryer
- Popcorn popper with thermostat and automatic shut off
- Toaster/toaster oven

Not allowed

- Hotplates
- Electrical devices with exposed heating surfaces
- Freezer (except for provided communal freezer, freezers contained in refrigerator units)

Commonly provided in each floor kitchen in traditional halls (may vary from floor to floor and hall to hall):

- Pots and pans
- Spatula
- Toaster
- Coffee machine
- Microwave
- Oven
- One large freezer per hall

Sales/Solicitation/Campaigning: Solicitation shall be defined as any advertisement or promotional effort through any means of communication or sale of tickets, products, services and giveaways.

- **Non-campus affiliated solicitation:** No representative that has not been brought to the campus by invitation of a recognized student organization or other campus affiliate (including a student acting in such capacity) of any firm, organization or group is authorized to contract for or sell any goods or services or to canvas in advocacy of any cause or issue within a residence hall. Solicitation may be made by mail or telephone, but personal contact with the agent must be made outside the hall. Student organizations, including residence hall associations, wishing to invite sales representatives of firms or agencies to campus in order to inspect merchandise must arrange to meet the representative in the Trojan Center. No information will be distributed through inter-campus mail for any individual or organization not directly connected with the University. No promotional material may be placed upon or slid under residents' doors. Students are not permitted to run businesses, conduct business enterprises, or conduct the business of an independent contractor out of their Residence Hall rooms.
- **Residence Hall Student Staff only:** promoting specific residence hall sanctioned events are allowed to post promotional items on the exterior only of resident's room doors. Sliding promotional materials under the threshold of a resident's door is not allowed. Knocking on residents' doors to announce an activity is permissible on a one-time basis per door within 15 minutes in advance of the start time of the event. The following are all acceptable practices if approved by the appropriate residence hall director or a representative of the residence life office:

Event oriented:

- Placing posters in common spaces such as hallways, bathrooms, lobbies and kitchens
- Handing out fliers to individual students in common spaces as they pass by
- Promoting residence hall sanctioned activities via hall/floor electronic distribution lists on a one time basis as determined by the Residence Hall Director
- Word of mouth promotion in common spaces
- Use tables and chairs in main lobby areas for the purpose of raising awareness and support for events

Posting numbers:

- No more than (1) per main lobby
- No more than a grand total of (6) per floor in any combination of acceptable locations described above
- **Campaigning in the residence halls:** Door-to-door campaigning for on-campus elected offices is permitted for the duration of the two school days immediately preceding the first day of elections from 10:00am to 8:00pm. **Only the candidates themselves**, not campaign workers, will be allowed to campaign door-to-door.
- Candidates are only allowed to distribute flyers and other types of campaign materials to students in the main lobby only beginning five class days immediately preceding the first day of elections from 10:00am to 8:00pm.
- Candidates may not post anything on the exterior or interior of residence hall rooms.
- Candidates may not place materials under the threshold of any residence hall door.
- Candidates may post no more than one campaign poster in the main lobby if approved by the Office of Residence Life
- Candidates may post no more than (6) campaign posters per floor in common spaces, defined as kitchen, floor lounge, hallway and bathroom beginning five class days immediately preceding the first day of elections.
- **Posting policy for residence hall main level bulletin boards (and campus-wide) for recognized student organizations.**
See full campus-wide policy: <https://dsu.edu/policy/campus-wide-posting.html>

A DSU officially recognized organization may post on their own without prior approval as long as they follow the requirements in the campus-wide posting policy. Flyers and posters may be posted on main lobby bulletin boards only or on other promotional devices such as sandwich boards. One poster per event is allowed.

Postings shall have the following:

- Date of posting
- A clear size that does not exceed 18" x 24"
- Specific date or dates on which the activity will be held or during a specified timeframe that begins within thirty (30) days of posting.
- Content indicating that the event, activity, or service clearly relates to the purpose of, and is sponsored by, an officially recognized organization.
- Contact person for the officially recognized organization.
- An ADA compliance statement. Example: Persons with a disability who need accommodations for this event should notify the Office of Disability Services at 605-256-5121 or DSU-ADA@dsu.edu in order to discuss accommodations.

Postings may not have the following:

- University-copyrighted images or marks unless the posting meets Marketing and Communications branding standards and/or has Marketing and Communications prior approval.
- Obscene word, images, concept, including but not limited to, explicit sexual material, or any other speech not protected by the First Amendment.
- Vulgar, lewd, or indecent speech, (i.e., profanity).
- Promotion of illegal drug use or other illegal activity.
- Promotion of alcohol in a manner that violates SDBOR and/or DSU policies.
- Promotion of an event that violates SDBOR and/or DSU policies regarding advertising events where alcoholic beverages will be provided.
- Advertisements that compete with the Trojan Marketplace and other food venues sponsored by the University.
- Advertisements that compete with the Trojan Zone Bookstore.
- Any election-related content that violates any applicable laws regulated by the United States Federal Election Commission and/or the South Dakota Secretary of State's Office.

Public Posting Areas includes hallway walls, public side of room entrance doors, kitchens, lounges, bathrooms, and the public side of windows.

Smoking, Chewing, Tobacco, Vaping: is prohibited in all residence hall facilities.

Standards of Behavior: Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. Residence life embraces these standards and reserves the right to engage in conversations and establish behavioral contracts with students in breach of behavioral expectations.

Storage: Storage of personal items over the summer months is not available in the residence halls.

Trash Removal: Residents are responsible for removing all personal trash. Trash bins are conveniently located close to each residence hall. Personal garbage is not to be disposed of in the public areas of the hall such as kitchen areas, laundry areas, lounges, and restrooms. Residents must provide their own garbage bags. Residents are highly encouraged to make trash management a priority in an effort to maintain sanitary conditions in their room and minimize health risks to the residents of the hall community.

Vending Machines: Vending Machines are available in many campus Residence Halls, and accept cash, credit/debit cards, Trojan Silver, and Flex Dollars. Any issues within vending machines can be directed to the Residence Hall Director, Card Services, or our Food Service Provider (using the contact information on the machine). Refunds can be addressed in the Student Services Office.

Visitation: Visitation in all residence halls is 24/7. The host must meet the guest in the lobby and escort them to and from the room. Opposite gender identification guests must use appropriate restrooms. Residents are responsible for their guests at all times while present in the hall. Code of Conduct expectations are shared between the resident and the guest. Residents are expected to carefully consider who they invite to the hall and be sensitive to the safety expectations of all hall members. 24/7 visitation does not imply cohabitation.

Cooperation between roommates in scheduling visitation is expected in order that neither is unduly imposing upon the other. Those students not entertaining guests are expected to extend the courtesy of ensuring that their dress and behavior are such as to not offend any guest. Failure on the part of any individual or group to properly meet visitation expectations will result in disciplinary action, including possible loss of visitation privileges.

Guest hours for the main lounge of each Residence Hall shall be until midnight each night when classes will be held the next day and 2:00am on each night when there will not be classes the next day.

See “cohabitation” for extended visitation guidelines.

Weapons and Gun Storage: Weapons of any kind are strictly forbidden in the Residence Halls. Owners of weapons may store them in the trunk of their vehicle or gun owners may have them stored in a secure gun cabinet located in the Physical Plant on campus. Students choosing to store their guns at the Physical Plant are subject to the policies set forth by Physical Plant management for delivery and removal of these weapons.

Windows/Screens: Residents are not allowed to remove or tamper with any part of the window assembly including screens. Violators are subject to Code of Conduct action.