



SOUTH
DAKOTA
MINES

RESIDENCE LIFE HANDBOOK 2025/2026

CURIOUS
SMART
TENACIOUS

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SECTION 1 | INTRODUCTION

Welcome Hardrocker! Living on campus is a fantastic opportunity to learn and grow personally and academically. Our Residence Life program is grounded in student development theory, we believe that living in a supportive community helps residents develop independence, interpersonal skills, and responsibility. This handbook serves as a guide for residents to build that community. It outlines the policies, resources, and best practices that will help residents thrive. Residents are encouraged to read it carefully and refer to it throughout the year.

While this handbook covers a lot of important information, it may not cover every situation. Updates or changes can occur throughout the year.

Please note: *By choosing to live on campus, residents have agreed to abide by the policies in this handbook and all university regulations. Failure to follow these guidelines may result in disciplinary action. The primary goal is to educate and help residents learn from any mistakes.*

1.1 RESIDENTS' RIGHTS & RESPONSIBILITIES

We believe that a successful community is built on mutual respect and shared expectations. As a member of the South Dakota Mines (SDM) residential community, residents enjoy certain rights and bear corresponding responsibilities. Our primary responsibility as a Residence Life department is to **respect the rights of all residents**, and we expect each resident to do the same for others.

1.1.1 RESIDENTS HAVE THE RIGHT TO:

- Live in a safe, clean, and well-maintained environment.
- Be free from harassment and discrimination.
- Study without undue interruptions.
- Have their privacy respected.
- Fair use of shared spaces.
- Speak up about concerns.
- Enjoy their free time in their own way.
- Join and participate in community events.
- Have their unique identity and experiences respected.

1.1.2 RESIDENTS HAVE RESPONSIBILITY TO:

- Follow all university and housing policies.
- Respect others' rights and personal boundaries.
- Keep their living space clean and safe.
- Address conflicts maturely.
- Contribute to a positive community.
- Stay informed.
- Notify staff of hazards or violations.
- Advocate for themselves and others.
- Practice healthy self-care.
- Communicate effectively.

SECTION 2 | THE TEAM

Residents are not alone in the residence halls. A team of dedicated staff works to make each resident's stay at SDM safe, comfortable, and enriching.

2.1 CENTRAL STAFF

Central Staff are professional Residence Life employees who work in the Residence Life Central Office in Surbeck Center. They oversee housing operations, assignments, conduct processes, and help with complex questions or concerns beyond daily hall life.

2.1.1 DIRECTORS OF RESIDENCE LIFE

The Directors of Residence Life provide overall leadership for campus housing. The Director of Housing & Operations oversees room assignments, housing operations, and the partnership with facilities (custodial and trades work). The Director of Residential Education & Community Standards manages educational programming, community development, and student conduct processes. Both Directors advocate for student needs, address unresolved concerns, and work to ensure a high-quality residential experience for all residents.

2.1.2 OFFICE COORDINATOR

The Office Coordinator manages administrative operations within the Central Residence Life Office. This role includes assistance with housing application status and content, break housing requests, meal plan changes, billing, mailbox assignments, and troubleshooting Grubby ID issues. Residents who are unsure where to seek help can contact the Office Coordinator as an initial point of connection for accessing the appropriate resources.

2.1.3 HALL DIRECTORS

Hall Directors (HDs) are full-time, live-in professional staff responsible for specific residence halls. For the 2025-2026 academic year, one Hall Director oversees traditional residence halls (Connolly and Palmerton), while another manages suite-style and apartment housing (Placer Hall and Rocker Square). Hall Directors enforce policies, cultivate community, support student development, and manage crisis responses. They supervise student staff, address significant concerns, facilitate conflict resolution, and conduct educational meetings related to student conduct.

During the 2025-2026 academic year, Peterson Hall reports directly to the Director of Residential Education & Community Standards instead of being assigned to a Hall Director.

2.2 SENIOR STAFF

2.2.1 ASSISTANT HALL DIRECTORS

Assistant Hall Directors (AHDs) are experienced student staff members who support Central Staff operations. Each residence hall is assigned an AHD to assist with daily management. AHDs mentor Resident Advisors and Apartment Managers, coordinate community events, and address resident concerns when the Hall Director is unavailable. AHDs are visible leaders who guide student staff teams, assist with staff training, facilitate student development, handle administrative responsibilities, live on campus with their residents, and support conflict resolution. AHDs serve as primary resources for residents within their assigned halls.

2.3 STUDENT STAFF

2.3.1 RESIDENT ADVISORS

Resident Advisors (RAs) are peer leaders who reside on residential floors or wings. RAs build welcoming communities through social and educational programming and serve as a primary point of connection for residents seeking academic support, personal assistance, or campus resources. They help enforce policies through educational interventions, mediate conflicts to promote mutual understanding, and respond to emergencies or urgent concerns. RAs advocate for resident interests and maintain communication between students and Residence Life staff. RAs are valuable resources for enhancing the residential experience.

2.3.2 APARTMENT MANAGERS

Apartment Managers (AMs) are peer leaders who live with and oversee student communities in apartment-style housing (Rocker Square I & II). They provide leadership tailored to upper-class students living independently. AMs

organize community-focused programs, respond to apartment-related issues, enforce policies, and serve as a liaison between residents and Residence Life. They receive specialized training for apartment living issues, such as lease understanding, apartment-specific maintenance, and mediation. AMs are the primary Residence Life contacts for apartment residents.

2.3.3 RESIDENTIAL TUTORS

Residential Tutors (RTs) provide academic support for residents, with a focus on STEM coursework. RTs are upper-class or graduate students recognized for academic excellence. They conduct regular evening tutoring sessions, offer individual and group assistance, provide study strategies, and facilitate test preparation workshops. RTs collaborate closely with faculty and campus academic support services to promote residents’ academic success.

2.3.4 STUDENT FACILITIES COORDINATOR

The Student Facilities Coordinator is a trained student staff member responsible for performing advanced maintenance tasks within campus housing. Working in partnership with the Director of Housing & Operations, the Student Facilities Coordinator completes repairs such as basic troubleshooting, repairs and replacements, and other work beyond tasks expected of room occupants. This work may include replacing elevated light bulbs, changing door lock batteries, and addressing basic facilities concerns. This student staff member may enter resident rooms or shared spaces to complete necessary work and communicates with residents regarding access needs. This role contributes to keeping residence halls functional, safe, and well-maintained throughout the academic year.

2.4 FACILITIES STAFF

Custodial and Maintenance staff (aka Trades) play a critical role in supporting Residence Life. Custodial staff maintain clean and sanitary common areas including deep cleaning restrooms; but are not responsible for cleaning up after individual residents. Residents are expected to clean up after themselves and respect shared spaces. Trades staff respond to maintenance requests and handle repairs throughout the halls beyond the scope of the Student Facilities Coordinator.

2.5 HOURS, OFFICES, & PHONE NUMBERS

Residence Life offers a range of support services to help students succeed. Contact the Residence Life Central Office or HD Staff Offices during business hours. Contact an RA or AM after hours for any questions, concerns, or needs.

2.5.1 BUSINESS HOURS

The Residence Life Office is open 7:30 AM – 4:30 PM (7:00 AM – 4:00 PM in the summer) for general inquiries, support, and administrative needs. *Building-specific on-call numbers **are not monitored** when offices are open.*

Building	Location	Office Phone
Surbeck Center Central Office	Suite 137	(605) 394-2348
Placer Hall HD Staff Office	Room 102	(605) 394-6655
PC Commons HD Staff Office	Room 103	(605) 219-8236
Rocker Square I HD Staff Office	First Floor RSI	(605) 545-1588

2.5.2 AFTER HOURS AND ON WEEKENDS

If residents need assistance outside business hours, they should contact the appropriate on-call Residence Life number for any issues or concerns.

On-Call Location	Contact Phone
Connolly Hall	(605) 391-3201
Palmerton Hall	(605) 381-4974
Peterson Hall	(605) 381-4819
Placer Hall	(605) 381-0083
Rocker Square I & II	(605) 545-1588

SECTION 3 | HOUSING & OPERATIONS

This section provides information about applying for housing, room assignments, addressing maintenance needs, billing, and other day-to-day concerns.

3.1 APPLYING FOR CAMPUS HOUSING

SDM requires students to live on campus during the first two years following high school graduation (SDBOR Policy 3.7.1). The SDM housing process is designed to support the transition to college, promote student success, and connect residents to the campus community. Information is presented in a timeline-based format to align with the times when residents are most likely to need guidance. If a situation arises that is not addressed in this section, residents should contact Residence Life at reslife@sdsmt.edu.

3.1.1 HOUSING APPLICATION AND AGREEMENT

To apply for on-campus housing, students must submit the online housing application and pay the \$100 housing application fee. Submitting this application confirms that the student agrees to the terms of the [Housing Agreement](#) for the current academic year. **Assignments cannot be made until the application fee is received.** Until received, the application is incomplete, like a draft version. Incomplete applications will be archived/deactivated after 30 days. Applicants may request reactivation by contacting Residence Life at reslife@sdsmt.edu.

The [Housing Agreement](#) (aka contract) outlines the terms for occupying university housing, including payment responsibilities, length of agreement, and termination policies. The [Housing Application Dates and Information](#) page discusses all the housing application processes.

3.1.2 LIVE-ON REQUIREMENT AND EXEMPTIONS

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

Marital Status

Students who are married.

Non-Degree Seeking Status

Students who are non-degree seeking.

Medical Use of Cannabis

Students who hold a currently valid written certification regarding the medical use of cannabis.

Dependents

Students with dependent children who reside with them.

Greek Housing

Students living in Greek housing who have met the campus housing release requirements.

Capacity Issues

When residence hall occupancy exceeds manageable

capacity.

Living with Parents or Legal Guardians

Students who reside full-time during the academic year at the primary residence of their parent(s) or legal guardian(s) within a designated radius. Standard is 30 miles with some approvals ranging between 30 - 45 miles.

Discretionary Waivers

At the discretion of the University, after considering the individualized circumstances and determining that the circumstances merit a waiver.

Review the housing application form or [South Dakota Board of Regents Policy 3.7.1](#) for more details.

3.1.3 ROOM PREFERENCES AND ASSIGNMENTS

In compliance with South Dakota Codified Law §§ 13-32-21 through 13-32-25, which requires institutions to protect privacy in multi-occupancy sleeping quarters, changing rooms, and restrooms, SDM assigns housing based on multiple factors including applicable law, institutional policy, and students' self-reported information and preferences.

At this time, Residence Life assigns shared bedrooms based on the legal sex designation listed in university records. Residents are not assigned to a bedroom with individuals of a different legal sex unless permitted under other exceptions or accommodation provided by law, code, or policy.

Wherever possible, Residence Life considers all preferences indicated on a housing application when deciding room assignments including preferences for building, room type, and specific roommate requests. While efforts are made to honor these preferences, room assignments providing perfect amenities and roommate alignments are not guaranteed.

