



**NORTHERN STATE UNIVERSITY  
GUIDE TO  
RESIDENCE LIFE  
2018-2019**

## TABLE OF CONTENTS

Important Telephone Numbers	5
Welcome	6
Residence Halls	7
Residence Hall Staff	8
Residential Living	9
S.D. Board of Regents' Housing Policy	9
Housing Contract	9
Check-in/Check-out Procedures	10
Keys	10
Hall Closing - Vacation Periods	11
Room Departure	11
Moving Out/Checking Out	11
Room Damages	12
Room Changes/Move-On Days	12
Room Consolidation	13
Single Rooms	13
Room Selection Process	13
Roommates	13
Emergency/Maintenance Procedures	15
Maintenance Requests Procedures	15
On-Duty Personnel	15
Camus Security Officer	15
Accident and Illness	15
Parking	16
Insurance	16
Fire	16
Tornadoes	16
Missing Person Policy	17
Campus Alert System	17
Residence Life Services	18
Air Conditioning	18
Cable TV	18
Counseling Services	18
Energy Conservation	18
Hall Councils	18
Health & Wellness Center	19
Kitchenettes	19
Laundry Services	19
Mail Service	19
Main Lobbies & Floor Lounges	20
Residence Hall Programs	20
Residence Hall Meetings	20
Security	20
Building Security	20
Personal Security	21
Operation Registration	21
Safety & Security Checks	21

Resident's Rights, Responsibilities & Standards of Behavior	22
Resident Bill of Rights	22
Resident's Responsibilities	23
Standard of Resident Behavior	23
Housing Rules and Regulations	25
Adhesives, Pins, and Tacks	25
Advertising/Soliciting	25
Air Conditioners	25
Alcoholic Beverages, Containers & Paraphernalia	26
Appliances	26
Athletics in the Halls	26
Bicycles/Motorcycles	27
Building Entry	27
Bulletin Boards and Posters	27
Candles, Incense, and Warmers	27
Cohabitation	27
Common Area/Public Areas	27
Common Areas/Public Area Damages	27
Computer Usage	28
Damage Billing	28
Decorations	28
Holiday Decorations	29
Door Tampering	29
Drugs	29
Escort Policy	29
Extension Cords/Surge Protectors	29
Failure to Comply	30
False Alarms	30
File Sharing	30
Finals Week Perpetual Quiet Hours	30
Fire Codes – City and State	30
Fire Drills	30
Fire Equipment Misuse	31
Fireworks and Explosives	31
Furniture	31
Gambling	31
Guest Policy	31
Harassment/Physical Abuse	31
Keys	32
Light Fixtures	32
Littering/Throwing Objects	32
Lobby Furniture	32
Lofts	32
Musical Instruments	32
Noise and Disruption	33
Quiet/Courtesy Hours	33
Pets	33
Refrigerators	33
Room Changes	34
Room Entry and Search	34
Screen Removal	34

Service/Assistance Animal Policy	35
Smoking Restrictions	36
Stereos, TV's, and Radios	37
Storage	37
Students Carrying Less Than 6 Credits	37
Student Success	37
Tampering with Safety Equipment	37
Theft	37
Traffic Signs and Other Objects Obviously Not Property of Students	37
Trash	37
Vandalism	37
Visitation	37
Weapons	38
Windows and Door Decorations	38
NSU Dining Services	39
Appendix A	41

## **IMPORTANT TELEPHONE NUMBERS**

Office of Residence Life	(605) 626-3007
Staff Member On-Duty (Residence Life)	(605) 290-5699
Emergency	911
Campus Safety	(605) 380-8925
Counseling Center	(605) 626-2371
Health Center	(605) 626-2546
Office of Rights & Responsibilities	(605) 626-3007
Title IX Coordinator	(605) 626-3007

## **RESIDENCE HALL DUTY PHONE NUMBERS**

Briscoe Hall	(605) 290-3798
Great Plains East & West	(605) 290-3801
Kramer Hall	(605) 290-3800
McArthur-Welsh Hall	(605) 290-3799
Steele Hall	(605) 290-3800
Wolves Memorial Suites	(605) 290-3798

# **Reslife@Northern**

## **Live a New Experience**

Greetings from the Office of Residence Life at Northern State University! You are preparing to embark on a fabulous journey filled with new ideas, exciting opportunities, and many new friends. Whether you're a new student or a seasoned pro, living on campus in our residence halls can help make your college experience fulfilling and successful, both in and outside of the classroom.

The Northern Residential Living Guide is filled with information which you will need while living with us in our communities. Please note that our residents are responsible for knowing all of the information within the Living Guide. It not only outlines our policies for living on campus, but it also includes valuable details about our staff and the many great opportunities we offer.

Please read through this Living Guide thoroughly as it contains everything you need to know about life with us. The policies are vitally important as they ensure that everyone follows proper safety rules and regulations. Since you are now part of an entire community, you must be aware and help make it safe. This Living Guide discusses policies involving things that are not allowed in our halls, such as alcohol, smoking, and candles. If you come across a policy that you do not understand, please ask a staff member to clarify for you. I want to state once more that you are responsible for all of the information in this Living Guide, so make sure you understand everything in it.

Students who choose to live with us in the residence halls tend to have greater chances at succeeding in college when compared to those who do not reside on campus. This is due, in part, to our strong staff that goes out of their way to foster growth and success by providing great programs and opportunities for our students. These programs are both educational and social, and we strongly encourage students to participate when they can. In addition to the residence hall staff, we also provide opportunities via the Hall Councils. Hall Councils are the governing body for each residence hall and are made up of student leaders. You may become an active member of your Hall Council by simply letting your hall staff know that you are interested. The staff will be happy to fill you in on all the details.

The residence halls offer great ways for getting involved, but there are many other ways as well. You may choose to join one of the many campus clubs and organizations that focus on a wide range of interests. We have a growing intramural sports program that offers a variety of opportunities to stay active and involved. Basically, the possibilities are endless and offer an exciting way to build friendships that will last well beyond your days here at Northern.

We hope that the upcoming year proves to be one of success, growth, and fun! If you follow the guidelines set forth in this guide, and use the helpful information in it, you are sure to have a successful career here at Northern State. So study hard, make great friends, seek out opportunities, and as we like to say in our office, Live! Laugh! Learn!

Sincerely,  
Marty Sabolo  
Director of Residence Life

## Residence Halls

The Office of Residence Life at Northern State University knows that all students are individuals and bring with them their own unique experiences and needs. Because of this we offer a variety of physical facilities and living options for our students to choose from.

**BRISCOE HALL** is a co-ed hall on the northwest corner of campus, housing approximately 65 students. It is on the campus mall, next to Lincoln Hall and tends to house more of our Fine Arts students.

**KRAMER HALL** is Northern's most recently renovated hall, reopened in 2009. Kramer is a coed hall housing approximately 70 students and is configured with two, three and four person suites.

**McARTHUR-WELSH HALL** is a large co-ed hall by floor, which houses approximately 150 students. The building has four floors and is centrally located. Students commonly refer to this hall as McWelsh.

**STEELE HALL** reopened in the fall of 2005 after a complete renovation. Steele is a coed hall housing approximately 65 students and is configured with primarily four person suites.

**WOLVES MEMORIAL SUITES**, just opened last year (2017) and houses up to 144 students in a variety of suites and semi-suites. Located on the Northwest corner of campus, Wolves is a welcome addition to our campus!

**Great Plains East**, opening this year, is a pod-style residence hall that houses up to 151 students. Great Plains East is home to the TRIO living learning community and the Honors living learning community, as well as the Papa Johns on campus and the POD-Store.

**Great Plains West**, opening this year, is a suite style hall and houses 148 students. West has a variety of living arrangements, offers a kitchenette and lounges on each floor and houses Northern's only wild-game cleaning room.

**All halls are designated as non-smoking (campus is smoke-free) and alcohol is prohibited on campus.**

Changes in hall designations may occur without advance notice. Floors and rooms are designated for a certain sex based on occupancy projections made in early spring or summer. If, at some point prior to opening the halls, a change in the number of spaces available to men and/or women is indicated, we may make this change and reassign the affected students.

All double rooms are equipped with two single beds (bunked), dressers, desks and chairs. You will need to provide your own pillow and linens, bedspread, curtains (blinds are included), lamp and any other decoration you may wish.

Two, three and four person suites include extra-long twin size beds, a micro-fridge, and a bathroom complete with a shower, toilet and sink area. Desks, chairs, couches, tables, dressers and wardrobes vary from room to room.

## Residence Hall Staff

The NSU Office of Residence Life utilizes a variety of staff members to provide our students with a living environment that best serves their needs.

In addition to our administrative staff in the Office of Residence Life, we also have **Area Coordinators**, three full-time professional live-in staff members. Our Area Coordinators each live on campus and supervise our para-professional and student staff members to ensure the best possible service to the residents in the halls.

Our **Graduate Hall Coordinators** are graduate students who have displayed a true commitment to providing a rich, conducive living environment for our students. These students have direct supervision over our resident assistants and should be utilized by the residents of their halls due to their vast knowledge of community living.

**Senior Resident Assistants** are upper-class students with a breadth of knowledge regarding on-campus living and have been selected and trained to assist in the day-to-day operation of their respective hall. Do not hesitate to take advantage of their knowledge to make your on-campus experience better,

The **Resident Assistant (RA)** is the community facilitator living within each community with the students. The RA is a student that is specially trained to work with the residents. The RA is responsible for developing a sense of community on the floor. The RA plans/facilitates programs, is responsible for administrative work on the floor, and acts as a mentor and advisor to their residents. In cooperation with the students, the RA enforces the policies and procedures in the residence halls.

One of the first persons each student will meet when they get to Northern is their Resident Assistant. Each RA has met special criteria (2.25 GPA or better, residence hall living experience, and is in good standing with the University) and has been trained to best promote community development. In conjunction with the Hall Councils, the RA will hold floor and wing meetings through-out the year to keep students up to date on campus and residence hall events. They will help facilitate programming to enhance student's academic experience outside of the classroom. They are also a resource person for the residents and are available to assist them in any and all facets of their college experience.

Our **Housekeepers** work within the Facilities Management Department to assure that residents have clean public areas to live and learn in. However, each resident is responsible for their own hall rooms as well as their own bathroom areas in those halls that provide private and semi-private bathrooms.

We hope that you come to know and rely on your residence hall staff. They are all anxious to assist you in any way possible. If you are interested in joining our staff, talk to your current RA or inquire at the Office of Residence Life.



