These check out items are discretionary depending on the student’s situation. Follow the ones that apply:

**ROCKER SHOP**

**RENTAL BOOK RETURNS:** You will receive periodic email notifications with the subject line of “RENTAL REMINDER DUE DATE” from the Rocker Shop with detailed instructions on returning your rental book(s). Please follow the instructions. The deadline date for rental returns has been extended to May 22, 2020.

If you lost or damaged your rental book, please email the Rocker Shop @ sdsmtuniversitybookstore@sdsmt.edu. We will contact you and charge the replacement fee via credit card. This is much less expensive than if you take no action!

**Due to the COVID-19 Situation, non-Rapid City Residents** will receive an email from “UPS QUANTUM VIEW” with a subject line of **UPS Label Delivery**. Follow UPS’ Instructions to ship your rental books back to the Rocker Shop.

**Rapid City residents** will return their books to the Rocker Shop via “Curbside drop off” by the West Entrance of Surbeck Center. Curbside drop off will be available Tuesdays and Thursdays from 8 am-12 pm on April 30th, May 5th, May 7th, May 12th, May 14th, May 19th, and May 21st. The location is near the West entrance of Surbeck Center. Phone number to call will be posted at the drop off site. It is OK to have someone else return rental books on your behalf!

**TEXTBOOK SELLBACK:** Sell your non-rental books and get some $ for them! The Rocker Shop has partnered with two textbook wholesalers for VIRTUAL TEXTBOOK BUYBACK! The two links are on the Rocker Shop’s main page @ www.sdsmtbookstore.com. You can check out Option 1 and Option 2 to see which company will buy your books and which one will give you the best price! Both companies will provide you with a prepaid shipping label and issue a check directly to you once your transaction is processed. (minimum transaction amount required by both companies)

**ROCKER SHOP OPERATIONS:** While the campus may be closed, the Rocker Shop website @ www.sdsmtbookstore.com is fully operational! We are processing web orders 1-2 times per week. FREE shipping on orders of $50 or more! Local residents can also arrange for FREE “curbside pickup” for web orders.

**MAY 2020 GRADUATES:** The Rocker Shop has BS and MS/PhD Black Mortarboards available for purchase on its website. They are $9.99 each. If you want to go all out and rent a full set of regalia for photos, etc., you may do so by going to https://buildagrad.com/schoolofmines. You will be placing your order directly with the regalia vendor.

Questions? Email the Rocker Shop: sdsmtuniversitybookstore@sdsmt.edu
**IT TABLETS**

Students not returning Fall of 2020 need to return their Tablet PC before June 1, 2020. Students who fail to return their machines will be charged the full $1800 for the Tablet PC. Please coordinate with Brad O’Brien (Bradley.OBrien@sdsmt.edu) at Tablet Central for instructions on how to ship your machine back to campus.

ITS will be sending information about how to drop off or mail your tablet at the end of the semester. Meanwhile, rest assured that you will NOT be charged if you must ship your tablet to campus because you live out of town.

**LIBRARY**

The library has asked students to mail back their library materials directly to the library. If you’re no longer in Rapid City, and happen to have materials from the library that are not in your possession but rather somewhere on campus, please work directly with Stephanie Lindsley Stephanie.Lindsley@sdsmt.edu to coordinate retrieval of the materials so they can make their way back to the library.

**FACILITIES**

**KEY RETURN**

Marshall Wells will provide the key contact in each department with a list of keys that are currently checked out to students. Department should review list and contact students that need to return keys before the end of the semester. Keys can be mailed directly to Facilities Services, 501 East Saint Joseph Street, Rapid City, SD 57701 (please ensure name is included in the envelope with the key) or call 605-394-2251 to schedule a time to drop the keys off.

**MISC.**

Contact these departments listed below to make sure that there are not any loose ends that need to be taken care of.

- Financial Aid – 605-394-2274, financialaid@sdsmt.edu
- The Library – 605-394-2418, library@sdsmt.edu
- Student Accounts Office – 605-394-2372, cashier@sdsmt.edu
- Your Advisor

Please also contact the following only if they apply to you.

- Residence Life – 605-394-2348, reslife@sdsmt.edu
- Graduate Office - 605-355-3468, graduate.education@sdsmt.edu
- Military Science/Army ROTC, elvis.coronado@sdsmt.edu
- Return Lab Keys