Residents may request specific roommates by listing their names and SDBOR email addresses in the housing application. Such requests are considered only if they are mutual, have correct spelling, if both residents are eligible to live together, and if both have submitted applications and paid the housing application fee prior to placement timelines. In the absence of a specific roommate request, Residence Life utilizes the lifestyle questions within the housing application to assign a most-compatible roommate from available options.

Residents who require specific living arrangements for medical or accessibility reasons must complete the housing application and separate accommodations request process through the Office of Accessibility Services.

Housing assignments are considered final once issued. Changes are not granted based on preference alone. Residents may communicate placement concerns to the Director of Housing and Operations at reslife@sdsmt.edu; however, reassignment is not guaranteed. All final housing assignments remain subject to institutional discretion and are determined with consideration for resident well-being, facility design, and legal requirements to protect privacy in shared living spaces.

NOTE | Unapproved room changes will lead to disciplinary action and/or fines. This includes in-room bedroom swaps.

3.1.4 HOUSING ACCOMMODATIONS

The University approves housing accommodations for students in limited circumstances. Residents requiring a disability-related housing accommodation should contact the Office of Accessibility Services at disabilityservices@sdsmt.edu or call (605) 394-2533.

NOTE | NEW TO SDM priority deadlines for submitting requests are typically June 1 (Fall) and December 1 (Spring) and RETURNING TO SDM are typically MAR 27 (Fall) and December 1 (Spring).

3.1.5 INTEREST COMMUNITIES

Peterson Interest Communities (PICs) are themed residential communities located in Peterson Hall without an academic focus. Each PIC is centered around a shared topic of interest and is designed to help new students build connections, develop a sense of belonging, and engage in meaningful learning outside of the classroom.

Unlike other residence halls, Peterson Hall has no large common lounge space. PICs create intentional community by organizing social experiences around a unifying theme. Residents participate in interest-based events, meet campus and community partners, and attend guided activities with their RA. These events are tailored to each community's topic and occur at least twice monthly.

Participation is open to all incoming New to Mines students required to live on campus, regardless of background, skill level, or experience in the interest area. Students are placed in a PIC based on their responses to a short application question in the housing application. Placement is not guaranteed and depends on both space and the quality of the essay response. Students passionate about interest community topics continue to live in other non-PICs and RAs in Palmerton and Connolly host events that align with PIC themes from time to time.

Current Interest Communities

- **Exploring Rapid City & Beyond**
Focuses on exploring the cultural, historical, and recreational opportunities in the Black Hills and greater Rapid City area. Activities may include visits to local landmarks, hikes in the Hills, trips to museums, and community-based events.
- **Outdoor Pursuits**
Centers on hiking, biking, camping, and other outdoor adventures. This community is ideal for students who enjoy active, outdoor lifestyles or want to try new recreational challenges. Activities include trail exploration, outdoor survival workshops, and equipment tutorials.

The PIC Application Essay

When reviewing applications, Residence Life staff uses the following rubric to determine placement:

Criteria	Meets Expectations
Interest Alignment	Clearly explains enthusiasm for the topic
Personal Connection	Describes how the theme relates to goals or values
Likely to Participate	Expresses openness to attend events and engage and is likely to find time to engage if informed of events in advance
Respect for Community	Shows understanding of shared living expectations
Thoughtfulness	Demonstrates reflection and genuine motivation

3.2 BEFORE ARRIVAL AND MOVE-IN

After residents complete the housing application and receive an assignment, the next step is preparation for arrival. The following outlines key logistics, policies, and expectations for planning a successful move to campus.

3.2.1 CONNECTING WITH ROOMMATES

Residents are encouraged to reach out to assigned roommates prior to arrival on campus. A brief message or phone call introducing themselves and discussing preferences for shared items, sleep schedules, and room setup can help ease the move-in process. The housing assignment email contains contact information for each roommate.

Positive roommate relationships often begin with clear expectations. Residents are advised to discuss who will bring shared items, how space will be organized, and other important considerations in advance. The *Roommate Agreement*, which is completed with assistance from an RA or AM during the first weeks of the semester, serves as a helpful guide for these conversations.

Residents who have not received communication from a roommate or who encounter difficulties connecting should contact Residence Life at reslife@sdsmt.edu for assistance. Residence Life staff are available to help navigate communication prior to move-in.

Roommate changes are not permitted once assignments are finalized unless an approved ADA accommodation exists or a vacancy aligns with institutional needs. Residence Life continues placing residents as space becomes available; therefore, roommate assignments may change before arrival. Residence Life will provide updated assignment information if changes occur.

3.2.2 WHAT TO BRING

A suggested packing list is available in **Appendix C**. Each resident is responsible for bringing bedding, towels, personal items, and other essentials. All bedrooms are furnished with a bed, dresser, wardrobe or closet, desk and desk chair, window coverings, and internet access (type varies by building).

Residents are responsible for securing their personal belongings and are encouraged to obtain renter's insurance. Residence Life does not insure personal property and is not responsible for damage or loss by fire, theft, water damage, or other unexpected events.

3.2.3 MOVE-IN INFORMATION

Residents are required to follow emailed and posted instructions during all move-in periods. Move-in dates, check-in locations, and detailed procedures are provided annually by Residence Life.

Residents assigned to Connolly, Palmerton, Peterson, or Placer Halls will access their rooms using their Grubby ID. Residents assigned to Rocker Square I or II will receive keys and access cards from Residence Life staff during check-in.

Residence Life staff are present during designated check-in times to provide assistance and confirm the check-in process. Residents must complete all steps to be officially considered moved in.

NOTE | Overnight guests are not allowed during move-in, move-out, or break periods.

3.2.4 EARLY ARRIVAL

Residents may request to arrive on campus early under limited circumstances if their assigned rooms are available. Requests for arrival prior to official dates will not be approved. No student may arrive prior to August 20, 2025, unless participating in a specific early arrival group required to be on campus earlier.

To request early arrival, residents must complete the **Early Arrival Application and Agreement** prior to August 1, 2025, at Noon, after which there are late fees. Immediate access is not guaranteed for late submissions. Requests may be denied if a resident's housing assignment cannot be made available before the requested arrival date.

Residents who are part of a **Special Early Arrival Group** including Residence Life student staff, athletes, pre-orientation, new international students, peer mentors, or move-in crew do not need to submit the Early Arrival form. Arrival for these groups is coordinated by the respective coach, supervisor, or faculty sponsor. Online forms are available at: <https://www.sdsmt.edu/experience/housing/online-forms.html>

Information regarding discount eligibility, available dates, and billing can be found on the early arrival housing form.

3.2.5 LATE ARRIVAL

Residents planning to check in after posted hours or during weekends should contact Residence Life in advance to coordinate their arrival. After-hours check-in may be delayed depending on staff availability.

3.3 ROOM CHANGES, CONSOLIDATION, & REASSIGNMENTS

This section provides key information about daily life in the residence halls and Rocker Square apartments. It covers topics such as room changes, housing payments, maintenance procedures, and communication standards to help residents navigate their campus living experience effectively.

3.3.1 ROOM CHANGE REQUESTS

Room changes are sometimes necessary to support resident well-being and ensure a positive living environment. Room changes are not automatically granted and are not intended as the first response to discomfort or interpersonal challenges. Residence Life values residents developing skills in communication, compromise, and self-advocacy within shared spaces. When conflicts arise, residents are encouraged to speak directly with their roommates and to seek support from RAs or AMs for guidance and mediation.

Room assignments are generally intended to remain consistent throughout the semester. Residents may not change rooms without written approval from Residence Life.

A room freeze is in effect during the first two weeks and the last two weeks of each semester to maintain accurate occupancy records, billing, and administrative processes. After the freeze period, residents with unresolved conflicts or other significant needs may submit a **Room Change Request Form**, available from Hall Directors or the Residence Life Central Office.

Room changes will be considered only if:

- Space is available.
- The required form is submitted, and a discussion has taken place.
- The request aligns with Residence Life placement priorities, such as accommodating accessibility needs or preserving space for new applicants.

Approval is not guaranteed. If a request is approved, residents are typically required to complete their move within a 48-hour window. Room changes not completed within the designated timeframe may be canceled. Residents who move without approval or fail to follow the established process may incur charges for an improper room change and may be required to return to their original assignment. This includes swapping bedrooms in Peterson Hall study quads, Placer Hall suites, and Rocker Square apartments.

Residents are expected to reflect on their goals before requesting a room change and to participate in structured conversations aimed at improving their current living situation. Residence Life does not grant room changes based solely on lifestyle differences without an attempt at dialogue and resolution. Conflict resolution is considered an important part of community living. When reviewing potential room change requests, Residence Life will ask if an attempt was made at mediation either with an RA, AM, or AHD.

3.3.2 ROOM CONSOLIDATION & REASSIGNMENT

Residence Life may reassign residents for reasons related to safety, conduct, maintenance, building needs, or occupancy management. When reassignment is necessary, staff will notify the resident and provide instructions about next steps.

If a vacancy occurs in a room during the academic year, the remaining resident is responsible for keeping the open space clean, furnished, and ready to accommodate a new roommate. New roommates may be assigned at any time without advance notice.

Residents with a mid-year vacancy may experience one of the following outcomes:

- **Double-as-a-Single Offer (Second-Year and Above)**
If space permits, residents may be offered the option to retain their room as a double-as-a-single. Additional charges apply. Rates are listed on the [Housing and Dining Rates](#) page.

- **New Roommate Assignment**

Residents may request a specific roommate or may be assigned a new roommate by Residence Life. This could involve remaining in the current room or relocating to another space with availability.

- **No Change**

If no eligible roommate is available and no buy-out offer is made; the space may remain empty at no additional charge. Residents are still required to maintain the room in a move-in ready condition.

If a double-as-a-single offer is not made or is declined, Residence Life may consolidate residents into shared spaces. Instructions for consolidation will be communicated via email. Failure to comply with consolidation requirements may result in reassignment or referral to the conduct process.

NOTE | Residents may not discourage, or refuse assigned roommates.

3.4 FACILITIES & MAINTENANCE REQUESTS

3.4.1 FACILITIES MAINTENANCE REQUESTS

Residents must report maintenance concerns as soon as they are identified by submitting a work order online through the [Work Order Request](#) system. For issues posing safety risks, potential property damage, or affecting a resident's ability to remain in their space, contact Residence Life staff immediately. Include detailed descriptions, photos, or videos to help staff address the problem efficiently.

The Work Order Request system is where updates are shared about the status of requests, including who is assigned, work completed, and any actions needed from residents. Routine requests are typically addressed within five business days. Urgent issues, such as loss of heat, active water leaks, or lock problems, should be reported without delay. Avoid submitting duplicate requests, as this can delay resolution. Residents who submit a work order should communicate updates and outcomes to any roommates or suitemates affected.

By submitting a work order, residents authorize staff or approved contractors to enter their space to complete repairs. While the university strives to provide advance notice, 24-hour notice cannot be guaranteed for urgent or emergency work. Residents may be asked to move personal items to allow access to units such as HVAC systems or plumbing. The university does not move residents' possessions. Residents should monitor their university email and phone for updates regarding maintenance requests and room access.