## **Residential Living**

At Northern, we believe that residence hall life is a valuable and important part of your educational experience that encourages growth, development, and maturity. Activities and programs are planned to assist you in adjusting to the Northern community and to foster campus involvement. The NSU residence halls will be a place for you to meet new people, develop your leadership skills and become a part of the campus community.

Students who take part in one of our many residential opportunities are more likely to get involved in campus organizations, join in a part of the many campus activities and have a greater sense of belonging to the Northern community. It is because of these factors that we have a strong commitment to offering the best living environment to our students. It is also because of this belief that our housing policy requires students to live on campus for their first two years after high school.

We know that each student has their own unique tastes and needs. That is why, in an effort to accommodate our students, we offer a variety of living options. Everything from a traditional campus hall, suite style and the POD- style living are offered.

### **South Dakota Board of Regents' Housing Policy**

During the first two years from the time they were or would have been graduated from high school, all unmarried students who enroll in six credit hours or more are required to enter into a housing agreement and designated meal plan for the specific living environment with the institution unless special permission to room or dine elsewhere is received from the institution. Permission ordinarily shall be granted to students with dependent children, to students who reside full time during the academic year with parents or legal guardians, or students enrolled primarily at off campus locations. Students who have enrolled for twelve or more credits for four (4) semesters may be exempted from this agreement at the discretion of the institution. Institutions may also grant exemptions for students when residence hall occupancy exceeds manageable capacity. Dec 2010

This residency requirement serves important educational and developmental purposes. Education professionals widely recognize that where students live their freshman and sophomore year has a significant impact on the quality of their academic and personal preparation for post-collegiate life. Students prosper in stable living environments that are close to academic resources and organized student activities that promote social interaction and exposure to new and diverse life experiences, and that afford supervision, counseling, and other assistance as may be needed. In short, on-campus residency provides unparalleled opportunities for multi-dimensional student development and is part of the university's broad educational program.

If you wish to apply for an exemption to the housing policy, you must contact the Office of Residence Life at [reslife@northern.edu](mailto:reslife@northern.edu).

A housing application or an approved exemption, must be received in the Residence Life office by the first day of classes for each semester.

### **Housing Contract**

Your housing contract is for the entire academic year. Please read the contract carefully before signing. The housing contract is a binding and legal document. Withdrawal from the University

does not automatically terminate your housing contract. Room and Board charges will continue to accumulate until an official check-out has been completed. Check-out is complete when all belongings have been removed from the residence hall, room and building keys are returned, and a staff member has completed the necessary check-out paperwork with your signature.

The Housing Exemption Committee must approve the termination of a housing contract for all currently enrolled students. This contract only covers the periods during which the University is in session.

If there is sufficient demand and available space, students needing vacation housing may be accommodated at a daily rate in a designated housing facility. Meals are not provided during these periods, including thanksgiving, winter break and spring break.

### **Check-in/Check-out Procedures**

Check-in and check-out procedures are crucial. The instructions that are posted at the beginning and ending of each semester should be followed. If these instructions are not followed, disciplinary action may be taken. To check-in, please report to the office in your residence hall. A member of the residence hall staff, who will assist you through the check-in process, will meet you there. You will fill out all check-in paperwork and your keys will be issued to you, and finally you will complete a room condition report with a resident assistant. Please be sure to take an adequate amount of time filling out the room condition report to avoid any charges being assessed to your student account. To check-out, you will need to schedule a time with the resident assistant to inspect your room. Before your scheduled appointment, move out all personal items, clean your room thoroughly, which includes sweeping and/or mopping the room. The room should be arranged in the original set-up, including furniture moved back to its placement and beds bunked at the correct height. The resident assistant will then check your room for any damages. You will be billed for any damages or cleaning costs.

### **Keys**

Students are issued keys upon arrival to NSU after they have completed the check in process with hall staff. It is very important that you maintain possession of your keys and/or student ID at all times. Kramer Hall, Wolves Memorial, Great Plains East and Great Plains West are currently our only buildings where you will not be issued a building key, your ID card will be coded for building entry. If questions arise please contact hall staff.

#### Lost Keys:

- ◆ A key is determined to be lost (1) when the student states it is lost or stolen or (2) after a key has been missing for two weeks. If a key is not returned at check-out, the key is considered lost.
- ◆ A lost key is not permanently replaced until the student has paid \$25.00 for a room key or \$50.00 for a building key to the Finance Office.
- ◆ Once paid, the Area Coordinator will order a new key.
- ◆ If your ID card is lost you will be responsible for paying the replacement cost of the ID card in the finance office to get a new card made.

#### Loan Keys:

- ◆ In the event a key is temporarily misplaced (i.e. locked in a room); the student should contact a staff member to open the door. There is a minimal charge after an initial incident.
- ◆ In the event a key is misplaced but retrieval will take longer than 30 minutes (i.e. the key was left at home), the student may make special arrangements with the Hall Staff for a key to be loaned for a specific period of time, not to exceed two weeks.
- ◆ Identification cards will be required to identify students borrowing keys. If ID cards are

not available, the student must be identified through some other means.

All keys remain the property of Northern State. It is against Northern policy to duplicate any residence hall key. Keys are not transferable (which means you cannot lend your keys to any other resident or guest no matter what the reason). Violators will be subject to disciplinary action. **If you are locked out of your room without your keys, there is a \$5 fine to be let back into your room. It is your responsibility to keep track of your keys at all times.**

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:4, #2. Proscribed Conduct

[http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-4.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf)

### **Hall Closing - Vacation Periods**

Residence halls will close the evening of the last class/exam day before the scheduled break. The exact time will be posted in each hall. **Room rates do not cover vacation periods.** A daily charge of \$10.00 will be assessed to those who require vacation housing during extended breaks on campus.

When the residence halls are closed for a short break (Thanksgiving) residents are required to:

- ◆ Unplug all electrical appliances (except refrigerators)
- ◆ Close and lock windows
- ◆ Completely empty their trash
- ◆ Turn off all lights
- ◆ Lock your door
- ◆ Turn down your thermostat (if applicable)

When the residence halls are closed for an extended break (Semester & Spring) residents are required to:

- ◆ Complete all of the same tasks above
- ◆ Clean and unplug refrigerators (leave door open with a towel for water collection)

Compliance with this procedure assures the safety and security of the student's living area and is each person's responsibility. Hall staff will check each room to make sure the above has been done and rooms have been vacated. There will be specific policies posted for students staying over any break. Any violation of those posted policies could result in conduct sanctions or removal from break housing.

### **Room Departure**

Students who withdraw from the University during the semester are required to vacate their residence hall room within 24 hours of their withdrawal.

At the end of the semester, all students are required to vacate their rooms within 12 hours after their last final examination. Residents who have a final exam on Friday must check-out no later than 5:00 p.m. on Friday. Exceptions are made for graduating seniors and students who are participating in graduation exercises. Students who meet these criteria must complete the proper paperwork requesting a late-check-out in advance so that arrangements can be made for their check-out. Students who check-out improperly may be assessed a fine. Improper check-out applies to improper room changes, failure to return keys, sign paperwork for room departure, failure to check-out at vacation times or at the end of the semester, and for checking out late.

### **Moving Out/Checking Out**

When a resident moves out of a room, even if just moving down the hallway, the resident must:

- ◆ Schedule a time with the RA to assess the condition of the room.
- ◆ To prepare your room for check-out:
  - Place all furniture back in its original location and condition, including beds bunked.
  - Remove all decorations, posters, markings, tape, etc. from all surfaces including walls, floors, windows and both sides of the door. Wash any painted light bulbs.
  - Remove all trash. Do not sweep trash into hallway.
  - Clean the room. Cleaning includes vacuuming, mopping, and removing all non-Northern property. If the room is not sufficiently cleaned, the resident(s) will be billed for cleaning.
  - No personal items may be left in the room. Any item left will be disposed of immediately.
- ◆ Complete a check-out inventory with the RA after all your belongings have been removed from the room.
- ◆ Review the completed inventory sheet and ask about anything you don't understand.
- ◆ Turn in keys.
- ◆ Sign and date the Room Inventory Sheet.
- ◆ A final room inspection will be completed immediately following the close of the semester.
- ◆ Residents will be billed for any damages found during this inspection.
- ◆ Moving from hall to hall must take place during hall office hours 7-10 pm.

### **Room Damages**

Residents are responsible for their rooms and furnishings and are financially accountable for damages beyond normal and reasonable wear and tear. Malicious damage will result in disciplinary action.

**EACH RESIDENT SHOULD BE CERTAIN HIS/HER ROOM INVENTORY FORM IS COMPLETED FULLY AND ACCURATELY. IT IS FROM THIS FORM THAT ROOM DAMAGES ARE ASSESSED AT THE END OF OCCUPANCY.**

Residents are urged to report any damage in the common areas of the buildings to a member of their hall staff immediately.

Charges for Damages: Items damaged beyond normal wear and tear are assessed against the individual(s) responsible. So that you might be aware of the estimated cost for making the necessary repairs and replacements, please see Appendix A of this document. These costs are estimates and are subject to change without notice.

### **Room Changes/Move-On Days**

Roommate, room, and hall changes will not be made during the first three weeks of the semester, as it is our belief that students need this time to adjust to their living situation as well as familiarize and negotiate living choices with their roommate.

During the fall and spring semesters, **Move-On Days** will be held to accommodate room change requests. A room change request form must be completed and signed by all parties involved before the request will be considered. Move-On Days for the fall semester are scheduled as follows: forms will be available from your Area Coordinator on August 22, 2018 and the deadline being September 4 and moves occurring on August 6. Move-On Days for the spring semester are as follows: forms available on January 9, form submission deadline January 22 and moving day on the 4th. Students requesting room changes will be assisted by members of the hall staff in finding a space they feel best meets their needs.

After the initial Move-On Days students who demonstrate a severe situation that requires a room change may be allowed to do so, but must first work with their hall staff to make sure that all avenues to address the current situation has been resolved.

### **Room Consolidation**

Students that are in a non-paid single room will be involved in room consolidation. The room consolidation process for the fall semester is scheduled for the weekend of September 15 - 17, 2017. The room consolidation process for the spring semester is scheduled for the weekend of February 2 - 4, 2018. Information will be sent to the students that are involved in the process. The student will have one of three options:

1. Take their current room as a paid single. The single room charge will be pro-rated from the day the room became a single.
2. Find a student who currently has a roommate who would like to purchase the room as a single. The roommate would then move in with the student in the non-paid single.
3. Find a student who is currently in a non-paid single and needs a roommate.

The hall staff will work with the students that are involved in the consolidation process. Failure to exercise one of the options will lead to the student receiving a roommate or a new room assignment. **If a student refuses a new roommate or to relocate to a new room, they will be billed for a single room for the entire period they are without a roommate.**

### **Single Rooms**

Single rooms are made available when space permits. After classes begin, the Office of Residence Life will advertise available rooms with priority given by the number of earned hours acquired at Northern. These rooms have an additional fee per semester and are assigned on a semester by semester basis.

### **Room Selection Process**

During the Spring Semester, each resident is given an opportunity to make space requests for the following year. Present occupants of a room will have first priority in reassignment to that room provided proper paperwork and housing contracts are submitted by the deadlines set by the Office of Residence Life.

Please be aware this is simply a request for a room and not a guarantee of that assignment. Final assignments are made by the Office of Residence Life based on needs of the entire NSU community.

### **Roommates**

One of the most significant relationships you will develop on campus is the one with your roommate. Whether you know your roommate ahead of time or not, the development of this relationship is key in creating a positive environment to live and learn in the residence halls. We want you to have the best experience possible on campus, so here are a few tips that will help cultivate a good relationship with your roommate. During your first week on campus, you will receive a roommate agreement from your RA. These roommate agreements will allow you to talk through issues such as: cleaning responsibilities, sleeping habits, visitation expectations, study habits and more. The roommate agreement is important to the success of living on campus with roommates.

The best advice we can offer is to be courteous, thoughtful, and considerate to your roommate. Please keep in mind these basic rights of a roommate:

- The right to live in a clean building and room
- The right to expect that a roommate will respect one's personal belongings
- The right to read and study without undue interference
- The right to sleep without undue disturbance from noise, roommate's guests, etc.
- The right to free access to one's room and facilities without pressure from a roommate
- The right to personal privacy
- The right to be free from fear or intimidation and physical or emotional harm
- The right to have guests during visitation hours with the expectations that guests are to respect the rights of the host's/hostesses roommate or other hall residents

No matter how much you like your roommate, or how well you get along, there are always going to be disagreements. Learning to accept and tolerate ideas and beliefs different from your own is one of the most important experiences you can have. However, if you do have a complaint or disagreement with your roommate, don't ignore it until the problem worsens. You can accomplish more successes by just saying, "Let's talk."

If you encounter a difficult or uncomfortable situation with your roommate, and have discussed the matter with him or her, please contact your Resident Assistant for help. The Resident Assistant can help you work out those challenges in a professional way and provide you with guidance and helpful suggestions.

## **Emergency/Maintenance Procedures**

### **Maintenance Request Procedures**

If a student has a maintenance request or other concerns regarding the physical upkeep of their room they can submit a maintenance request form at the front desk of their hall. Should the student have an issue of a more pressing matter (broken lock, plumbing problem, broken heater, etc.) they can call the Office of Residence Life at (605) 626-3007 between 8:00 a.m. to 5:00 p.m., Monday through Friday. If a serious maintenance concern arises after 5:00 p.m. or during the weekend, the student should contact their Resident Assistant or the Primary Staff Member On-Duty.

It is important that you report problems before they become an emergency.

For example:

1. Please report your shower draining slowly vs. your bathtub has standing water and won't drain at all.
2. Please report the pipe under the sink dripping vs. the pipe has been leaking for a month and now has a steady stream of water.

Little problems can be avoided with preventative measures.

### **On-Duty Personnel**

A member of the Office of Residence Life Staff is on duty at all times. If you have a security, maintenance, or other concern from 8:00 a.m. until 5:00 p.m., Monday thru Friday, please call the Office of Residence Life at (605) 626-3007. After 5:00 p.m. and on weekends, you may call the Primary Staff Member On-Duty for the residence halls at (605) 290-5699.

### **Campus Security Officer**

NSU campus security is provided by a member of the Aberdeen Police Department who serves the campus through a service contract while maintaining a position with the Aberdeen Police Department. This officer has full law enforcement authority and should be afforded the respect of all students,

Additionally, the campus officer:

- Files police reports as needed.
- Helps make the campus a safe and welcoming home environment for students, faculty and staff.
- Makes presentations on topics including safety, steps to reduce crime, theft prevention, appropriate use of social media, drug and alcohol issues, sexual assault awareness and prevention, and more.
- Answers law enforcement-related and campus or community resource questions.

Other members of the Aberdeen Police Department make regular rounds throughout the Northern State University campus.

### **Accident and Illness**

Any accident or illness should be reported to your Hall Staff immediately.

### **Parking**

Campus community members who operate one or more vehicles on the NSU campus must purchase a parking permit at the Parking Office in the Facilities Management Building Rm. 216, 626-2560. Permits are required for fall and spring semesters. A parking permit is not required for motorcycles as long as they are parked in the designated motorcycle parking area. The cost of a parking permit for motor vehicles is \$70.00 per year or \$35.00 per semester.

- First ticket warning; one warning per school year.
- Second ticket will be billed as \$30.00 for no NSU parking permit displayed or \$15.00 for any other violation.

Detailed parking regulations are available from the Facilities Management office, (605) 626-2560.

### **Insurance**

Northern State University is not responsible for personal property that is lost, stolen, or damaged in the residence halls. Nor does the university have insurance on student's personal property.

Many homeowners' insurance policies cover students' belongings while away at college. We recommend that you check with your family and insurance agent to verify that coverage exists for your personal belongings while living on campus. If you do not have coverage, information on a low cost insurance program can be obtained through the Office of Residence Life or by calling The National Student Services Inc. at 1-800-256-6774.

Students are encouraged to utilize our Operation Registration process as referenced later in this Guide.

### **Fire**

Should the fire alarm in your residence hall be activated, every resident is required to evacuate the building immediately using the nearest stairwell or exit. Upon moving into your residence

hall, please review all emergency evacuation plans posted throughout the building. In the event of a fire, please keep the following tips in mind while evacuating the building:

- ✓ Feel the door from top to bottom.
- ✓ If the door is cool, crouch low and open the door slowly.
- ✓ If visibility permits, exit by using the stairwells.
- ✓ Remember to stay as low as possible, crawling if necessary when smoky conditions exist.
- ✓ If you encounter heavy smoke in a stairwell, go back and use another set of stairs.
- ✓ If you are not in your room when the alarm sounds, proceed directly to the nearest exit.  
**DO NOT RETURN TO YOUR ROOM.**
- ✓ If trapped in a room take the following steps:
  - If possible, call 911 and report your situation.
  - Wedge wet towels or clothing under the door jam to keep smoke out.
  - Keep a soaked towel over your head.
  - Stay low, try to breathe fresh air near the window.
  - Open window and signal fireman with a sheet or blanket.
- ✓ Do not return to the building until the all-clear is given by the fire personnel or staff.

Failure to evacuate the building will result in disciplinary action. Anyone setting off a fire alarm by pulling the alarm or any form of tampering with smoke detectors will be held accountable through the Office of Student Rights & Responsibilities. Please see the Northern State University student handbook for further disciplinary information.

### **Tornadoes**

In South Dakota, tornadoes generally occur during the months of March through September. Be alert for these danger signs: severe thunderstorms with frequent lightning, hail, roaring noise, funnel clouds, heavy rain, strong winds, and loss of electricity. A tornado watch indicates that conditions are conducive to the development of a tornado. The local office of the National Weather Service will issue a warning bulletin to local authorities as well as the local media (TV networks and radio stations). When a tornado watch is issued, students are not required to seek shelter. A tornado warning is issued when a tornado has been sighted or detected by radar. Residents must seek shelter immediately. Each Residence Hall has a weather monitor that will notify them of any warnings in the vicinity. You will be alerted about severe weather, even during evening and night hours. Please follow the procedures listed below when seeking shelter:

- ✓ Go to the lowest possible floor
- ✓ Stay away from windows and do not open any windows
- ✓ If possible, go to an area that is reinforced (i.e. a bathroom or shower stall)
- ✓ If time allows, get a mattress/pillow to help shelter from flying debris
- ✓ Stay in a crouched position until the hall staff has cleared you to return to your room

### **Missing Person 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. *It is not necessary to wait until the student has been missing for twenty-four hours before making a report.*

If a student is required to reside on campus, but chooses to live in a space other than their assigned hall (off campus, etc.) the Residence Life Department will make every effort to contact those students in situations that fall under this policy.

### **Any person may report a university student as missing by filing a report with:**

1. Vice President of Student Affairs (626-2530)



2. Director of Student's Rights and Responsibilities (626-3007)
3. Campus Police Officer (380-8925)

If students who reside in university controlled residences do not respond to electronic contacts or to knocking on their doors, student affairs personnel may enter the students' rooms in order to assess the condition of the rooms and to look for visible personal property (wallet, keys, cell phone or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the residence hall. If the initial investigation is being undertaken by campus security officers, they will either request that student affairs personnel enter student rooms or they will obtain search warrants.

At the time that a student is accepted as a resident in university controlled housing, the student will be given an opportunity to designate an individual to be notified pursuant to this policy in the event that the student becomes missing. Students will be provided confidential means to designate such individuals and to update their designation.

Emancipated students under the age of eighteen will be informed that, in the event that they become missing, the university will notify a custodial parent or legal guardian pursuant to this policy.

### **Campus Alert System**

Safety and security is important at Northern; that's why we have a Campus Alert System (also known as "everbridge") for all students, faculty, and staff. During an emergency, critical emergency-related alerts are sent directly to users' cell, home, and/or office phone or email.

Please go to the Campus Safety tab on the Northern State Web Page to sign-up for this important service.

## **Residence Life Services**

### **Air Conditioning**

Briscoe and McArthur-Welsh halls do not offer centralized or individual room air conditioning. Personal window units are not permitted in any of our halls. If a resident has a medical need for air conditioning they must first register with the Office of Disability Services and then the appropriate accommodation will be made.

Kramer, Steele, Wolves Memorial, Great Plains East & Great Plains West are air conditioned. The air conditioning is turned off in the fall semester as temperatures drop and turned on again in the spring semester. The Office of Residence Life will determine these shut-off and start-up times based on the stabilization of nighttime weather temperatures.

### **Cable TV**

Currently, all residence halls rooms are wired for cable service. The charge for cable television is paid only by those students who wish this service. Students tapping into the cable system are in violation of state and federal statutes. Anyone found pirating cable signals or contributing to this will be referred to the Office of Rights and Responsibility and possibly civil authorities.

### **Counseling Center**

The Counseling Center offers the assistance of two licensed, professional counselors. Personal counseling is available to all Northern students through counseling services at the Center. Assistance is provided in helping students accomplish personal, social, and academic goals. Issues may include relationships, self-esteem, time management, test anxiety, family concerns,

and stress management. In keeping with accepted professional practice, all counseling is confidential.