3.4.2 INTERNET MAINTENANCE

Internet is provided in all campus housing. If residents experience connection issues in:

- **Connolly, Palmerton, Peterson, or Placer Hall:**

Submit a work ticket using the [SDM WIFI Feedback Form](#).

Contact SDM ITS: HelpDesk@sdsmt.edu.

Call (605) 394-1234.

Visit the ITS desk on the main floor of the Devereaux Library.

- **Rocker Square I & II:**

Submit a maintenance [work order](#) to be addressed through the Residence Life system.

Connection issues are initially assessed by Residence Life staff and are managed by the building's internet service provider.

Ethernet connections are not available in Rocker Square I and II.

NOTE | Personal routers are not allowed as they interfere with campus network performance.

3.5 MEAL PLANS & MEAL PLAN CHANGES

In accordance with [SD BOR Policy 3.7.1](#), residents living on campus are required to have a meal plan. Information about available meal plans, eligibility, and accommodations for dietary restrictions is available on Dining Services webpages.

3.5.1 CHANGING OR UPDATING MEAL PLANS

After students select their initial meal plans on their housing application, they may make changes to their meal plans through the first ten days of each semester. One change per semester may be submitted using the [Meal Change Form](#). Changes submitted for the Fall semester will automatically carry over to the Spring semester.

3.5.2 DINING ACCOMMODATIONS & WAIVERS

Meal plan accommodations are available for students on SDM meal plans. Dining Services staff review each request individually, prioritizing accommodation before considering waivers. Residents must submit the [Meal Plan Accommodation Request Form](#) with their name, student ID, SDBOR email, and a detailed explanation of their request, along with required documentation. Decisions and further communication will be sent to the student's SDBOR email.

3.6 HOUSING PAYMENTS & CHARGES

3.6.1 SEMESTER BILLING & DEADLINES

Housing charges are billed on a semesterly basis. Payment [due dates](#) are published in the University's financial calendar. Students must pay all account charges by the listed dates to remain in good financial standing with the university. All payments are processed through [Student Accounts/Cashiering Services](#).

3.6.2 COMMON FEES AND CHARGES

Residents are responsible for maintaining their rooms and community spaces in good condition. Charges may apply for damage, lost items, policy violations, or other circumstances beyond normal use.

Common fees and charges include:

- Damage to rooms or community spaces (see [Appendix A](#) for examples and cost estimates).
- Lost keys or access cards:
 - Physical access card: \$20.00.
 - Rocker Square apartment keys: \$25.00 - \$50.00.
- Lockouts (\$5.00 per instance; waived during the first ten days of the Fall Semester).
- Fines for policy violations or failure to complete required paperwork on time.
- Improper checkouts.

Residents are responsible for any damage, missing furniture, or excessive cleaning needed in their assigned space beyond 'normal wear and tear.' Room Condition Reports (RCRs) are used to document the condition of each room at move-in and move-out. Residents are responsible for thoroughly completing their portion of their RCR carefully and reporting any discrepancies within 72 hours of check-in.

3.6.3 COMMUNITY DAMAGE AND LOSS

Sometimes damage and loss occur in community spaces where it's not immediately clear who was responsible. When this happens, Residence Life follows a consistent process to ensure fairness, transparency, and accountability.

Reporting and Initial Assessment

When damage and loss occur in shared spaces, Residence Life begins an investigation upon receiving a report. If no individual can immediately be identified as responsible, an email is sent to residents of the affected area describing the incident, providing an estimated cost (once available) for repair or replacement, and requesting anyone with

information to come forward. Residents have three business days to share details or name those involved. This may be done anonymously through the [Advocate Online Reporting](#) system.

Emergency Repairs

If safety or functionality is at risk, emergency repairs may be completed right away. Any costs for labor, parts, or temporary solutions are documented and factored into the final cost assessment.

Responsibility Determination

If an individual or group is found responsible, charges will be billed directly to those parties. If no responsible party can be identified and the damage clearly goes beyond normal wear and tear or use, the cost will be divided among all residents who have reasonable access to the space. Residents who were not present or involved may appeal by submitting concrete evidence such as travel records or class schedules to email address provided in the email.).

Billing and Appeals

Final costs include labor, materials, and administrative factors if applicable, and will appear on student billing statements. Residents are notified via SBOR email or via their RCR of the final cost breakdown and instructions for filing an appeal.

Educational Follow-up

If damage becomes a recurring issue, Residence Life may hold community meetings or educational sessions to address concerns and promote responsible community living. Ongoing or repeated incidents could also lead to policy reminders or restrictions on the use of certain community spaces.

NOTE | Residents will be notified of community-area damages or theft and given the chance to claim responsibility; if no one does, costs are fairly split among all residents of the affected community.

3.7 APPEALS

Residents who disagree with a decision affecting their campus housing experience may request a reconsideration through the appeals process. Each decision is eligible for one appeal, which must be submitted within five business days of the original decision. If an appeal is not filed within this timeframe, the original decision becomes final. All appeal decisions are final.

To begin an appeal, residents must submit a written appeal letter addressing one or more of the following grounds:

- A rationale for changing the original decision.
- New and relevant information that was not available at the time of the original decision.
- A procedural error that influenced the outcome.
- A concern that the outcome was disproportionate to the circumstances.

Appeals and any supporting documentation should be emailed to reslife@sdsmt.edu or by replying directly to the original decision email.

Appeals related to housing agreements, assignments, or exemptions are reviewed by the Dean of Students or designee. All other appeals are reviewed by a Director of Residence Life.

Appeals are reviewed in the order they are received. During the review process:

- The reviewing party may consult relevant documentation and individuals involved.
- A final decision is typically issued within ten business days. If additional time is needed, appropriate parties will be notified.
- The outcome will be communicated via email. Possible outcomes include Residence Life upholding the original decision, modifying the original decision, or overturning the original decision.

3.8 BREAK PERIODS & CLOSURES

Residence halls operate from the first day of classes through the last day of final exams each semester. Certain halls close during specific university breaks. Closure periods and requirements vary by building as outlined in the Housing Agreement. During periods of closure, residents may apply for extended stays, subject to approval and additional charges.

3.8.1 SHORT BREAKS & HOLIDAYS (THANKSGIVING, EASTER, ETC.)

Residence halls remain open during university holidays or breaks shorter than five days when no coursework days are scheduled. This includes periods such as Thanksgiving Break and Easter Weekend. Residents may stay in their rooms during these times without submitting a request. Services are reduced during breaks.

3.8.2 CLOSURES DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES

Residence Life may adjust move-out deadlines, break housing timelines, or limit services if inclement weather or emergencies impact operations. Changes will be communicated to residents via university email. Residents are responsible for monitoring their SDBOR email for time-sensitive updates.

If the University closes due to severe weather, campus housing remains open for current residents. Services such as mail, custodial operations, and dining may operate on reduced schedules. Staff will prioritize health, safety, and essential support services.

Residents who feel unsafe traveling during severe weather should contact Residence Life. Adjustments to move-out or return schedules may be made based on road conditions and travel restrictions. During emergencies, residents must follow all directions provided by Public Safety and Residence Life Central Staff. Emergency procedures are guided by SDM Emergency Management and Public Safety protocols.

3.8.3 STAYING DURING BREAKS

Break housing is limited and available only by application. If approved, residents contracted to remain on campus any time between when the halls close and reopen will be charged a nightly rate, with rates posted online and on the registration forms.

Detailed schedules, eligibility requirements, costs, and deadlines are posted on the Residence Life website. Residents are responsible for reviewing this information and submitting applications or questions before the posted deadlines.

During break periods:

- Overnight guests are not permitted.
- Access may be limited to specific entrances or times.
- Front desk operations and staff support may be reduced.
- Residents approved for break housing are required to comply with all posted break housing procedures.
- Personal belongings may be left in rooms over Thanksgiving, Winter, Easter, and Spring Breaks at the resident's own risk. Residence Life does not assume responsibility for lost or damaged property.

Students required to be on campus for formal participation in departmental employment, academic coursework, or official athletics team functions may be eligible to receive a 50% discount for the required dates. To receive a 50% discount on break housing rates, the below items must occur before the registration deadline:

- Student submits the break housing application **OR** Staff sends over student group roster & dates needed.
- If an individual student submits the application: Coach, supervisor, staff, or faculty member verifies physical presence is required and for which dates to reslife@sdsmt.edu.

3.8.4 WINTER BREAK

All campus housing is closed during Winter Break. Residents should vacate their rooms by noon the day following their final semester examination unless granted approval for a late stay which may incur additional fees. The Winter Break Housing Request form is available online at <https://www.sdsmt.edu/experience/housing/online-forms.html>.

Residents contracted to remain on campus for Winter Break will be charged a maximum of 15 days.

3.8.5 SPRING BREAK

Connolly, Palmerton, Peterson, and Placer Halls close for Spring Break. Rocker Square I and II remain open during this period. No additional charges apply for residents remaining in Rocker Square.

Residents in closed halls must vacate during Spring Break unless they apply for and are approved for break housing. The Spring Break Housing Request form is available at <https://www.sdsmt.edu/experience/housing/online-forms.html>.

3.9 MOVING OUT AND CHECKOUT

Residents are required to follow all checkout procedures at the end of each semester and when vacating a housing assignment. Community-specific details and deadlines are communicated by email, posted online, and posted within community living areas each term.

3.9.1 END-OF-TERM CHECKOUT

All residence halls close for the summer at noon on May 9, 2026. Residents should vacate their housing assignments within 24 hours of their last final examination or by noon on May 9, whichever occurs first. Failure to check-out properly or by the established deadline may result in additional charges.

3.9.2 LATE STAY REQUESTS

Late stay housing is available only until noon on May 12, 2026, and depends on space availability. Residents who wish to remain past the closing date must submit the May Late Stay Request Form by noon on April 17, 2026. Requests submitted after this deadline are subject to late fees.

Graduating seniors are automatically approved to remain in their assigned spaces until noon on Sunday, May 10, 2026, and do not need to submit a request if departing by that time.

Residents remaining on campus for summer housing must complete the Summer Housing Request Form rather than the Late Stay Request Form. Both forms are available online at <https://www.sdsmt.edu/experience/housing/online-forms.html>.

All late stay requests are subject to approval. Residents will receive notifications of decisions via their Mines email accounts.

3.9.3 MID-YEAR WITHDRAWAL

Residents who withdraw from the University or are removed from enrollment must vacate their housing assignments within 48 hours of the effective date of withdrawal. Residents are responsible for initiating checkout procedures and may be charged if spaces are not properly vacated and checked out. Requests for extensions due to extenuating circumstances must be submitted to the Residence Life Office at reslife@sdsmt.edu.