### **Energy Conservation**

Each year, Northern's residence halls are more costly to operate. So that these costs may be held down as much as possible, these following energy conservation ideas will assist us in this effort.

- ✓ Conserve Electricity: Unplug and turn off unused appliances.
- ✓ Save Water: Consider shorter showers and avoiding running water.
- ✓ Don't Waste Heat: Avoid blocking heaters and utilize natural ventilation (e.g. open doors/windows).

### **Residence Hall Association**

The Residence Hall Association was founded and approved as an official campus organization in Fall 2017. The mission of the Residence Hall Association is as follows:

*"As an advising body, the RHA is the voice of on-campus residents, serving as a liaison between residents and the administration. We will inspire growth, leadership and involvement through our development of on-campus life."*

The Residence Hall Association meets bi-weekly throughout the school year and hosts residential events and forums to facilitate discussions to improve residential living at Northern State University. As an advisory committee to the leadership of the Department of Residence Life, RHA cannot force or demand change; but can examine possibilities and recommend based on the surveying of residential students.

### **Health & Wellness Center**

NSU Health Services is an on-campus office, staffed with a certified medical assistant or a patient services representative and a physician's assistant (PA).

**Location:** Student Center 222

**Hours:** 8:30 a.m.-5 p.m. Monday-Friday when school is in session. The PA is on duty from 8:30 a.m.-3:30 p.m. when school is in session.

To make an appointment or learn more about services, new and current NSU students can visit [myNSU](#).

#### **On-campus services**

On-campus services are offered at no charge to students, who will need to bring a current insurance card to the office.

#### **Services include:**

- Assessment and treatment of acute or sudden onset of illness or injury
- Lab testing (urine screening, strep throat, blood count and mono screening), free when the tests are determined necessary by the PA on staff and collected at the Health Services Office
- Over-the-counter medications for common colds, sore throat, cough and headaches
- Medical equipment such as crutches, vaporizers and cold/hot packs (available for checkout)
- Informational and referral services assistance, upon request

### **Kitchenettes**

Cooking is not permitted in student rooms, however, a kitchen is provided in each residence hall for student use. Storage space in kitchenettes can be used to store personal cooking items, but the residence hall staff is not responsible for items left in public spaces. Residents must remain in kitchen while cooking. Failure to do so that results in a fire alarm going off will be held accountable through the Office of Student Rights & Responsibilities. Please see the Northern State University Student Handbook for further disciplinary information.

There are community refrigerators in each kitchen area. Residents that use these must label and date their food. Residents using the community refrigerators assume the risk when using these. Hall staff is not responsible for lost or stolen items. Cleanliness of the kitchen is the responsibility of the people using it.

### **Laundry Services**

Each hall is equipped with laundry facilities to be utilized by our residents. The washers and dryers in the halls can be operated by coin, debit cards, credit cards or the Waverider Mobile App. The Waverider Mobile App allows you to use your smartphone to set up an account and load funds. The app also allows you to know which machines are available before going to the laundry room as well as know when your clothes have completed their cycle.

Please do not overload the washers and dryers. If the machines fail to function properly, please contact your Resident Assistant.

### **Mail Service**

Mail service for all students is provided through the NSU university post office located in the Student Center. All on-campus students are issued a campus Post Office box in the Student Center.

Stamps may be purchased and packages mailed at the NSU Post Office.

Incoming mail should be addressed as follows:

Student's Name  
NSU Box # (Room number should **not** be included on address)  
1200 S Jay St  
Aberdeen SD 57401

Please remember to put "**NSU Box #**" otherwise, it could be delivered incorrectly to the Aberdeen post office box or returned.

### **Main Lobbies & Floor Lounges**

Main lobbies and floor lounges are available for study, social and recreational uses. Specific guidelines may be developed by individual floors, residence hall staff and/or hall councils. Any requests by outside groups to use a residence hall lobby or lounge must be approved by the hall council and the Area Coordinator. Furniture from these lobbies and lounges are not permitted in student rooms at any time or for any reason. Moving furniture from any lobby or lounge to individual rooms deprives others of its use and will result in disciplinary action.

### **Residence Hall Programs**

A wide variety of social, educational, cultural and personal enrichment programs are offered throughout the academic year. Residents are encouraged to participate in as many of these as their academic schedule permits in order to obtain the total university experience. Watch bulletin boards and check with the residence hall staff for information about upcoming programs that you may find of interest.

### **Residence Hall Meetings**

Periodically, your Hall Staff and/or the residence hall association will call a hall meeting. Ample notice will be provided so that residents can adjust their schedules accordingly. These meetings are important ones at which information of interest to all hall residents is discussed. It is essential that you attend these meetings if you want to remain informed about life in the hall and have a voice in determining some of the hall policies and procedures. Likewise, floor representatives and/or resident assistants will hold floor meetings periodically. These meetings are usually for purposes of planning floor activities, deciding floor policies and discussing floor problems. You will be held responsible for any information that is given at these meetings.

Two mandatory meetings that are held throughout each semester is a hall-opening meeting and a hall-closing meeting. The information at these meetings will assist you as you move in in August & January, and when you move out in December & May. You are responsible to any information that is given at these meetings.

### **Security**

Northern State University and the Office of Residence Life take the security and safety of all of our students, faculty and staff seriously. Below is some information that we encourage you to become aware of and practice on a daily basis.

#### **Building Security**

All residence hall exterior doors are locked 24 hours a day, seven days a week, with the exception of the POD-store entrance into Great Plains East, which will be open during POD-Store operation hours (Sunday – Thursday 10:00am – 10:00pm; Friday and Saturday 11:00am – 9:00pm)

. Keeping the doors locked is important. Residents should never open the doors for strangers or leave outside doors propped open. Always be aware of strangers that may want to follow you in the door (“tailgaters”). Residents should always carry their keys with them. Students found propping open doors or breaching the hall security will face disciplinary action. During break periods all doors are kept locked 24 hours a day.

#### **Personal Security**

All students have a responsibility to help prevent crime. One way of doing this is by being careful and following the tips listed below:

- ◆ Lock your door when you are sleeping and every time you leave, even if just for a very short time. It can take less than a minute for a thief to strike.
- ◆ Keep your keys in your possession at all times.
- ◆ Keep your windows locked when you leave.
- ◆ Keep your blinds drawn at night.
- ◆ Protect your property by engraving an identifying mark.
- ◆ Keep your personal property inaccessible to thieves in locker rooms, automobiles, classrooms or study rooms.
- ◆ Large sums of money and other valuables should not be kept in your room, particularly during vacation periods.
- ◆ Register your bicycle as required by Aberdeen city ordinance.
- ◆ Lock your bicycle to a bicycle rack with a case-hardened chain and lock.
- ◆ Watch for suspicious persons in and around Northern State buildings and parking lots. Report them immediately to a staff member and campus security.

### Safety & Security Checks

Twice per semester, all rooms and suites will be inspected by Residence Life staff. Inspections are to ensure that all residents are living in a healthy and safe environment. The presence of all university-owned furniture will also be confirmed. Additionally, Residence Life staff will complete holiday break inspections prior to all hall closings. Official inspection dates will be announced 24 hours in advance. Policy violations encountered during the normal course of room and suite inspections will result in appropriate conduct action.

## **Resident's Rights, Responsibilities & Standards of Behavior**

The Office of Residence Life has authority and responsibility to insure that fair and clear standards of behavior are established, along with equitable procedures for adjudication in the application of these standards.

It is important that each resident becomes familiar with their rights and responsibilities and standards of behavior expressed herein, in order that the residence hall experience will be of greatest benefit to all. These rights and responsibilities are intended to represent a balance between the student's need for self-governance and freedom and the institution's responsibility to insure an environment conducive to accomplishing its educational mission. Like all citizens, you enjoy the same constitutional rights and the same responsibilities to respect the rights of others.

Each member of the campus community has the right to organize his/her own personal life and behavior, so long as it does not violate the law or does not interfere with the rights of others or the educational process.

Due to the nature of the educational process, you also have specific rights and responsibilities as a member of the academic community. Students are expected to conduct themselves as mature members of the Northern community, respecting the rights of others, and making full use of their educational opportunities.

Mutual respect and consideration coupled with an awareness of and sensitivity to the needs of other individuals must be the standards for living in a residence hall. The following Bill of Rights is intended to suggest minimum expectations of rights and responsibilities of hall residents, and as roommates, in actualizing their freedom, without placing constraints upon the rights of other residents. These rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights of other residents.

### **RESIDENT BILL OF RIGHTS**

1. The RIGHT to read and study, free from undue interference in and around one's room.  
Unreasonable noise and other distractions inhibit the exercise of this right.
2. The RIGHT to sleep without disturbance from noise, guests, or roommates, etc.
3. The RIGHT to expect that a roommate and others will respect one's personal belongings.
4. The RIGHT to a clean, safe environment in which to live.
5. The RIGHT to free access to one's room and facilities without pressure from a roommate.
6. The RIGHT to personal privacy.
7. The RIGHT to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents, and Residence Life policy.
8. The RIGHT to express themselves within the established guidelines

9. The RIGHT to written or electronic access to copies of university housing rules and regulations.
10. The RIGHT to expect enforcement of the housing agreement/contract.
11. The RIGHT to individual and group educational and developmental opportunities in their living community.
12. The RIGHT to redress of grievances. Residence hall staffs are available for assistance in settling conflicts.
13. The RIGHT to expect reasonable cooperation in the use of the "room-shared" appliances (TV, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.
14. The RIGHT to be free from fear of intimidation, physical and/or emotional harm.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you, your roommate and other residents enjoy these rights, which imply certain responsibilities.

### **RESIDENT'S RESPONSIBILITIES**

1. The RESPONSIBILITY to control noise and other distractions that inhibit the right to study and sleep.
2. The RESPONSIBILITY to respect the personal privacy of roommates and others.
3. The RESPONSIBILITY to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should the circumstances warrant.
4. The RESPONSIBILITY to be active in the process of self-governance through hall council and voicing one's opinions or ideas.
5. The RESPONSIBILITY to comply with reasonable requests made by staff, or university officials.
6. The RESPONSIBILITY to monitor and accept responsibility for behavior of guests.
7. The RESPONSIBILITY to contribute to the community by participating in educational and developmental activities.
8. The RESPONSIBILITY to know the policies of the residence hall and to not violate these policies.

### **STANDARDS OF RESIDENT BEHAVIOR**

Living in a residence hall is a community living experience where all members have certain rights and responsibilities. The following standards of behavior are designed to maximize the positive aspects of residence halls by specifically stating behavioral expectations that we have of all residents.

Any resident who intentionally commits, attempts to commit, or incites and/or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action by the Office of Students Rights and Responsibilities and/or Northern State. Students should also be aware that if they are present when a violation of Northern policy occurs, whether engaging in the violation or not, they will be subject to disciplinary action. Acts of misconduct include but are not limited to:

- ◆ Obstruction or disruption of disciplinary procedures, Residence Life administrative procedures or any other Residence Life or Northern authorized function or event.
- ◆ Unauthorized occupation, use of, or unauthorized entry into any residence hall facility or student room.
- ◆ Misuse, unauthorized use, of keys issued by the university. This includes giving of keys to non-residents of a building or room.

- ◆ Verbal or physical abuse, or the threat of physical abuse against any person in residence halls or at any Residence Life function or event, or other actions which threatens or endangers the health and/or safety of any such person.
- ◆ Theft or possession of stolen goods, including illegal possession or damage to property of Northern State or of a person in the residence halls.
- ◆ Interference with the right of access to residence hall facilities or with any right of any person in residence halls.
- ◆ Providing false or misleading information, misrepresentation or misuse of student identification in the residence hall, or failure to show identification upon request by a Residence Life or Northern staff member.
- ◆ Setting a fire or the use of candles or any type of open flame or open filament device within the residence hall.
- ◆ Tampering with or the misuse of fire alarms, fire extinguishers or any fire equipment.
- ◆ Possession, except as provided under registration procedure (see Weapons policy) or use of firearms. Possession or use of explosives, incendiary devices, or other weapons.
- ◆ Failure to follow emergency procedures (fire, tornado, etc.)
- ◆ Possession, sale, or use of drugs which are illegal and which may involve substantial physiological or psychological hazards, or lead to interference with the rights and privileges of others. In addition, students who violate Residence Life policies and procedures while under the influence of these drugs will be subject to disciplinary action on the basis of their offenses.
- ◆ Unlawful manufacture, processing, sale or use of any illegal drugs or controlled substance on residence hall property.
- ◆ Possession or use of alcohol or alcoholic beverage containers in Northern State residence halls.
- ◆ Use of any smoking substance, including hookah, cigarettes, e-cigarettes, unless in designated smoking areas found in campus parking lots.
- ◆ Failure to respond to a summons (verbal or written) from a Residence Life staff member or other Northern official.
- ◆ Violation of courtesy hours or visitation policies as determined by the Office of Residence Life.
- ◆ Violations of the terms and conditions in the housing contract or policies and procedures prescribed in the *Residential Living Guide* or *The Student Handbook*.

## **Housing Rules and Regulations**

As a member of the Northern State residential community, you are expected to know and abide by the Northern State policies and regulations. Violations of these are handled through the disciplinary procedures of Northern State University.

Residents in each hall are individually responsible for the actions of the people residing within it. This implies that the conduct of students within the building should be governed by their responsibility to their fellow students.

While you may not always believe that a specific rule is a good one; this is not justification for violating it or refusing to enforce it. There are democratic procedures available for changing undesirable policies and regulations and you are encouraged to seek out those solutions.

By assuming joint responsibility for these regulations and policies, Residents will be able to work together as a community of individuals whose common goal is the personal and academic growth and development of each student.

In addition to the rules and regulations listed below, all students must abide by the Northern State University Code of Student Conduct.

### **Adhesives, Pins, and Tacks**

Students are encouraged to use good judgment in attaching materials to walls. The student assumes full responsibility for removing all marks left by adhesives and paying for any damage that may result. Tacks or pins should not be used on the door.

Tape almost always leaves damage or marks which are difficult to remove. The student chooses to use only adhesives that do not cause damage or to be responsible for cleaning all marks the adhesive may leave and paying for damages if marks cannot be removed.

Great Plains East, Great Plains West, and Wolves Memorial Suites do not allow any pins or tacks in walls. Instead, 3M strips must be used. At the end of each year, the Office of Residence Life asks that no 3M strips are removed. Instead, facilities will remove all 3M strips. If a resident removes a 3M strip and peels the paint away, the resident will be charged the appropriate amount as stated on the "Room Charges" sheet.

### **Advertising/Soliciting**

Residents may advertise products they wish to sell to other students only on their own door. Use of bulletin boards is determined by the staff and hall council. Soliciting for the sale or distribution of information, services or products is **not** permitted in the residence halls without proper authorization from the Director of Residence Life. No one may sell or distribute door to door. Any activity of this kind should be reported immediately to the Hall Staff.

"Hostess" Parties are not permitted in the residence halls. Examples of this include, but are not limited to, Mary Kay, Jamberry, Thirty One, Scentsy, etc.

This policy is required to protect the privacy of residents, to guard against unreliable peddlers, and to protect the educational environment of the residence halls.



### **Air Conditioners**

Personal window units are not permitted in any of our halls. If a resident has a medical need for air conditioning they must first register with the Office of Disability Services and then the appropriate accommodation will be made.

### **Alcoholic Beverages, Containers & Paraphernalia**

Possession of alcoholic beverages or containers, sale, or consumption of alcoholic beverages is prohibited on institutionally owned or controlled property, or in institutionally owned or controlled buildings.

### **Being present in an area on campus (including a common space in a suite) where alcoholic beverages or alcoholic beverage containers are present or being consumed is prohibited and is considered the same as being in possession.**

Information that is brought to the attention of, or obtained by, a Residence Life staff member via social networking sites (Facebook, Twitter, Instagram, etc.) showing alcohol in a resident's room on campus will be handled under the same jurisdiction as if it were encountered in person by staff.

Violations of the alcohol policy will accumulate during a student's academic career at Northern State and all other Board of Regent schools in South Dakota.

For more information regarding the alcohol violation sanctions, please refer to the *Student Handbook*.

Board of Regents policy states that drinking and possession of alcoholic beverages on Northern State or any other South Dakota state university property is prohibited. Also, this policy is enforced to protect the rights of privacy and peace of the individual residents of the residence hall and to protect the educational mission of the institution.

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:4, #2. Proscribed Conduct

[http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-4.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf)

### **Appliances**

Residents may have a TV, computer and/or laptop, video game system, stereos, electric shavers, hair dryers, coffee makers, a refrigerator (4.6 cubic feet or smaller) and electric clocks in their rooms. Wiring needed to improve reception may not extend outside student rooms.

Appliances with an open coil or burner, toasters, electric blankets, microwaves (with the exception of university supplied microwaves in Steele and Kramer Hall suites), halogen lamps, and air conditioners **are not allowed** in student rooms. Students are not to use resistance coils to heat liquids as they present a serious safety hazard. In addition, residents are NOT allowed to cook in their room, therefore George Foreman-type grills, electric cookers, crock pots and rice cookers are not allowed to be used in your room. They must be used in a community kitchen or lobby and be attended to at all times.

These prohibited appliances create a serious fire hazard when used in student rooms, or they may overload the circuits. Use of multiple plugs and extension cords without a circuit breaker is prohibited, as these items are extreme fire hazards.

### **Athletics in the Halls**

Skateboarding, rollerblading, skating, and throwing Frisbees or other projectiles, including Nerf guns, in residence halls is inconsiderate of the safety of others and is not allowed. Also, outdoor sports such as golf, lacrosse, baseball, hockey, soccer, football, and any others under the judgement of hall staff are not allowed in residence halls (unless they are part of a hall sponsored activity).

### **Bicycles/Motorcycles**

Bicycles may be stored in the student's room, if agreeable with both roommates. Storage is not allowed with ceiling hooks. Bicycles are not to be ridden in the residence halls. At the end of the school year students must take bicycles with them. Bicycles left in Bike Racks for an extended period of time, may be removed by facilities.

Motorcycles and mopeds may not be stored in any housing facility and should be parked in designated parking areas.

### **Building Entry**

Entering or exiting through windows is prohibited. Guests are to enter and exit through designated entrances only. Propping doors open is strictly prohibited. Students who engage in propping doors will be subject to disciplinary action.

### **Bulletin Boards and Posters**

Bulletin board space is to be used primarily for promoting hall programs, information on campus events, and educational material provided by hall staff for the overall development of the students. All posters and advertisements on bulletin boards on campus must be approved by the staff in the Office of Residence Life (Student Center Room 222). **All off-campus organizations or other persons who wish to advertise an event, service, or product must post only on the board by the Post Office in the Student Center.**

### **Candles, Incense and Warmers**

Burning candles and incense, or candles with burnt wicks, are not permitted in student rooms due to the danger of fire caused by the open flame. Students can utilize candle warmers in their rooms with the understanding that they are turned off when the students have left the room. Any candle being used with a candle warmer must have the wick removed. Please see the Northern State University Student Handbook for more information involving fire policy violations and sanctions.

### **Cohabitation**

Cohabitation is not permitted under any circumstances. Cohabitation is defined as the regular and/or steady presence of a guest (typically more than 3 consecutive nights, however multiple nights within a semester may be viewed as cohabitation). Violations of the cohabitation policy may result in disciplinary action.

### **Common Areas/Public Areas**

Personal belongings are not to be left in the bathrooms, kitchens, studies, lounges, hallways, stairwells, or any other public areas due to health and safety concerns. Any personal items found in these areas will be removed. The University is not responsible for items left in common areas.

### **Common Area/Public Area Damages**

Students are responsible for any loss or damage to the furniture, furnishings, equipment, buildings or grounds of Northern State whether caused by the student or that student's personal guests through their careless, accidental, or intentional conduct. This loss or damage indicated above includes

corridor and bathroom areas in the residence hall in which the student lives. When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage can be charged to the residents of a hall/floor/wing.

Damages which are going to be charged to the residents of the hall/floor/wing will be handled in the following manner:

1. The damage and its cost will be posted on the appropriate floor(s). There will be five days to attempt to discover the person(s) responsible.
2. After five days, the amount of damage still unaccounted for will be posted (e.g. broken clock - \$99.00 - 50 residents - \$1.98/resident)
3. This amount must be paid to the Finance Office by a date posted along with the cost information.
4. Students who have not paid by the deadline will incur a \$10.00 service charge.

### **Computer Usage**

Residents must abide by the University Computer Usage Policies as outlined on the Northern State Technology Services Web Page.

Wireless internet access is provided in the halls. Students are not permitted to connect their own wireless routers to the system.

### **Damage Billing**

Residents are held financially responsible for any damage that occurs in either public or private areas of the Residence Halls. Nonpayment of debts incurred from, but not limited to, lost keys and service fees may result in withholding of academic records.