3.9.4 CHECKING OUT AND ROOM CONDITION REPORTS

Residents are responsible for completing a checkout process at the end of each semester or academic year. Checkout confirms that personal belongings have been removed, the space has been cleaned to move-in ready condition, and any keys or access cards have been returned. Two checkout options are available:

Express Checkout

- Rocker Square residents receive a checkout envelope near the end of their stay. After removing belongings and cleaning the space, keys and access cards must be placed in the provided envelope and returned to the Residence Life Central Office in the Surbeck Center. The overnight drop box may be used if the office is closed.
- Residents in Connolly, Palmerton, Peterson, and Placer Halls may complete their checkout by vacating the space fully, cleaning, removing personal items, and signing the checkout door slip. This signature confirms departure.
- The last resident to leave must also complete the checkout half sheet on each room door, indicating final departure and readiness for inspection.
- Rooms must be left in move-in ready condition. No walkthrough with staff occurs during Express Checkout.

In-Person Checkout

Residents may request an in-person checkout with a Residence Life Central Staff member. This process includes a walkthrough with professional staff to discuss room condition, cleaning requirements, and collection of keys and access cards.

- In-person checkout is limited and must be scheduled in advance. Timeslots will be announced closer to the end of the semester.
- Charges are not finalized until all roommates have vacated the space.

Post-Checkout Inspections

Residence Life staff will inspect all rooms after residents leave, using the Room Condition Report (RCR) completed at move-in to assess for potential concerns. Residents may be charged for:

- Damage beyond normal wear and tear.
- Failure to clean or remove personal items or trash.
- Missing furniture.
- Unreported maintenance issues.
- Other issues requiring attention or resolution.

Charges are divided equally among roommates unless individual responsibility is clearly documented. Residents will receive damage billing notifications and appeal instructions via SDBOR email. Residents take responsibility for a damage billing item(s) by sending an email from their SDBOR email to reslife@sdsmt.edu.

3.9.5 HOUSING AGREEMENT RELEASE

Residents wishing to terminate their housing agreement for a future term must follow the Agreement Termination procedures outlined in the Housing Agreement.

Requests to terminate a housing agreement must be submitted in writing to reslife@sdsmt.edu. The date of receipt, based on email timestamp or postmark, will determine eligibility for potential refunds or applicable costs.

3.10 PRIVACY, COMMUNICATION, AND CONSENT

Information collected through housing applications and agreements is used solely for housing operations. Residence Life does not share this information with external entities unless required by law or with written consent from the applicant. For additional details, refer to the University's data policies here: <https://www.sdsmt.edu/about/policies-and-compliance/policy-manual.html>

3.10.1 COMMUNICATIONS AND SOCIAL MEDIA

The University's official method of communication is email, and Residence Life uses email to communicate important information with residents. For urgent or emergency matters, Residence Life may contact residents using phone numbers provided on housing applications or other official forms. Notices about community events and updates may also be shared through South Dakota Mines' social media accounts, printed flyers, or mail.

Providing personal social media accounts or phone numbers to others is not required. Residents who wish to opt out of optional group communications should notify the staff member managing the group.

NOTE | Residence Life reserves the right to edit any group membership as needed.

3.10.2 PRIVACY AND RECORDS COMPLIANCE

Residence Life adheres to all applicable privacy laws and policies:

- **The Family Educational Rights and Privacy Act (FERPA)** protects the privacy of educational records.
- **The Health Insurance Portability and Accountability Act (HIPAA)** safeguards residents' health information.
- **Memoranda of Understanding (MOUs)** may permit the collection or sharing of resident information for administrative purposes or emergencies, including agreements with entities such as the Rapid City Police Department and Monument Health Services.

Residence Life does not release personal information without written consent from the resident, except where required by law or University policy. Before communicating with external individuals or organizations including parents, guardians, other university offices, or employers, Residence Life may request that residents sign a Release of Information form. These forms are available in the Residence Life Central Office in the Surbeck Center.

3.10.3 PRIZES, AWARDS, & GIVEAWAYS

Information collected for prizes, awards, or giveaways is used for record-keeping and fiscal purposes. Residence Life may publish the names of winners through social media or other outlets. Residents who prefer not to have their names shared publicly should inform Residence Life staff.

3.10.4 FEEDBACK AND WAIVERS

Residence Life is committed to fostering communities where residents can grow and experience a safe living environment. Residents may periodically be asked to provide feedback which assists Residence Life in evaluating and enhancing services and programs.

Participation in certain activities or events may require residents to sign a waiver, a legal document acknowledging and accepting the risks associated with the activity or facility use, including the possibility of personal injury or property damage. Residents must read any waiver carefully, ask questions, or seek legal advice if terms are unclear. Signing a waiver is voluntary; however, residents who choose not to sign may be unable to participate in the related activity or use specific facilities.

NOTE | Residents under 18 MUST have a parent or custodial guardian sign waivers.

SECTION 4 | COMMUNITY LIVING & STANDARDS

A vibrant residential community is built on respect, cooperation, and mutual understanding among all residents. The following standards guide how residents live, interact, and share spaces to create a safe, inclusive, and engaging environment.

4.1 LIVING WITH ROOMMATES & NEIGHBORS

Living with roommates and neighbors offers many rewards but can also present challenges. At the beginning of the year, or when a new roommate moves in, residents are required to complete a *Roommate/Suite/Apartment Agreement* together. This document serves as a valuable conversation starter for discussing quiet hours, cleanliness, guest expectations, and the use of shared spaces and appliances.

When conflicts arise, residents are encouraged to address concerns directly with one another in a respectful and honest manner. Often, a calm discussion can resolve misunderstandings. If a resolution cannot be reached independently, Residence Life staff including RAs, AMs, or AHDs are available to help mediate.

4.2 COMMUNITY COURTESY, QUIET HOURS, & NOISE

Residence halls are both living and learning environments. **Courtesy Hours are in effect at all times**, requiring residents to keep noise at a reasonable level. Residents are expected to comply immediately if asked by another resident or staff member to lower noise levels.

In addition to general courtesy, **Quiet Hours are established** to maintain an environment conducive to studying and rest:

- Sunday–Thursday: 10:00 PM – 7:00 AM MT
- Friday–Saturday: 12:00 AM – 10:00 AM MT
- Finals Week: 24-hour quiet hours begin at 10:00 PM MT on the last class day (or at noon if the following day has no classes) and end at 7:00 AM MT the day after the final exam period concludes.

Quiet Hours apply in all residential spaces, including bedrooms, suites, lounges, hallways, courtyards, and parking areas. Residents should use headphones for music and videos and keep speaker volumes low enough that sound is not heard through walls. Content featuring loud noises or flashing lights should be avoided in shared spaces unless all present agree.

Persistent noise issues should be reported to an RA, AM, or AHD. Adhering to courtesy and quiet hour expectations helps maintain a respectful, successful shared living environment.

4.3 GUESTS AND VISITORS

Living in a residential community requires balancing the opportunity to host guests with the responsibility of maintaining a safe, respectful environment for all residents.

4.3.1 HOSTING GUESTS

A guest is defined as anyone not assigned to a specific room, suite, or apartment by Residence Life, including students living in other halls.

Residents are responsible for their guests' behavior at all times. Guests must comply with all University and Residence Life policies. Residents must consult roommates before hosting guests. Residence Life staff are available to help mediate guest-related concerns if needed.

Guest Expectations:

- Guests must be escorted by their host at all times.
- Guests may not possess access IDs, cards, keys, or login credentials.
- Guests must not interfere with the rights of roommates or other residents.
- Guests violating policies may be removed or banned from returning.
- Hosts may face conduct outcomes if guests violate policies.

4.3.2 OVERNIGHT GUESTS

Under current legal and policy guidance, in bedrooms assigned to more than one resident, overnight guests of a different sex than the assigned occupants are not permitted to stay overnight in campus housing.

To maintain equitable practices and protect privacy for all residents, **overnight guests are not permitted in any bedroom or quad assigned to more than one resident**. This ensures that shared living arrangements remain consistent with privacy expectations, applicable state regulations, and policy guidance. **In bedrooms assigned to individual residents**, including Rocker Square Apartments, single occupancy rooms, double-as-single rooms, double occupancy rooms with only one resident assigned, and Placer Hall suite bedrooms with only one occupant, **overnight guests are allowed under the following conditions:**

- Overnight hours are 2:00AM to 5:00AM MT.
- A maximum of two overnight guests may stay at one time in any bedroom.
- Guests may stay a maximum of three nights in any consecutive seven-night period.
- All residents assigned to the apartment or suite must give prior approval.
- Guests must vacate housing if they are unescorted or cause a disruption.
- Subleasing, rentals, or payment exchanges for guest stays are not allowed.

Guests During Break Periods:

Overnight guests are **not permitted** during:

- Winter or Spring Break,
- Early Arrival or Late Stay periods,
- Move-In or Move-Out periods,
- Any time the University has officially closed housing, or
- Summer terms unless otherwise approved by Residence Life.

Guests Under 18

Any non-residential overnight guest under 18 must receive permission from Residence Life by completing the [Underage Guest Permission Form](#) at least two (2) business days before arrival.

4.3.3 CLUB/ORGANIZATION ACCESS | HALL PASS PROGRAM

Clubs and organizations must request and be granted permission from the Residence Life Central Office to access residence halls for specific events or campaigns (see **Appendix B**).

Submit a written request to the Residence Life email at reslife@sdsmt.edu at least one business day before the requested access. The written request must include the following information:

- Proposed start date, time, and duration of the activity (events should not occur during quiet hours)
- Names of community hosts serving as escorts, who must be residents of the building or approved through Residence Life
- Purpose of the access request
- Level of anticipated engagement with residents
- Steps planned to ensure compliance with policies

A Director of Residence Life has the discretion to accept, decline, modify, or revoke requests.

4.4 COMMUNITY ENGAGEMENT AND EXPECTATIONS

Living on campus involves active participation in building a respectful community. Residents are expected to engage with others thoughtfully, uphold community standards, and use shared spaces responsibly.

4.4.1 COMMUNITY AGREEMENTS

Each semester, Residence Life staff facilitate discussions among residents to create a Community Agreement. These agreements outline expectations specific to each floor or wing, including shared cleaning duties, noise standards, and respectful use of shared areas. Residents are expected to participate and adhere to the agreed-upon guidelines. Community Agreements can be revised through follow-up meetings as needed.

4.4.2 MANDATORY HALL MEETINGS

Residence Life hosts periodic hall and floor meetings to provide time-sensitive updates and reinforce community standards. Topics include health and safety, housing procedures, upcoming deadlines, and addressing concerns. **Attendance is required.** Residents who cannot attend due to class, labs, or academic obligations should notify their RA or AM to receive the information by other means.

4.4.4 POSTING MATERIALS

All signs and postings within the residence halls require approval from a Director of Residence Life. Additional details about on-campus advertising are found in the [On-Campus Advertising / Campus Posting](#) policy.

4.4.5 SOLICITATION AND RUNNING A BUSINESS

Residence halls are intended for residential, social, and academic use. Residents and their guests may not operate businesses, engage in solicitation, or use University resources, such as internet or electricity, for commercial purposes. Outside vendors and campaigners are not permitted in residence halls without explicit approval from a Director of Residence Life.