### **Decorations**

Your residence hall room will serve as your home away from home. Students are encouraged to decorate their rooms and make them as comfortable and cozy as they would like. However, there are a few restrictions when it comes to decorating the room. Students who wish to personalize their rooms must follow these guidelines which have been established for the safety of residence hall students:

- ✓ Room decorations should be nonflammable and nondestructive to walls, furniture, and the doors in your room or leading to the hallway.
- ✓ Anything hanging from the ceiling must be nonflammable, or flame retardant. Students must have proof that the materials have been adequately treated. Materials fastened flat to the ceiling will be permitted as long as they are securely fastened. Items used in this type of decoration have a low flash point and one spark can produce flames in seconds. Items falling from the ceiling present greater potential danger than items flat against the wall.
- ✓ Rugs and carpeting are permitted but must not be rubber-backed.
- ✓ Items may be hung on the walls, but no nails, hooks or screws may be used. It is recommended that you use 3M tape or white ticky-tack to avoid any damage that may occur when using heavy tape, such as double-sided tape.
- ✓ Painting and using contact paper are also prohibited in all residence halls.
- ✓ Paneling and/or carpeting of walls and ceiling and rewiring lights and sockets are prohibited. Inordinate amounts of burnable material should not be kept in a room.
- ✓ Construction, decoration or arrangement of furnishings in a manner that hinders easy exit from a room shall not be permitted. They shall not prevent a door from opening wide.
- ✓ The arrangement of the room should not require residents and/or guests to climb over or circumvent an obstacle in order to exit a room.

- ✓ Open-flame decorations (i.e. candles, oil lamps) and open-coil appliances (i.e. toasters) are prohibited.
- ✓ The use of acetate, cellophane, tissue paper, or other combustible materials over or in the light fixtures is forbidden by fire regulations.
- ✓ Use of multiple-socket plugs without a circuit breaker, running extension cords under carpeting, and direct splicing in the electrical outlet is prohibited.

#### Holiday Decorations

Natural holiday trees will be permitted in lounges ONLY. You may have an artificial tree in your room. Such trees must be flame retardant and be less than four feet tall.

Strings of lights may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable objects or materials. It is suggested that only miniature lights be used as they produce less heat and consume less electricity than the large bulbs. Extension cords without circuit breakers are prohibited. All lights and cords must be UL approved.

Do not leave holiday lights unattended. When you leave your room, unplug the lights.

Other guidelines which must be followed are:

1. All materials used (i.e. paper, foil) must be flame resistant.
2. No painting is allowed directly on walls, floors or ceiling surfaces.
3. Fire alarm boxes, heat detectors, fire extinguishers and cabinets, and exit lights must not be covered and exits must not be blocked.
4. All decorations are to be removed before the halls close for semester break.
5. No candles or any open flame devices may be used in any floor or room decorations.

#### Door Tampering

Any resident or non-resident that willfully tampers with another resident's door is committing a serious safety hazard and a violation of our hall policy. Anyone caught tampering with a resident's door will be expedited through the conduct process and will be required to meet with the Director of Residence Life.

#### Drugs

Federal and state laws forbid the sale and use of drugs which are not prescribed by a physician or available on the legal open market.

Northern does not condone possession, use or distribution of any illegal substances including, marijuana, LSD, or other hallucinogens or narcotics by any of its students in any campus facility. Any student known to be in possession of, using or distributing such drugs and illegal paraphernalia is subject to disciplinary action and possible arrest, imprisonment or fine according to state law. Drug paraphernalia is defined by South Dakota Codified Law 22-42A-1.

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:4, #2. Proscribed Conduct

#### Escort Policy

All non-residents of a building must be escorted by the resident of that floor or wing at all times. This includes members of the same sex.

#### Extension Cords/Surge Protectors

Lighting and appliance wiring should not exceed one extension cord per electrical outlet. Use of multiple socket plugs, running extension cords under carpeting and direct splicing in the electrical

outlet are prohibited. The use of UL approved surge protection strips is acceptable and recommended.

### **Failure to Comply**

Failure to comply with a request by an authorized University official, including failure of a student to present his/her University identification card when requested by an authorized University official may result in disciplinary action. Additionally, disrespectful action toward any authorized official may result in disciplinary action.

### **False Alarms**

Activating the fire alarm system under false pretenses or tampering with the alarm equipment is a state and local violation of the law. It is reviewed as disregarding the safety and rights of others. Disciplinary action, as well as criminal action, will be taken against individuals who violate this policy.

### **File Sharing**

It is a violation of Board of Regents policy to use campus computer equipment (including network access) to engage in unlawful activities, including those involving uses that infringe intellectual properties. This encompasses the illegal download of copyrighted video and audio files, and computer software.

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:4, #2. Proscribed Conduct

[http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-4.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf)

### **Finals Week Perpetual Quiet Hours**

Each semester 24 hours prior to the administration of final exams, 24 hour quiet time goes into effect. Typically there is one hour designated during this period as “Loud Hour” where noise is permitted throughout the hall. This policy will remain in effect until the last scheduled exam.

### **Fire Codes – City and State**

National Fire Protection Association Fire Prevention Code: 3-1.1.14: Interference with Fire Protection Equipment. No person shall render any portable or fixed fire extinguishing system or device or any fire warning system inoperative or inaccessible except as may be necessary during emergencies, maintenance, drills or prescribed testing.

Uniform Fire Code: Sec. 27.302:

- a. For the purpose of this Section a fire alarm shall be deemed and construed as being any act as follows: The giving, signaling or transmission to any public fire station, or company or to any officer or employee thereof, whether by telephone, spoken word, or otherwise, information to the effect that there is a fire at or near the place indicated by the person giving, signaling, or transmitting such information.
- b. It shall be unlawful for any person to give, signal, or transmit or for any person to cause or permit to be given, signaled or transmitted, in any matter any false alarm.
- c. It shall be unlawful for any person to tamper with or maliciously damage any fire alarm equipment maintained for the purpose of transmitting fire alarms to the Fire Department.
- d. Nothing in this Section shall prohibit the sounding of any such signal essential for the carrying on of any fire drill. The chief may require that he be notified in advance when such signal will be sounded.

### **Fire Drills**

A fire drill is conducted at least once per semester for each residence hall. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Students should consider any fire alarm real and evacuate the building immediately. Please refer to the Northern State University Student Handbook for more information about disciplinary action regarding fire drills.

### **Fire Equipment Misuse**

Tampering with or misuse of fire equipment and alarms is dangerous and will not be tolerated. Residents guilty of tampering with this equipment or setting off a false alarm will be subject to disciplinary action. Please refer to the Northern State University Student Handbook for more information about disciplinary action regarding tampering with fire equipment.

### **Fireworks and Explosives**

Fireworks and explosives of any kind are not allowed in the residence halls or on campus. These are a threat to the safety of residents, and they create an unnecessary disturbance problem. Further, explosives are illegal.

Additionally, storage of combustible materials, such as gasoline is not permitted in the Residence Halls. Please refer to the Northern State University Student Handbook for more information about disciplinary action regarding tampering with fireworks and explosives.

### **Furniture**

Furniture, including mattresses, may not be removed from its designated space to another area of the hall or from room to room. Furniture may be moved only within a suite. No wiring may be moved or altered in any way. Waterbeds are not permitted in the Residence Halls. This includes manufactured and homemade models. Please note that upon move out day, all beds MUST be bunked on the 3<sup>rd</sup> rung of the bed post, regardless of move-in location.

### **Gambling**

Gambling of any kind is not permitted. Gambling is discouraged to eliminate financial and interpersonal conflicts which might result.

### **Guest Policy**

A guest is a non-resident in the hall who has a resident host. A guest will be classified as an overnight guest (same or opposite sex) when they will be staying in the hall after midnight. This person may be a student at Northern, a resident of another hall, or a non-student. Any overnight guest must be at least 18 years of age unless they are being hosted by a relative. A guest of the same sex may sleep overnight in your room if they are registered and have your roommates' written permission (on the guest registration form); they may stay for no more than 3 consecutive nights. There will be no charge for registered overnight guests. Unregistered overnight guests in a hall will be asked to register or leave the hall if discovered. All guests, including overnight guests, will be expected to follow all policies of Northern State University. It is the responsibility of the host to inform the guest of these policies.

Students who are non-residents are subject to disciplinary action for violation of residence hall policies. Hosts/hostesses are responsible for their guests and may be subject to disciplinary action as a result of the behavior of their guests.

Guests may be required to leave a hall at the discretion of the hall staff. If available and a guest wants a private or empty room, there will be a charge per person per night as determined by Residence Life. The price will not include linens. Students are also responsible for the behavior of people using their room and may not host a guest in absentia.

Overnight guests must sign in with the RA on duty during their office hours each evening. This is required so that staff is aware of who is in the hall in the event of an emergency.

### **Harassments/Physical Abuse**

Any act or threat, including profane or abusive language for the purpose of harassing or submitting any member of the University to pain, discomfort, or indignity, whether in or on University property is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. Further, physical or verbal abuse of any person on University property or disregard for the physical well being, property, or rights of any person on University-owned property or any conduct which threatens or endangers the health, safety, or well being of any such person is subject to disciplinary action.

### **Keys**

Residents are responsible for the use and control of their room/hall keys. All keys remain the property of Northern State. It is against Northern policy to duplicate any residence hall key. Keys are not transferable (which means you cannot lend your keys to any other resident or guest no matter what the reason). Violators will be subject to disciplinary action.

Lost keys must be reported to your hall staff immediately. Residents who should lose his/her key will be assessed a replacement charge. Keep your keys with you at all times. If a lock out occurs, contact the resident assistant on duty.

### **Light Fixtures**

The use of acetate, cellophane, tissue paper, or other combustible materials over or in the light fixtures is forbidden by fire regulations.

There are risks of personal injury or fire. Acetate may get too hot and melt on to the fixture. Even when acetate does not melt it holds heat rather than allowing it to diffuse. This could result in a possible short or bulb explosion that could cause a personal injury or fire.

### **Littering/Throwing Objects**

Littering or throwing objects from windows is prohibited. You are responsible for your guests and for other residents' actions in your room.

### **Lobby Furniture**

Lobby furniture may not be moved from the lobby. Furniture located in the lounges and other public areas is for the use of all residents. If lobby furniture is discovered in a resident's room, disciplinary action will be taken.

### **Lofts**

An extremely popular residence hall student request is to loft the bed for sleeping and to aid in room storage. To help provide guidelines in this area, the Office of Residence Life has adopted the following set of regulations:

Loft renting is currently available to any resident that lives in a room where a newer model of bed has been placed (Kramer, Steele & Briscoe). If you are interested in lofting these beds Residence Life has a small amount of loft kits available for rent on a first come first serve basis for \$75 per semester. Talk to your Hall Staff if you are interested.

Lofts must not be constructed across an exit way.

Students are not allowed to build their own lofts.

### **Musical Instruments**

Musical instruments may be played quietly in your room except during quiet hours. However, at any time such activity results in a complaint, residents are expected to stop playing. For Briscoe residents, there is a small practice room located on 3<sup>rd</sup> floor that music residents have access to and are able to play as long as they are not in violation of the quiet/courtesy hours.

### **Noise and Disruption**

Each student should have the right to sleep or study without unreasonable restriction in his/her own room at any time during the day or night. Excessive noise and disruption will not be tolerated in the residence halls.

### **Quiet/Courtesy Hours**

All residents share the need and responsibility for creating and maintaining a community environment conducive to serious study and sleep. Therefore, the following quiet hours have been established to help in fulfilling residents' study and sleep needs:

Sunday-Thursday: 11 P.M.-11 A.M.

Friday and Saturday: 1 A.M.-12 P.M.

Residents are responsible for regulation of these quiet hours by:

- ◆ Respectfully confronting those who violate the hours.
- ◆ Regularly honoring requests to discontinue disturbing noise.
- ◆ Abiding by the established quiet/courtesy hours.
- ◆ If you encounter a noise problem, ask the offenders to be quiet, if they persist, contact your Hall Staff member on-duty.

Courtesy hours indicate that it should always be quiet enough so that anyone who wants to, can sleep or study by asking others to quiet down. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere in their room/suite, on their wing, floor and building. Courtesy hours are in effect 24 hours a day.

### **Pets**

Students are not permitted to have pets in residence halls except for fish in aquariums and those students needing the assistance of a service animal (see Service Animal Policy). Aquarium size is limited to one 10 gallon tank per room. The residence hall environments are not designed for the proper care of pets. The presence of pets affects the health of other residents, has the potential for property damage and inconvenience to other residents. Upon receiving permission from the Director of Residence Life, the professional staff may be allowed to have a pet.

### **Refrigerators**

If a student wishes to provide their own refrigerator, the size may not exceed 4.6 cubic feet. In standard residence halls there is only one refrigerator allowed per room. Kramer and Steele Hall come with a micro fridge for the common areas and 1 additional refrigerator is allowed in each student's room. Extension cords may not be used to operate these units. Standards of Northern State regarding use and possession of alcoholic beverages will apply to these units. Northern State will not be responsible for any damage or spoilage to the refrigerator or its contents because of electrical power failure, etc. Residents can only have 1 fridge per room, therefore, in a suite; the maximum number of fridges can not exceed 3 (one in each room & one in the living room).



### **Room Changes**

Northern State attempts to provide as much personal flexibility as possible for students. In order for Northern State to maintain accurate records, specific dates have been set to accommodate these changes.

It is required that you follow the necessary room change procedures as outlined elsewhere in this guide, and get official permission BEFORE you move.

For further clarification see Room Changes & Consolidation in the Residential Living section of this Guide.

Unauthorized room changes can result in disciplinary actions as well as students being reassigned housing.

### **Room Entry and Search**

The rights of students to be secure in their personal living quarters, papers, and possessions against unreasonable entry, searches and seizures will be assured. Residence hall staff may not enter your room without your consent except for reasonable cause in the following cases:

1. For routine inspections of rooms for safety, health and general upkeep purposes or maintenance performed upon institutional initiative; including fire drills and regular posted semester break inspections.
2. When there is imminent danger to safety, health, or property of occupant(s) or to institutional property.
3. When there is a clear and present indication that a crime is being committed.
4. When there is a clear and present indication that Northern regulations are being violated.

Maintenance requests by students shall be considered permission to enter. Residence hall students should also be aware that the residence hall staff may occasionally have to enter students' rooms on matters relating to the comfort or safety of fellow hall residents; for example, to turn off an alarm clock, close a window, etc. A hall staff member will do a security/safety check of each room prior to each hall closing for vacation periods. Violations which are observed during entry for another purpose will be followed up with disciplinary actions. Furthermore, following an entry, a search by institutional staff may be conducted pursuant to the permission of the persons present or an administrative search/seizure permit issued by the Director of Residence Life. The permit must include:

1. The room(s) to be searched.
2. The regulation(s) allegedly being violated.
3. The item(s) being sought (if applicable).
4. The names of those authorized to search.

If, during the authorized search, violations of Northern State policies other than those for which the search is authorized are observed, appropriate disciplinary reports and action will be filed.

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:17 Entry, Search and Seizure

[http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-17.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-17.pdf)

### **Screen Removal**

Screens are not to be removed. Damage to window screens caused by opening and closing will be charged as other damages. Replacement costs vary from building to building.

### **Service/Assistance Animal Policy**

Northern State University residence halls are covered under the Fair Housing Act (FHA) and the U.S. Department of Housing and Urban Development (HUD), and Section 504 of the Rehabilitation Act of 1973 (Section 504) in addition to the ADA. The FHA addresses assistance animals as follows:

An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.

For purposes of reasonable accommodation requests, neither the FHA nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals can also be assistance animals.

The Office of Disability Services will evaluate a request for a reasonable accommodation to possess an assistance animal in a residence hall using the general principles applicable to all reasonable accommodation requests. Requests must be made in writing at least 45 days prior to the start of classes in order to accommodate the student making the request but also the residents of the building.

#### **The following forms and documents are necessary to complete your request:**

- NSU Service and Assistance Animal Acknowledgement, Information and Registration Form
- Sample Letter for Assistance Animal

#### **Evaluation is based on the following two questions:**

1. Does the person seeking to use and live with the animal have a disability as defined by the ADA: a physical or mental impairment that substantially limits one or more major life activity?
2. Does the person making the request have a disability-related need for an assistance animal?
  - Does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or does the animal provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

Where the answers to questions (1) and (2) are "yes," the FHA and Section 504 require the university to modify or provide an exception to a "no pets" rule or policy to permit a student with a disability to live with and use an assistance animal(s) in all areas of the premises where students are normally allowed to go, unless doing so would impose an undue financial and administrative burden.

If documentation of the disability and/or the need for the animal is requested, such documentation must be current and be prepared by a licensed medical professional.

If the person involved also requests a single room, the person will be charged the single room rate.

**The request may also be denied if:**

1. The specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or
2. The specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. Breed, size, and weight limitations may not be applied to an assistance animal. A determination that an assistance animal poses a direct threat of harm to others or would cause substantial physical damage to the property of others must be based on an individualized assessment that relies on objective evidence about the specific animal's actual conduct — not on mere speculation or fear about the types of harm or damage an animal may cause and not on evidence about harm or damage that other animals have caused. Conditions and restrictions that housing providers apply to pets may not be applied to assistance animals. For example, Residence Life may not require applicants and residents to pay a deposit for an assistance animal.

**Smoking Restrictions**

In compliance with Executive Order 88-6, smoking is prohibited in campus buildings. This includes the use of cigarettes, e-cigs, cigars, pipes, etc. Please refer to the Northern State University Student Handbook for more information regarding the consequence of smoking inside the residence halls.

Northern is a smoke-free campus. Residents who choose to smoke must do so outside and off-campus. There are smoking outposts located in select areas of campus parking lots. Parked cars are also not covered under this policy. Those are the only areas students can smoke anywhere near the halls and they need to remain where it is placed by the staff, regardless of weather conditions. This is not a blanket policy that exempts entire parking lots; residents should be away from the building to avoid smoke traveling into another student's room.

**Stereos, TVs, and Radios**

Residents with stereos, TVs, and radios should remember to be courteous to all their neighbors. The volume level should never be so high that it could disturb other members of the community. Speakers must not be placed in windows or doorways at any time as the sound will carry into other areas of the community. Outside antennas and aerials are not permitted. Additionally, students who opt to bring oversized speakers which create a continual noise disruption in the residence halls, will be given the opportunity to remove those speakers. Should they fail to do so, the Office of Residence Life reserves the right to confiscate the speakers.

**Storage**

Due to limited space, storage of room furniture is not permitted in the residence hall, nor is furniture permitted to be stored off-campus. Students who leave the residence hall must remove all belongings. Failure to remove all items from the residence halls may result in a charge to the owners of the personal items. The hall staff will store personal belongings that are left for up to thirty days. After this time, the items will be discarded.

**Students Carrying Less Than 6 Credit Hours**

Students whose course load falls below 6 credit hours need special permission to remain in the residence hall. This permission is granted by the Director of Residence Life. Requests for removal from the hall will be submitted to the Director of Residence Life.

### **Student Success**

It is an expectation of the Office of Residence Life that all students living on campus are showing progress to a successful completion of their college degree. Should a resident demonstrate an unwillingness or lack of desire to obtain this goal, the Office of Residence Life reserves the right to remove that student from housing.

### **Tampering with Safety Equipment**

Tampering with, misuse of, or removal of a fire extinguisher, smoke alarm or fire alarm equipment will result in serious disciplinary action since such an act may endanger the lives and safety of others.

### **Theft**

Theft or illegal possession of any property of the University, a member of the University community, or of any campus visitor is subject to disciplinary action.

### **Traffic Signs and Other Objects Obviously Not Property of Students**

Such objects found in our residence halls will be confiscated by the hall staff for return to the proper owners or make a determination regarding the possession of the property. Possession of such items is illegal.

### **Trash**

All students are responsible for removing their trash from the building to the dumpster. Residents are not allowed to take room trash to the public bathrooms or lobbies for disposal.

### **Vandalism**

Vandalism to University facilities or property will not be tolerated under any circumstances. Persons who violate this policy will be subject to disciplinary action and may be referred to the Aberdeen Police.

### **Visitation**

Visitation hours in residence halls at NSU are 24/7 for all residents and guests. Cohabitation and overnight guest policies reflect student privileges, rather than student rights, and will be evaluated on an on-going basis by student leaders and staff to ensure that the well-being of the greater residence hall community is served.

Individual students shall have the option of making a written request to the Director of Residence Life to move to a more restrictive living situation. Such a move will be permitted only on a space-available basis. Residents are required to escort their guests at all times.

### **Weapons**

Weapons are not allowed in the Northern State University residence halls. They may be stored in vehicles in the parking lot, but not in student's rooms. Additionally, ammunition is not allowed in the residence halls. Weapons include, but are not limited to the following: anything containing powders or acid, handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than six inches, any switch blade knives, nun chucks, throwing stars, firearm silencers, machine guns, short rifles, short shotguns, blow guns, flame throwers, hand grenades, bow and arrows, sling shots, B.B. guns, pellet guns, air guns, stun gun or tasers, and paint guns. Some knives or blades used in kitchens for food preparation could be considered weapons if not used properly. If a complaint is made regarding knives and kitchen use the Area Coordinator or Director of

Residence Life will make a decision. Students violating this policy risk suspension from the University.