University-recognized student groups may seek permission for limited sales or outreach through the Director of Residence Life. Approval must be granted before any activity occurs. Residents should report any unapproved solicitation to Residence Life staff.

SECTION 5 | FACILITIES & AMENITIES

5.1 TYPES OF SPACES IN HOUSING

In residential communities, various spaces are designed to fit different needs, such as privacy, studying, socialization, and more.

5.1.1 PRIVATE SPACES

Private spaces are intended for individual use and include bedrooms in traditional rooms, suites, or apartments. Residents can expect a reasonable level of privacy in these areas. Recording anyone in private spaces without their knowledge and explicit consent is strictly prohibited.

5.1.2 SEMI-PRIVATE SPACES

Semi-private spaces are shared among smaller groups of residents, such as shared bathrooms, suite or apartment living rooms, or floor common rooms. Standards of privacy similar to private spaces apply. Residents may not install cameras, such as doorbell cameras, facing into hallways.

5.1.3 PUBLIC SPACES

Public spaces are open to all residents and, in some cases, to the broader university community. These include community kitchens, lounges, laundry rooms, lobbies, and any areas visible from hallways. Residents should avoid loud or disruptive behavior and ensure fair use of these areas. Unauthorized recording in public spaces is prohibited if it infringes on others' rights to privacy and peaceful enjoyment.

5.1.4 STAFF ONLY SPACES

Certain spaces, such as mechanical rooms or rooftops, are designated for staff access only. Residents should not enter staff-only areas without explicit permission. Access to building rooftops is strictly prohibited unless authorized by Residence Life or Facilities personnel.

5.2 SHARED SPACES AND COMMON AREAS

Shared areas such as lounges, kitchens, study rooms, lobbies, and outdoor courtyards enhance the residential experience by offering spaces for studying, socializing, and relaxing. These areas are community resources and must be used responsibly and respectfully.

Most shared spaces operate on a first-come, first-served basis and cannot be reserved. The only exception is the fire pit near Palmerton and Connolly Halls, which can be reserved by contacting the Palmerton/Connolly Hall Director at least two business days before the event.

Expectations for Shared Space Use:

- Use headphones and keep sound at a respectful level. Avoid bright flashing lights or disruptive visuals.
- Do not display graphic or potentially offensive content in shared spaces unless everyone present agrees.
- Do not remove furniture from lounges or common spaces.
- Use furniture and equipment properly.
- Report any damage or maintenance needs to Residence Life staff.
- Clean up. Residents may be charged for excessive mess or failure to maintain shared areas.

Residence Life is not responsible for personal items left in community spaces.

5.3 AMENITIES AND SERVICES

5.3.1 COMMUNAL KITCHENS

Each residence hall includes at least one shared kitchen equipped with sinks, stoves, ovens, microwaves, and basic cooking tools. Residents must remain with food while cooking, as unattended cooking frequently triggers fire alarms. All surfaces and utensils should be thoroughly cleaned after use, and any community-use food items stored on shared shelves must be clearly labeled. Only appliances identified on the approved items list are permitted in communal kitchens. Any damage or safety concerns should be reported to Residence Life staff promptly.

5.3.2 LAUNDRY FACILITIES

Each residence hall is equipped with on-site laundry facilities. Machines in Connolly, Palmerton, Peterson, and Placer Halls operate using Grubby Gold linked to residents' *Grubby ID* account. Rocker Square II requires a separate laundry card, while Rocker Square I includes residential-style free laundry services. Residents should promptly remove laundry when cycles are complete, clean dryer lint traps, and maintain tidy laundry areas. Any malfunctioning machines should be reported to hall staff or the service portals as posted in laundry rooms.

5.3.3 MAIL AND PACKAGES

Each resident receives a mailbox assignment in the Surbeck Center. Mailing addresses should be formatted as follows:

[Resident's Full Name]
South Dakota Mines – MB# ____
501 E. Saint Joseph St
Rapid City, SD 57701

Residents should check their mailboxes often. Packages and paper mail that do not fit inside mailboxes are logged and held in the Surbeck Center mailroom, with email notices sent to recipients. **Refrigeration is not available for perishable items or specialty deliveries.** Outgoing mail can be dropped off at the Surbeck Center or managed through the local post office. Sensitive items, such as medication, may be held temporarily in Monument Health's on-site storage if not picked up promptly after arriving on campus. For assistance, contact the Surbeck Center front desk supervisor.

Food orders and deliveries require advance planning and clear instructions. Residents should meet delivery drivers at residence hall entrances or at the Surbeck Center front desk and provide specific directions to avoid confusion. The University is not responsible for failed, unattended, delayed, or unsatisfactory deliveries.

5.3.4 BICYCLES RACKS & REPAIR STATIONS

Bicycle racks are available outside each residence hall. Multiple bicycle repair stations exist on campus. Residents are encouraged to register their bicycles with Parking for identification, theft prevention, and recovery. Bicycles should always be secured with a sturdy U-lock.

5.3.5 TRASH AND RECYCLING

Residents are responsible for disposing of personal trash and recyclables in designated dumpsters or bins. Trash should never be left in hallways or shared spaces. Recycling bins must be used for appropriate materials, and all areas should be kept clean. Improper disposal may result in individual charges or community billing for additional cleaning services.

5.3.6 HEATING, COOLING, AND ENERGY USE

All rooms are equipped with heating and air conditioning units. Residents are expected to use thermostats responsibly and avoid extreme temperature settings that place unnecessary strain on utility systems. Windows should remain closed during active heating/cooling periods and precipitous weather. Space heaters and personal air conditioners are not permitted unless provided or specifically approved by Residence Life. To support energy conservation, residents should turn off lights when leaving a room and unplug electronics that are not in use.

5.3.7 CIRCUIT BREAKERS

Residents living in apartment-style housing may reset circuit breakers if they trip. In traditional residence halls, power outages or electrical issues should be reported to Residence Life or Campus Safety. Frequent breaker trips or any signs of electrical problems, such as sparks or burning odors, must be reported immediately to ensure safety.

5.3.8 ELEVATORS

Elevators must be used safely and should never be overloaded or used for horseplay. Residents are financially responsible for any repairs resulting from misuse, ranging from \$500 to over \$2,000 per incident.

5.3.9 OUTDOOR SPACES

Residence Life offers outdoor spaces for residents, including the fire pit near PC Commons, the sand volleyball court at Palmerton Hall, and the community garden at PC Commons. All rules and expectations for shared community spaces apply equally to these outdoor areas.

5.3.10 PROVIDED FURNITURE AND LOFTING

All university-provided furniture must remain in the assigned room or apartment and may not be removed, stored elsewhere, or exchanged without permission from Residence Life. Beds may be lofted only in approved buildings and must maintain a minimum clearance of 20 inches from the ceiling. Bed rails are available upon request through Central Staff. Residents are prohibited from triple-bunking beds or obstructing sprinklers and smoke detectors.

5.3.11 DECORATING AND SPACE MODIFICATIONS

Residents may use blue painter's tape on painted drywall and non-permanent adhesives, such as 3M Command Strips, on unpainted surfaces like doors, glass, tile, metal, or finished wood. Items must not be attached to ceilings, pipes, ductwork, sprinkler heads, or smoke detectors. Residents are financially responsible for any repairs or painting. Painting rooms or furniture is prohibited. Residents may not remove carpeting, take down window treatments, or modify electrical fixtures.

SECTION 6 | SAFETY & SECURITY

This section outlines important information related to building access, fire safety, weapon regulations, and prohibited items within campus housing.

6.1 EMERGENCY RESPONSE AND EVACUATION

Emergencies can happen at any time, and preparation helps keep the campus community safe. Residents are responsible for understanding campus safety protocols and following all instructions from Residence Life staff, Public Safety, and emergency responders.

SDM maintains comprehensive emergency procedures covering topics such as evacuations, severe weather, medical emergencies, mental health crises, fire or smoke, shelter-in-place situations, sexual assault, hostile individuals, bomb threats, chemical spills, utility emergencies, unauthorized visitors, and elevator failures. Detailed guidance for each scenario is available through Public Safety's **Campus Emergency and Safety Procedures**, found online at: [SDM Emergency Procedures](#) and in every mailbox at the beginning of the academic year.

6.1.1 EMERGENCY PREPARATION & INDIVIDUAL RESPONSIBILITY

Effective emergency response relies on preparation. Residents should:

- Review online and posted emergency materials from Public Safety,
- Register for Everbridge alert notifications and share accessibility needs with Residence Life to ensure proper support during emergencies,
- Keep essential items (e.g., shoes, jackets, phone) accessible, and
- Coordinate with roommates to support one another during drills or real events.

During fire alarms, elevators must not be used; residents should use stairs or proceed to designated Refuge Areas if unable to evacuate via stairways. Hallways and stairwells must remain clear of personal belongings to ensure safe emergency exits. Items such as bicycles, shoes, or trash should not be stored in these areas, and fire doors must never be propped open.

NOTE | Failing to evacuate during an alarm or ignoring shelter instructions puts everyone at risk and may lead to conduct action. Residents' and guests' cooperation is critical for a safe campus community.

6.2 BUILDING SECURITY AND ACCESS

Safety and security are central to life on campus. Residence Life, Public Safety, and the entire SDM community work together to maintain a secure environment. However, individual awareness and proactive measures are also essential in keeping campus housing safe.

6.2.1 LOCK DOORS

Residents should always keep room or apartment doors locked, even when stepping away briefly. Unlocked doors are a primary cause of theft in residence halls. Rooms should remain locked whenever residents leave and while inside sleeping or showering to protect both personal belongings and privacy. Valuables such as electronics, cash, jewelry, or important documents should never be left unattended in common areas, and residents are encouraged to label or engrave items for easier identification if lost or stolen. It is also wise to avoid keeping large amounts of cash in campus housing.

6.2.2 KEEP ID AND KEYS SECURE

A resident's *Grubby ID* and room keys provide access to buildings, meals, and campus services. These items should never be lent to others. Lost or stolen keys or IDs must be reported immediately to Residence Life to secure rooms and accounts. Replacement costs may apply for reissued credentials.

6.2.3 COMMUNICATE PLANS

Residents planning to stay out late or leave campus for a weekend or longer should inform a roommate, friend, or family member about their plans and expected return. Sharing this information can help ensure timely aid if something unexpected occurs.

6.2.4 STAY AWARE

Whether walking across campus, entering residence halls at night, or spending time in shared spaces, residents should remain alert and trust their instincts. If a situation feels unsafe, residents should leave the area and contact Public Safety at (605) 3946100.

6.2.5 REPORTING SUSPICIOUS ACTIVITY

Suspicious behavior should be reported promptly to Residence Life staff, Public Safety, or local law enforcement. Timely reports help prevent crime and protect the campus community. Residents can choose to report concerns anonymously if preferred.

6.2.6 CRIME PREVENTION TIPS

Residents are encouraged to follow these safety practices:

- Never prop open exterior doors or allow access to individuals who are not recognized.
- Mark or record serial numbers of valuable items for easier identification if lost or stolen.
- Keep valuables out of sight in vehicles or public areas.
- Walk with friends after dark and stay on well-lit paths.
- Utilize campus safety resources and programs offered through Public Safety.

6.3 MISSING PERSON CONCERNS

Residence Life adheres to [SD Board of Regents Policy 3.4.5](#) regarding missing students. If a resident believes another student may be missing, they should report the concern immediately to the Dean of Students, Residence Life staff, or Public Safety. Residence Life will take prompt action to locate the student. If initial efforts are unsuccessful, the Rapid City Police Department may be contacted for further assistance.

When completing the housing application, residents are required to provide an emergency contact. In the event that law enforcement becomes involved in a missing person investigation, Residence Life may be obligated to notify the resident's designated emergency contact. As part of such investigations, Residence Life staff may also need to enter a resident's room to gather information or verify the student's whereabouts.

6.4 MEDICAL AND MENTAL HEALTH EMERGENCIES

The health and safety of all residents are priorities for SDM. This section describes expectations and available resources when a medical emergency, mental health crisis, or other urgent health issue arises in campus housing.

6.4.1 IMMEDIATE MEDICAL EMERGENCIES

If a person is experiencing a medical emergency such as severe injury, unconsciousness, difficulty breathing, severe bleeding, suspected overdose, or other life-threatening conditions:

- Call **911** immediately.
- Clearly communicate the nature of the emergency and the exact location.
- Do not move the individual unless it is necessary to prevent further harm.
- Remain with the person if it is safe to do so until emergency responders arrive.

NOTE | Residence Life staff, Public Safety, and other university employees cannot transport students to medical facilities due to liability and safety concerns. Emergency medical transport should be handled by professional services such as an ambulance.

6.4.2 HOSPITAL TRANSPORT AND CARE

Emergency medical personnel will determine the appropriate hospital or medical facility if transport is needed. Students requiring medical attention but who are stable may arrange transportation through friends or family members. Monument Health Rapid City Hospital is the primary emergency hospital serving the University.

6.4.3 MENTAL HEALTH CRISES

If a resident or another individual is in immediate danger of harming themselves or others:

- Call **911** or **988** right away.
- Stay with the individual until help arrives if it is safe to do so.
- For mental health crises that are serious but not immediately life-threatening, such as severe distress, panic attacks, or thoughts of self-harm without an active plan:
- Contact Residence Life staff or Public Safety for assistance.
- Reach out to the Counseling Center during business hours.
- After hours, call the 988 Suicide and Crisis Lifeline for confidential support.
- Pivot Point Emergency Services in Rapid City offers evaluation and stabilization for individuals in crisis. Students may seek services voluntarily. Residence Life staff do not transport residents to treatment facilities.

6.4.4 UNIVERSITY RESPONSE

When a medical or mental health emergency occurs on campus, Residence Life staff or Public Safety may:

- Assist in contacting emergency services and securing the area.
- Notify appropriate campus offices to coordinate follow-up support.
- Contact residents afterward to share support resources and clarify any necessary steps.

6.4.5 PRIVACY

Information related to a resident's health or mental health emergencies is shared only with individuals who have a legitimate need to know under University policies, FERPA, or applicable laws. Privacy is respected, and support services are available to help students manage any related concerns.

6.4.6 ALCOHOL & DRUG USE AMNESTY POLICIES

SDM encourages students to seek help without hesitation during a health emergency involving alcohol and illicit drug use.

Under policy:

- **Seeking Help:** A student who contacts emergency services for themselves or another person due to alcohol use will not face university discipline for alcohol policy violations under SDBOR Policy 3.4.1 and Policy 1.4.3, provided they comply with all instructions given by responders and staff.
- **Bystanders:** Students who have also consumed alcohol but help another person get medical care will not face conduct action for their own alcohol use during the incident.
- **Sexual Misconduct Reports:** A student reporting sexual assault or harassment will not face conduct charges for alcohol or drug use occurring at the time of the incident.

Limits of Amnesty:

- Amnesty applies only if help is sought before staff or law enforcement intervene.
- It does not cover other violations of the Student Code of Conduct.
- It does not exempt individuals from legal consequences outside the University.
- Amnesty may be denied in cases involving repeated or severe incidents.

NOTE | Always choose safety over hesitation. If ever unsure what to do, call 911 or contact Residence Life staff. Help is available 24/7.

6.5 RESTRICTED & PROHIBITED ITEMS

Living in campus housing includes important rules for safety and compliance. Certain items and activities are prohibited or restricted to protect the well-being of individuals and the campus community. Violations may result in confiscation of prohibited items, conduct action, or charges if damage occurs.

6.5.1 WEAPONS, SELF-DEFENSE ITEMS, AND FIREARMS

Possession and use of weapons in campus housing are strictly regulated under SD Mines Policy VII-08, Rapid City Municipal Code Ch. 9-28, and SDBOR Policies 1.4.5, 3.4.1, and 3.7.1.

Individuals are prohibited from possessing or carrying firearms, stun guns, tasers, BB guns, switchblades, fixed-blade knives exceeding five inches, fireworks, explosives, dangerous chemicals, or any device intended to injure or harm others in campus housing unless specifically permitted by law and policy.

Rapid City Municipal Code prohibits carrying concealed knives exceeding three inches or any sharp or dangerous weapon that could be used for attack or defense.

- **Concealed Pistols, Stun Guns, and Mace/Pepper Spray:** Individuals who wish to possess or carry a concealed pistol must have a valid permit under South Dakota law. Individuals may possess stun guns, mace, or pepper spray for personal safety.
- **Residential Storage:** Firearms, stun guns, and self-defense sprays must be stored in a locked case or safe when not carried. These items may also be secured in a locked personal vehicle or surrendered to Public Safety for storage. Residence Life does not provide storage cases or safes.
- **Responsibility:** Individuals are solely responsible for ensuring proper storage and compliance. Violations may result in disciplinary action, including removal from housing or expulsion.
- **Definition of Possession:** For these purposes, possession includes having an item on one's person or within immediate reach, control, or custody.
- **Reporting:** Individuals aware of unsecured or unauthorized weapons should immediately notify Residence Life, 911, or Public Safety.

6.5.2 HAZARDOUS MATERIALS & ITEMS

Items posing risks to health or safety are prohibited in residence halls. These include, but are not limited to:

- Space heaters without approval from Residence Life Central Staff.
- Fireworks, explosives, or incendiary devices.
- Candles with wicks.
- Hookahs (regardless of contents) due to fire risks and residue.
- Ammunition, except for a legally permitted concealed pistol.
- Flammable or hazardous materials (e.g., chemicals, fuel, accelerants, spray paints).
- Large quantities of household cleaning chemicals.
- Real trees or wreaths.
- Holiday lights unless labeled for indoor use, UL-approved, and in good condition.

Residents should contact Residence Life with any questions about hazardous materials or prohibited items.

6.5.3 3-D PRINTERS

SLA model 3D printers that use resin are prohibited due to associated hazards. FFF/FDM 3D printers using PLA or PETG filament are allowed if residents follow all manufacturer safety instructions and ensure proper room ventilation.

Residence Life prohibits the use of ABS filament due to safety concerns and the availability of alternative campus locations for 3D printing.

6.5.4 EXTENSION CORDS AND ELECTRICAL SAFETY

Permanent extension cords are not allowed in campus housing. Only UL-approved power strips (maximum cord length of six feet) with built-in circuit breakers, which must plug directly into wall outlets, may be used. Connecting multiple power strips together or running cords under rugs or doors is prohibited. High-wattage appliances must be plugged directly into wall outlets.

6.5.5 BICYCLES & OTHER RECREATIONAL TRANSPORTATION DEVICES

Bicycles, scooters, skateboards, rollerblades, hoverboards, electric unicycles, and similar recreational devices are not allowed for use inside residence halls. Using these devices indoors creates safety risks, disrupts the community, and may damage property.

- Devices powered by combustible fuel or lead-acid batteries, such as scooters or motorbikes, are prohibited inside campus housing.
- In Rocker Square apartments and Placer Hall bedrooms, bicycles may be stored inside individual rooms, provided they do not block exits or pathways.
- During academic breaks, bicycles may be stored in rooms across all buildings, as long as they do not obstruct movement.

Residents must remove bicycles and similar devices from campus when moving out or for summer break. Items left behind may be treated as abandoned property and removed or donated without compensation.

6.5.6 SMOKE, VAPOR, AND TOBACCO-FREE CAMPUS & HOOKAHS

South Dakota Mines is a tobacco-free and vapor-free campus. Federal law prohibits the possession of tobacco products including cigarettes, chewing tobacco, e-cigarettes, cigars, pipes, and vape cartridges by individuals under 21 years of age.

- There are designated campus areas where tobacco use is permitted for individuals of legal age. Additional details are provided in the University's [Smoke, Tobacco, and Vapor policy](#).
- Regardless of age, possession or use of hookahs is prohibited anywhere on campus.

6.6 ANIMALS

Animals are not permitted in campus housing. Exceptions exist for fish, service animals, and approved emotional support animals. Residents should not feed or shelter stray animals. Animals not approved by Residence Life will be removed immediately.

6.6.1 EMOTIONAL SUPPORT ANIMALS (ESA)

ESAs may be permitted in residence halls if they are approved through the appropriate university process. Residents seeking approval for an ESA must submit proper documentation and work with the Accessibility Services Office. Animals must complete all approval steps and documentation requirements prior to arrival on campus.

6.6.2 PETS

Residents may have fish in a small tank (10 gallons or less, one tank per resident). Amphibians, crustaceans, mollusks, reptiles, insects, mammals, or any other non-fish animals are not allowed.

6.6.3 SERVICE ANIMALS

Service animals are permitted in campus housing as required by law. Residents who use service animals are encouraged to coordinate with Residence Life to maximize accommodations and ensure support is properly arranged.

6.7 ALCOHOL AND DRUG POLICY

Residents must comply with all federal, state, and local laws regarding alcohol, marijuana, illicit drugs, and controlled substances, as well as SDBOR Policy 3.4.1 Student Code of Conduct. The possession, use, manufacture, distribution, or sale of illicit drugs, controlled substances, or drug paraphernalia is strictly prohibited in all campus housing. This includes marijuana in any form, including medical cannabis, due to federal law and university policy.

6.7.1 ALCOHOL IN HOUSING

Assumptive Possession

The presence of alcohol in a room, suite, or apartment results in all individuals present being presumed in possession, unless clear evidence shows otherwise. Residents should avoid spaces where alcohol is present if they

wish to remain compliant with policy.

Note | Simply being in a space where alcohol is present, even without drinking, may lead to referral under the Student Code of Conduct.

Traditional Residence Halls

Alcohol is prohibited in Connolly, Palmerton, Peterson, and Placer Halls, regardless of a resident's or guest's age.