Pursuant to: *Board of Regents Policy Manual*; Section 3, Student Affairs 3:4, #2. Proscribed Conduct

[http://www.sdbor.edu/policy/3-Student\\_Affairs/documents/3-4.pdf](http://www.sdbor.edu/policy/3-Student_Affairs/documents/3-4.pdf)

### **Window and Door Decorations**

Window/Door decorations are permitted. Residence Life recommends that good judgement is used when putting up window or door decorations.

Window/Door decorations can add to the appearance of a room or the hall if they are tastefully done. The ability to decorate can lead to a feeling of pride in a room and create student satisfaction. Since windows and doors are not only a part of a student's room, but also the outside public appearance of a hall, Residence Life asks for the community members to be kept in mind when decorating a window or door.

## **NSU Dining Services**

### **Menus**

Weekly menus are available at [www.northern.campusdish.com](http://www.northern.campusdish.com). Menus feature a full variety of options from which to choose. You will also find nutritional information for most items available.

### **Meal Plans – SUBJECT TO CHANGE**

- **Wolf Unlimited \$2,161.75 per semester**
  - 170 Meals per Semester
  - \$400 Flex Dollars
  - Freshman Required
  
- **Wolf 170 \$1,877.35 per semester**
  - 170 Meals per Semester
  - \$400 Flex Dollars
  - Freshman Required
  
- **Wolf 115 \$1,590.40 per semester**
  - 115 Meals per Semester
  - \$600 Flex Dollars
  
- **Wolf 85 \$1,460.45 per semester**
  - 85 Meals per Semester
  - \$720 Flex Dollars
  
- **Wolf All Flex \$1,460.45 per semester**

- Use at any of our dining locations!
- \$1460 Flex Dollars
- **Commuter Gold \$397.10 per semester**
  - Use at any of our dining locations!
  - \$397 Flex Dollars
- **Commuter Maroon \$397.10 per semester**
  - 35 Meals per Semester
  - \$120 Flex Dollars

All first year students must choose from either the Wolf Unlimited or Wolf 170.

More information on meal plans and services are available at [www.northern.campusdish.com](http://www.northern.campusdish.com). Students not required to be on a meal plan may purchase Flex Dollars on line at [www.northern.campusdish.com](http://www.northern.campusdish.com) or at the Dining Service Office on the lower level of Graham Hall.

### **Meal Card Policy**

Your meal plan and flex dollars are placed on your student I.D. Your I.D. is required to gain access to the Wolves Den and to access your flex dollars. Please remember to bring it with you each time you wish to use it. The meal plan and flex dollars are issued to you and may only be used you.

### **Meal Plan Exemption**

Meal plan exemptions are available for the following reasons with the form available at the Residence Life Office:

1. Students whose parents live in Aberdeen.
2. Any student not required to live in the residence halls
3. Certain medical conditions and allergies where by the dining service is unable to make reasonable accommodations.

The student must may pick up a form from the Office of Residence Life that will provide information regarding specifications needed to complete the request. Requests are then sent to the Housing Exemption Committee. Appeals for Meal Plan Exemptions go to the Director of Residence Life.

### **Dining Service Committee**

Students are encouraged to participate in the Dining Service Committee (made up of representatives from each residence hall, members of the dining service staff, and a representative of the Student Affairs staff). The committee provides the dining service staff with assistance and suggestions on menus, service and other areas. Student suggestions are always welcome.

### **Off-Campus Students**

Flex Dollars are an easy way for you to use Dining Services without having to carry cash or debit card. Flex Dollars purchases are made online at [www.northern.campusdish.com](http://www.northern.campusdish.com) or at the dining service office in Graham Hall. Flex Dollars can be used at any of our dining locations below. Flex Dollars do not roll from spring to fall semester and are non-refundable.

**Faculty and Staff**

Flex Dollars are an easy way for you to save money when using Dining Services. Flex Dollars purchases are made online at [www.northern.campusdish.com](http://www.northern.campusdish.com) or at the dining service office in Graham Hall. For every \$100 dollars you add to your account, you'll receive 2 free meal to the Wolves Den. Flex Dollars can be used at any of our dining locations below. Flex Dollars do not roll from spring to fall semester and are non-refundable.

**Meal Plan Serving Hours**

**Wolves Den**

Monday – Friday	7:30 a.m. – 7:00 p.m.
Saturday and Sunday	11:00 a.m. - 1:00 p.m. Brunch 5:00 p.m. - 7:00 p.m. Dinner

**POD Store in Great Plains East**

Sunday - Saturday

**Einstein Bros. Bagels**

Monday – Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. - 7:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.
Sunday	Closed

# Appendix A

**Residence Hall Damages Charge Schedule**

The damage charges listed below are based on the actual costs of repair or replacement of the equipment plus labor. These damages will be assessed against the room where it occurs or against the individual responsible if it occurs outside the room. **There is a \$10.00 minimum charge for any room damage!!**

<b><u>BED</u></b>		Replace angle irons .....	25.00
Reinstall .....	\$35.00	Replace EL bed frame .....	75.00
Broken boards under bunk (per board).....	10.00	Replace EL cross brace.....	25.00
Bolts and nuts (tighten/reinstall) .....	15.00	Replace EL loft ends (each piece).....	75.00
Stains, scratches, holes, burns.....	10.00		
Reinstall angle irons.....	15.00	<b><u>BOOKSHELF</u></b>	

Replace.....	\$90.00
Reinstall .....	15.00
Stains, scratches, holes, burns.....	12.00

BULLETIN BOARDS

Replace.....	\$40.00
Reattach .....	10.00
Writing, scratches, holes, etc.....	15.00

CARPET CLEANING

General Cleaning .....	\$30.00/hour
Replacement .....	TBD

CEILING/WALLS

Nails and tack holes.....	\$10.00/hole
Footprints, dents, chips .....	25.00
Repaint entire room .....	75.00
Repaint - ceiling only.....	40.00
Repaint - one wall only .....	25.00

CHAIR

Replace oak chairs .....	\$100.00
Replace others .....	45.00
Replace wood leg.....	15.00
Replace rungs.....	15.00
Stains, scratches, holes, burns.....	12.00
(Suites) Replace sled chair .....	100.00
(Suites) Replace sofa chairs .....	675.00

CHAIR (cont.)

(Suites) Replace sofa.....	1,300.00
----------------------------	----------

CLOCKS

Replace.....	\$99.00
Repair .....	40.00
Clock crystal.....	29.00

CLOSET

Reinstall shelf & Pole .....	\$20.00
Door - replace .....	95.00
Each shelf - replace .....	20.00
Stains, scratches, holes, burns.....	12.00
Refinish .....	10.00

DESK

Reinstall .....	\$15.00
Broken leg .....	25.00
Stains, scratches, holes, burns.....	10.00
Refinish.....	25.00
Replace formica.....	50.00
Removing contact paper .....	50.00

Replace UL desk tray drawer.....	50.00
Replace UL file drawers.....	75.00
Replace UL desk .....	400.00

**ALL CONTACT PAPER IS PROHIBITED!**

DOOR

Replace door (dart holes, etc.).....	\$155.00
Refinish and repair.....	25.00
Door louver .....	55.00
Door locks - complete .....	120.00
Door cylinder.....	35.00
Lock rose .....	17.00
Lock latch bolt.....	18.00
Chain lock.....	10.00
Repaint door numbers .....	15.00
Replace metal door numbers.....	10.00
Removing stick-ums.....	10.00
Refinishing required after stick-ums were removed .....	25.00
Door stop .....	10.00
Security door viewer.....	20.00

DRESSER

Replacement.....	\$285.00
Reinstall.....	\$15.00
Replace drawer .....	40.00
Repair drawer.....	10.00
Stains, cuts, burns, scratches .....	10.00
Replace formica.....	40.00
Removing contact paper.....	50.00

**ALL CONTACT PAPER IS PROHIBITED!**

FIRE EXTINGUISHERS

Recharge - CO <sub>2</sub> .....	\$20.00
Recharge - dry chemical.....	15.00
Replace (any).....	50.00
Extinguisher cabinet glass .....	15.00

FLOORS

Replace tiles.....	\$15.00
CleanTape marks .....	7.00/ft
Carpet tape .....	30.00
Extra cleaning required.....	7.00/hr

GENERAL CLEANING

Failure to clean room .....	\$15.00/hour
-----------------------------	--------------

LADDER



Replace.....	\$30.00
Reinstall .....	10.00
Replace ladder rung.....	10.00
Bolts and nuts (tighten/reinstall).....	5.00

LIGHTS

Replace glass only .....	\$20.00
Replace entire fixture .....	50.00

LIGHT SWITCH

Remove dimmer switch and install new regular switch .....	\$ 10.00
--	----------

MATTRESS

Replace.....	\$100.00
Mattress cover .....	15.00
Mattress pad.....	10.00

MIRRORS

Replace (Kramer, McWelsh, and Steele) .	\$40.00
Replace (all other halls).....	20.00
Reattach .....	10.00

SCREENS

Replace (Note: any damage constitutes need for replacement).....	\$20.00
Reattach screen .....	10.00

THERMOSTATS

Thermostat cover.....	\$25.00
Entire thermostat.....	70.00

TOWEL RACK

Replace.....	\$15.00
Reinstall .....	10.00

WASTEBASKET

Replace damaged .....	\$10.00
-----------------------	---------

WINDOW-BLINDS

Small thermopane - Jerde.....	\$40.00
Other thermopane .....	85.00
Replace screws.....	10.00
Window cranks.....	15.00

Window arms.....	35.00
Blind replacement.....	40.00

WIRELESS ROUTER

Replacement.....	\$5000.00
------------------	-----------

SUITES ONLY

MICROFRIDGE

Microwave tray .....	\$40.00
Fridge replacement .....	345.00

Fridge ice cube tray replacement .....	10.00
Fridge shelf replacement .....	20.00

VANITY

Sink .....	\$100.00
Countertop.....	100.00
Faucet.....	75.00
Cabinet doors .....	75.00
Mirror .....	75.00
Hand towel rack .....	55.00

SHOWERS

Wall repair .....	\$75.00
Curtains.....	10.00
Door .....	100.00
Faucet.....	100.00
Shower head.....	100.00

TOILET

Replacement.....	\$500.00
Toilet paper hanger.....	25.00

TABLES

End table .....	\$280.00
Coffee table.....	300.00
36" round table.....	275.00
42" round table.....	300.00

WARDROBE

Replacement.....	\$575.00
------------------	----------