Rocker Square Apartments

Rocker Square I and II are designated for upper-division students. Residents who are at least twenty-one (21) years old may possess and consume alcohol in their assigned apartment under the following conditions:

- The apartment must be formally approved as a "wet apartment" by Residence Life after a required meeting with the Director of Residential Education and Community Standards or their designee.
- All alcohol use, storage, and consumption must remain strictly inside the individual apartment unit. Alcohol is prohibited in hallways, stairwells, lounges, common areas, and outdoor spaces surrounding Rocker Square. When transporting alcohol to or from the apartment, residents must take the most direct route without unnecessary stops.
- Residents and guests under twenty-one (21) years of age may not possess or consume alcohol at any time.
- No more than one single-serving container of alcohol per of-age person may be visible at any time inside the apartment. Common source containers including kegs, pony kegs, punch bowls, and commercial dispensers are strictly prohibited.
- Apartments without current residents who are twenty-one (21) years old may complete the wet apartment approval process in advance to ensure readiness when a resident reaches legal drinking age.

Violations of these regulations will be addressed under the Student Code of Conduct and may result in disciplinary action, including loss of wet apartment privileges.

Alcohol Containers as Decorations:

Alcohol containers may be displayed if permanently altered so they cannot hold liquid (for example, having a drilled hole or other irreversible modification). Intact containers, even if empty, are not allowed.

6.7.2 ENFORCEMENT, SEIZURE, AND DISPOSAL

Residents are responsible for following all alcohol policies. If alcohol or paraphernalia is found in prohibited areas or a violation occurs, Residence Life staff will direct residents to dispose of it at once. Disposal involves pouring any remaining alcohol down the drain and placing empty containers in outdoor trash receptacles under staff supervision.

If illicit drugs or controlled substances are discovered, Residence Life staff will confiscate the items and handle them as evidence according to search and seizure protocols or refer the matter to Public Safety or the Rapid City Police Department.

Residents who violate alcohol or drug policies may face disciplinary action including educational sanctions, fines, room reassignment, or removal from campus housing.

Non-residential minors under eighteen found possessing, consuming, or involved with alcohol, illicit drugs, or controlled substances in campus housing will be referred to Public Safety or the Rapid City Police Department.

6.7.3 COMMUNITY IMPACT AND DISRUPTIVE BEHAVIOR

Residents are responsible for addressing any behavior that disrupts the community, creates unsafe conditions, or violates campus policies. Examples include excessive noise, public intoxication, or property damage. Residence Life will intervene and may escalate the situation to the appropriate level if individuals fail to correct the behavior.

6.7.4 PERSONAL RESPONSIBILITY

Residents who choose to consume alcohol in spaces where it is permitted remain fully responsible for their actions. Residence Life staff are not responsible for supervising or caring for intoxicated individuals, nor are roommates or friends obligated to oversee peers who have consumed excessive alcohol.

Residents who notice someone who appears intoxicated or at risk should contact Residence Life, Public Safety, or emergency services.

Residents are expected to prioritize the safety and well-being of the community. Failure to comply with these standards will result in conduct action consistent with SDBOR Policy 3.4.1.

6.8 SEXUAL MISCONDUCT AND HAZING

6.8.1 PROHIBITION OF SEXUAL MISCONDUCT

Sexual misconduct in any form is strictly prohibited at SDM. Prohibited conduct includes sexual harassment, sexual assault, stalking, dating violence, domestic violence, sexual exploitation, or any behavior that violates the bodily autonomy, safety, or dignity of another person.

South Dakota Mines is committed to maintaining a living, learning, and working environment free from sexual misconduct. All members of the campus community are expected to demonstrate respect and uphold standards of consent in personal and community interactions.

6.8.2 PROHIBITION OF HAZING

Hazing is strictly prohibited and will not be tolerated under any circumstances. Hazing includes any physical, mental, emotional, or psychological act that subjects a person to activities that endanger, abuse, humiliate, degrade, or intimidate, regardless of an individual's willingness to participate.

Hazing violates SDBOR Policy 3.4.1, the Student Code of Conduct, and state and federal law. The prohibition applies to individuals, student organizations, athletic teams, and any other groups affiliated with SDM.

Students are responsible for understanding that "tradition," "team-building," or "group bonding" activities do not justify hazing practices.

6.8.3 REPORTING SEXUAL MISCONDUCT OR HAZING

Residents who experience, witness, or become aware of sexual misconduct or hazing are strongly encouraged to report it. Reports can be submitted through any of the following channels:

- Title IX Coordinator: (605) 394-2533 or email titleix@sdsmt.edu
- Residence Life staff
- Public Safety: (605) 394-6100
- Online reporting system (reports may be submitted anonymously)

Any student reporting sexual misconduct or hazing will be offered support resources, accommodations, and options for further action.

6.9 ROOM ENTRY AND SEARCHES

Living in campus housing involves balancing personal privacy with community safety, building maintenance, and adherence to policies. Residence Life staff respect residents' private spaces but may need to enter rooms for specific reasons related to safety, operations, or compliance.

6.9.1 WHEN RESIDENCE LIFE MAY ENTER A ROOM

Residence Life staff or authorized vendors may enter a room under the following circumstances:

- **Maintenance and Inspections:** Staff or vendors may enter to complete repairs, address maintenance issues, or inspect safety equipment. When a resident submits a work order, permission is granted for staff to enter for that repair. Whenever possible, staff will give at least twenty-four hours' notice. Residents do not have to be present, but staff may ask for personal items to be moved to facilitate work. Failure to cooperate may delay repairs or result in conduct action.
- **Emergencies:** Staff may enter without notice if there is an immediate threat to property, health, or safety.
- **Occupancy and Room Readiness Checks:** Staff may enter to verify who is assigned to a space or to ensure vacant spaces are ready for new residents.
- **Policy Violations:** Staff may enter without notice if they suspect violations of university policies, Residence Life standards, or the Student Code of Conduct are occurring.
- **Health and Safety Concerns:** Staff may enter without notice if there is reason to believe a room presents a health risk, such as unsanitary conditions, pests, unapproved pets or guests, or dangerous items. Staff may also enter to check on a resident's welfare if a concern has been reported.
- **Missing Person Concerns:** If Residence Life receives a report that a resident may be missing, staff will act in accordance with South Dakota Board of Regents Policy 3.4.5. This could include entering the resident's room to assist in locating them. Students are encouraged to provide emergency contact information as part of the housing application process.
- **Opening and Closing Checks:** During building closures, staff will enter rooms to ensure appliances are unplugged, refrigerators are emptied, and spaces are clean and secure.

6.9.2 HOW STAFF ENTER ROOMS

When entering a room, staff will knock and announce themselves by name and position and/or department, such as Hall Director, Assistant Hall Director, Resident Advisor, or Maintenance. Staff will wait for a response. If no one answers, they may use a key or electronic access to enter. Whenever possible, staff prefer residents to be present, particularly during emergencies or when investigating possible policy violations. If residents are not present, staff generally enter with at least two staff members.

6.9.3 ROOM SEARCHES

Residence Life staff may conduct a room search if there is reasonable suspicion of violations of university policies, Residence Life standards, the Student Code of Conduct, or when required by law.

If a resident is present during a search, staff will explain the reason for the search and request cooperation.

Residents have the right to refuse a search; however, staff may escalate the matter to Central or Senior Staff if necessary.

Only specific staff members authorized by the University President may conduct searches, including Directors of Residence Life, Hall Directors, and Assistant Hall Directors. All searches will be documented, including details about what prompted the search, who conducted it, and any findings.

6.9.4 REMOVAL OF ITEMS

Items found during a search that violate university policy, law, or South Dakota Board of Regents Policy 3.4.1 may be confiscated. Such items may be turned over to Public Safety, Environmental Health & Safety, or the Office of Community Standards. Residents will receive written documentation regarding any items taken. Items held by Residence Life may be returned if an agreement is reached, or they may be disposed of if necessary.

NOTE | Outside entities like the Rapid City Police Department have their own policies and procedures. What they say usually overrules University policies and procedures.

APPENDICES

APPENDIX A | COMMON DAMAGE COSTS

The costs shown below reflect typical expenses for repairs in the residence halls, covering both labor and materials. These figures are estimates and actual costs may vary depending on the extent and nature of the damage. They are provided as a reference to help residents understand potential financial responsibilities for damage within their living spaces.

Residents share responsibility for the proper use and care of all common and community-use areas, including washrooms, lounges, corridors, kitchens, and similar spaces. When damage occurs in common areas and cannot be attributed to a specific individual, the cost may be divided among all residents of the affected floor, wing, building, or community.

Category	Item	Price (minimum)
Appliances	Dishwasher	\$500.00
	Microwave (standard/stove)	\$75.00 / \$500.00
	Oven	\$700.00
	Stove drip pans (set)	\$30.00
Bathroom	Cabinet	\$300.00
	Fixtures (min)	\$30.00
	Light fixture	\$100.00
	Shower stall (sides, floor) min	\$50.00
	Shower/tub (tub, walls) min	\$50.00
	Showerhead	\$40.00
	Sink bowl	\$200.00
	Toilet (min)	\$100.00
	Toilet Paper Holder	\$20.00
Bathrooms (Cleaning)	Ceiling	\$50.00
	Floor	\$50.00
	Shower/Tub	\$75.00
	Toilet	\$30.00
	Walls	\$30.00
Bed	Mattress Replace	\$200.00
	Mattress stains/holes (min)	\$30.00
	Pins	\$15.00
	Replace end(s)	\$200.00
	Replace frame	\$150.00
	Replace lofting kits	\$200.00
	Replace platform/springs	\$150.00
	Replace safety rail	\$75.00
Ceiling	Set up/un-loft (per bed)	\$25.00
	Labor per hour	\$25.00
	Tiles (each)	\$15.00
Chairs-Couches	Bar stools	\$75.00
	Cleaning (min)	\$20.00
	Couch/love seat	\$600.00

	Desk chair replace	\$150.00
	Repairs (min)	\$50.00
	Upholstered chair replace	\$400.00
Chest of Drawers (Dresser)	Drawer front replacement (min)	\$50.00
	Drawer replacement	\$100.00
	Replace 2-drawer	\$300.00
	Replace 3-drawer	\$400.00
Cleaning	General cleaning (min)	\$30.00
	Sticker/adhesive (each)	\$5.00
Door	Card Reader locks	\$1,500.00
	Door closer repair/reattach	\$50.00
	Hole in door (small)	\$75.00
	Lock core	\$50.00
	Locking handle	\$100.00 - \$300.00
	Refinish (min)	\$100.00
	Replace	\$200.00 - \$1,200.00
	Rocker access card	\$20.00
	Rocker apartment key	\$50.00
	Rocker bedroom key	\$25.00
	Room numbers	\$10.00
Fixtures - General	Data ports & coaxial (min)	\$25.00
	Electrical covers (outlet/switch)	\$15.00
	Mirror replace	\$100.00
	Replace switch or outlet	\$25.00
	Towel hook or rack	\$25.00
Floors	Carpet (min)	\$30.00
	Tile damage (min)	\$30.00
HVAC	Heater cover	\$100.00
	HVAC unit (min)	\$300.00
	Thermostat	\$80.00
Lights	Fluorescent fixture	\$100.00
	LED fixtures	\$150.00
	Replace globe	\$50.00
Paint	Ceiling	\$100.00
	Full room	\$200.00
	Full wall	\$80.00
	Repair scratches, holes (min each)	\$5.00
	Windowsill	\$50.00
Removal of Items (includes disposal)	Refrigerator	\$100.00
	Sofa	\$100.00
	Trash (per bag)	\$20.00
	Upholstered chair	\$50.00
Safety (Fire) Equipment	Recharge ABC extinguisher	\$30.00
	Replace ABC extinguisher	\$100.00
	Replace detector	\$30.00
Windows	Replace blinds	\$30.00
	Replace curtain rod	\$15.00
	Replace curtain set	\$20.00

	Replace glass	\$200.00 - \$900.00
	Replace screen or screen & frame	\$100.00 - \$200.00
	Replace window latch	\$30.00
Furniture & Cleaning	Bookshelf replacement	\$150.00
	Couch/loveseat deep cleaning	\$150.00
	Dining chair replacement	\$75.00
	Dining table replacement	\$300.00
	Dresser cleaning (interior/exterior)	\$40.00
	Mattress deep cleaning	\$50.00
	Standard desk replacement	\$350.00
	Upholstered chair deep cleaning	\$75.00

APPENDIX B | SAMPLE HALL PASS REQUEST

CLUB AND ORGANIZATION ACCESS TO COMMUNITIES (HALL PASS)

Officially recognized student organizations and University departments may request access to communities to inform residents of upcoming events. The following procedures must be followed.

1. Submit a written request to the Department of Residence Life via email at reslife@sdsmt.edu at least one business day in advance of requested access. The written request must include the following information.
 - a. Proposed start date and time (Requests should not be scheduled during quiet hours); and
 - b. Building host(s) as escort(s).

Hosts must be residents of the building for which they will be an escort or be given temporary access through Residence Life prior to the event if a building host is not found. *This does not need to be an RA or AM.*
 - c. Purpose of the request for access.
 - d. Level of Engagement with residents.
 1. **None:** No direct interaction with residents. Approved materials left at doors.
 2. **Slight:** Interaction in common spaces only (lounges, hallways, lobbies). No knocking on doors.
 3. **Moderate:** Conversations with residents in common spaces, no door-to-door activity.
 4. **High:** Knock on multiple doors or visit specific floors. Interaction with some residents.
 5. **Intrusive:** Full engagement with residents. This might include knocking on the majority of doors; playing music; calling out/yelling in hallways; and/or hosting group activities or games to pull residents out of their rooms.
 6. **Other:** Please specify if none of the options above apply to your request; and

If selecting **High**, **Intrusive**, or **Other**, explain how you intend to keep the activity under control and minimize disruption (e.g., time limits or strategies to reduce the intrusive impact).

2. Requests may be accepted, declined, modified, or revoked at the discretion of the Director of Residence Life.

Details	Information
Organization:	
Building Hosts:	
Hall Access:	
Date:	
Time:	
Purpose:	
Engagement Level:	
Controls:	

APPENDIX C | WHAT TO BRING / PACKING LIST

ITEMS PROVIDED *(things you don't need to bring)*

These items are provided in each room and must be there upon your departure to avoid charges.

ITEM	DETAILS
Beds	Mattresses are twin extra-long (36"x80") in all residence halls <i>except Rocker Square I</i> . Rocker Square I mattresses are full-size and come with a mattress protector.
Lofting and Bunking	Lofting/Bunking Kits provided in Connolly, Palmerton, and Peterson Halls. Loftable-Frames provided in Placer Hall. <i>No tools needed to assemble.</i> <i>Bedrails are available for checking out in the Surbeck Central Office or PC Commons HD Office.</i> No other lofting or bunking kits are allowed.
Dresser	There are at least two drawers available for each resident.
Wardrobe or Closet	There is at least one bar of hanging clothes space in each wardrobe or closet.
Desk and Desk Chair	
Window Coverings	Each window comes with either a set of blinds or curtains <i>(these need to stay in the room when you leave!)</i>
Internet	Placer, Peterson, Palmerton, and Connolly Halls have wired and wireless internet access. Rocker Square I & II have wireless internet only. <i>No cable services provided.</i>

ITEMS NOT TO BRING

There is a non-exhaustive list in the Residence Life Handbook of things not allowed in the residence halls.

Remember, when you submit your Housing Application, you agree to all the policies and procedures outlined in the Handbook.

The *TLDR; version* includes extension cords; certain 3D printers; pets; anything illegal; things that could start fires; dangerous things; hookahs; unapproved alcohol, marijuana, tobacco, unlawful weapons, and controlled substances.

COMMUNITY ITEMS *(things we provide in your shared community spaces)*

CATEGORIES	DETAILS
Community Kitchen Supplies Palmerton, Connolly, Peterson, Placer Halls	Pots, Pans, Baking Sheets Paring/Kitchen Knives, Mixing Bowls, Measuring Cups, Cutting Board Spatulas, Slotted Spoons, Strainers, Pizza Cutter Drying Rack
Bicycle Storage and Supplies	Bicycle racks are located outside of each residence hall Air and repair stations are available by PC Commons, Peterson and Placer Halls Bicycles should be registered interact.sdsmt.edu/reslife/bike-registration.htm
Laundry	Laundry in Connolly, Palmerton, Peterson, or Placer Halls work with <i>Your Grubby ID</i> (no coins) In Rocker Square I, laundry costs are included in your housing costs In Rocker Square II, the machines use a cash-based laundry card you can get in the first floor lobby
Cleaning Supplies	Upright vacuums Broom/Dustpans in Connolly, Palmerton, and Peterson Halls
Recreational Spaces and Items	Game tables in PC Commons and Placer Hall Study Spaces (<i>network printers available in PC Commons, Peterson, and Placer Halls</i>) TV and Lounge Spaces Board/Card Games Outdoor Areas (<i>reserved use can be arranged through Residence Life staff</i>) Sand Volleyball Court outside of Palmerton Hall <i>The Pit</i> by the PC Commons Picnic Tables

Vending/Ice Machines	Access to vending machines for snacks (excluding Rocker Square I & II) and beverages (excluding Rocker Square II)
	Access to the 24/7 Marketplace on the first floor of Rocker Square I
	Ice machines are available in the PC Commons, Peterson, and Placer Halls

ITEMS TO BRING (things after six decades of collective experience, we recommend)

Before deciding on what to bring to campus, we recommend coordinating with your roommate(s). Many of the items below may be shared via roommate agreements.

CATEGORY	DETAILS
Make it Your Own	<p>Blue Painters Tape to hang items on painted surfaces</p> <p>Damage-Free Hanging Strips to hang items on non-painted surfaces</p> <p>Pictures, Wall Hangings, Full-Length Mirror, Message Board, Calendar</p> <p>Carpets/Rugs (<i>we recommend purchasing carpet after you arrive</i>)</p> <p>Chairs, Futon or Couch (<i>two seaters recommended</i>)</p> <p>Blackout Curtains (<i>don't throw away the originals we provide!</i>)</p> <p>Fish Tank (<i>ten gallons or less and fish only</i>)</p> <p>Personal Storage</p> <p>Pillows, Blankets, Comforter/Quilt, Mattress Topper</p>
Bathrooms	<p>Shower Shoes, Toiletries, Shower Caddy, Towel, Robe</p> <p>Private Bathrooms (<i>you need to stock and clean your space regularly</i>)</p> <p>Toilet Paper (<i>even 'flushable' wipes can cause septic issues, we recommend paper only</i>)</p> <p>Hand Soap, Hand Towel, Air Fresheners</p> <p>Toilet Plunger, Toilet Bowl Brush, Cleaner, Bathroom Drain Hair Catcher</p>
Personal and Safety	<p>Umbrella, Waterproof Jacket</p> <p>Warm Clothing (<i>enough for ten days without doing laundry</i>)</p> <p>Clothes Hangers</p> <p>Reusable Water Bottle</p> <p>Small Tool Kit (<i>electronics and maintenance</i>)</p> <p>Bicycle, Sporting Equipment</p> <p>Bike Lock (<i>U-Lock or similar, chain locks are cut easily and are not secure</i>)</p> <p>Insurance Information (<i>health, dental, and renters</i>)</p> <p>Inventory of Items</p> <p>Lock Box, Case, or Safe</p> <p>Pepper Spray</p>
Kitchen and Cooking	<p>Things to Keep in Your Space</p> <p>Trashcan (<i>we recommend the tall kitchen size – less trash trips</i>)</p> <p>Mini-Refrigerator or Freezer (one per resident, up to 6.0 cubic feet)</p> <p>Microwave (one per bedroom)</p> <p>Can Opener, Silverware, Plates, Bowls, Cups</p> <p>Things to Bring to the Community Kitchen (<i>and return to your room once done</i>)</p> <p>Dish Soap</p> <p>Drying/Paper Towels</p> <p>Storage Containers, Baggies</p> <p>Pantry Items</p> <p>Things for Use Only in Kitchens</p> <p><i>All must be UL-approved, watched while in use, need an auto shut-off feature, and must be unplugged after use:</i></p> <p>Air Fryers</p> <p>Electric Griddles</p> <p>Hot Plates</p> <p>Microwave/Convection Oven Combos</p> <p>Sandwich Makers/Grills</p> <p>Toasters/Toaster Ovens</p> <p>Pressure Cookers</p>

Things for Room and Kitchen Use

These also must be UL-approved, attended while on, and have an auto shut-off. Items with an asterisk () can be plugged in during the school term. Everything else needs to be unplugged when not in use.*

Blenders
Stand/Hand Mixers
Coffee Makers*
Electric Kettles
Rice Cookers
Slow Cookers/Crock-Pots

Rocker Square I & II Kitchens

Kitchens have a refrigerator, microwave, stove, and oven. Communicate with your apartment to decide how to fully stock your kitchen.

Electronics

TV, Monitor, Gaming Console
Non-Halogen Desk Lamp, Alarm Clock
Fan (*tower fans work great in small spaces*)
Surge Protectors (*maximum cord length of six feet*), Charging Cords

Laundry

Clothes Basket, Hamper
Laundry Detergent, Dryer Sheets (*we recommend hypoallergenic and sensitive skin types*)
Small Magnetic Whiteboard and Marker to label your machines when in use

Cleaning

Broom, Dustpan
Mop, Tile/LVT Floor Cleaners
Small Vacuum (*upright vacuums are available through your RA or AM*)
Disinfecting Wipes, Electronic Wipes, Duster/Dust Wipes, Paper Towels/Washable Towels
Glass Cleaners
While air fresheners and aerosol cans are great for fresh smells, regular cleaning is required.

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TERM / TOPIC	SECTION(S)
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