



SOUTH
DAKOTA
MINES

RESIDENCE LIFE
HANDBOOK
2024/2025

CURIOUS
SMART
TENACIOUS





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INTRODUCTION

Welcome Hardrocker! Living on campus is a fantastic opportunity to learn and grow both personally and academically. This handbook is here to help you make the most of your time with us. It's full of important information and is worth keeping around since it outlines the practices and policies you agreed to when you chose to live on campus.

Please note that the handbook may not cover everything, and updates or changes may occur during the year.

YOUR RIGHTS & RESPONSIBILITIES

We value each person's rights, which means each person has responsibilities. Our primary responsibility is to respect the rights of ourselves and others.

YOU HAVE A RIGHT TO:

- Live in a place that's safe, clean, well-kept, and respectful;
- Be free from harassment and discrimination;
- Study without unnecessary interruptions;
- Have your privacy respected;
- Fair use of shared spaces like your room, kitchens, bathrooms, lobbies, and other areas you use to 'live in';
- Speak up if someone's behavior bothers you;
- Enjoy your free time the way you want;
- Join in and enjoy community events and activities; and
- Have your unique identity, motivations, and experiences respected.

YOU HAVE A RESPONSIBILITY TO:

- Follow all policies, procedures, and regulations set by the University and Residence Life;
- Respect other people's rights and boundaries;
- Keep your living areas clean and safe;
- Handle disagreements respectfully before they escalate into conflicts;
- Contribute to a friendly and supportive community;
- Stay informed by reading emails, flyers, and messages;
- Notify staff if you see behaviors or activities that go against policies or that might be a safety risk;
- Advocate for yourself and others by using available resources and support systems;
- Develop and practice self-care routines that meet your unique needs and circumstances; and
- Communicate effectively and maintain healthy relationships by respecting boundaries.





YOUR TEAM

Everyone on the Residence Life team is here to help make your stay at South Dakota Mines as rewarding and comfortable as possible.

CENTRAL STAFF

DIRECTORS OF RESIDENCE LIFE

We have two Directors:

- Your Director of Residential Education and Community Standards; and
- Your Director of Housing & Operations.

Their main job is to make sure your needs are met and to look after the well-being of everyone living on-campus. They're experts in helping students succeed. If you need help with personal or group issues and you've not gotten the answer you need from our other staff, they're here for you.

OFFICE COORDINATOR

Your Office Coordinator works closely with the Directors and the University to help the community run smoothly. They're in charge of things like:

- Meal plan changes;
- Mailbox numbers and combinations;
- Billing;
- Housing application and contract tracking; and
- Troubleshooting *Your Grubby ID* access.

RESIDENCE HALL DIRECTORS

Residence Hall Directors take care of their assigned hall(s) and makes sure everyone follows the University's policies, procedures, and regulations. Like the Directors, their job is to make sure your needs are met and to look after the wellbeing of everyone living on-campus.

Unlike the Directors, they live on campus, so they're on hand for emergencies. Their responsibility areas are:

- Connolly and Palmerton Halls; and
- Placer Hall and Rocker Square I & II.

GRADUATE HALL DIRECTORS

Graduate Hall Directors are graduate-level students working in a professional capacity in a building. They work part-time and are overseen by the Director of Residential Education. Graduate Hall Directors take care of their assigned hall(s) and ensure everyone follows the University's policies, procedures, and regulations. Their job is to meet your needs and look after the wellbeing of everyone living on campus.

Like the Residence Hall Directors they all live on campus, so they're on hand for emergencies. Peterson Hall is overseen by a Graduate Hall Director.



SENIOR STAFF

ASSISTANT HALL DIRECTORS

Every residence hall or apartment area has an Assistant Hall Director (AHD). AHDs are experienced students with at least one year of experience in Residence Life. They play a crucial role in helping to manage their residential area and ensuring that everything runs smoothly.

AHDs are visible leaders within the community, regularly interacting with residents and addressing their concerns. In addition, AHDs support their Resident Advisors (RAs) by providing guidance, assisting with community-building initiatives, and stepping in when RAs are unable to mediate or resolve conflicts. They are instrumental in fostering a positive living environment and putting on visibility initiatives to ensure that all residents feel included and supported.

STUDENT STAFF

RESIDENT ADVISORS

Resident Advisors (RAs) are student leaders who are actively present and live in the same residence hall as you. They are extensively trained to support you in numerous ways, making your community a vibrant place to live, learn, and grow. RAs are responsible for:

- Building a positive and caring community through engaging programs and events;
- Serving as a resource for academic support and your personal development;
- Enforcing University policies and the Handbook;
- Providing peer counseling and conflict mediation to help resolve issues among residents;
- Assisting with the transition to campus and community;
- Responding to emergencies and critical situations; and
- Acting as a liaison between residents and Residence Life staff.

RESIDENTIAL TUTORS

Residential Tutors (RTs) are residents dedicated to helping you excel in your studies. They hold consistent office hours from Sunday to Thursday after 4:30 PM and before quiet hours ensuring they are available when you need academic support. Their office hours will be posted in your community and emailed out each semester.

RTs provide:

- Subject-specific tutoring to assist you with challenging coursework;
- Study groups and review sessions to prepare for exams and assignments;
- Tips and strategies for effective commitment management and study habits;
- Guidance on accessing academic resources and services on campus; and
- Support in developing a balanced approach to academics and personal life.

SUPPORT CREW

We have support teams who take care of the residence hall, handle maintenance, and keep everything clean throughout the year.



OFFICES, PHONE NUMBERS, AND HOURS

Residence Life offers a range of support services to help students succeed. These services include academic resources, conflict resolution, and mental health support. If you have any questions, concerns, or needs, please contact the Residence Life Office or your Resident Advisor.

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 the Central Office is open.

| Office Location | Office Phone |
|---------------------------------|----------------|
| Surbeck Center Central Office | (605) 394-2348 |
| Placer Hall Staff Office | (605) 394-6655 |
| PC Commons Staff Office | (605) 219-8236 |

AFTER HOURS AND ON WEEKENDS

If you need assistance outside of business hours, you can contact the on-call Residence Life number for any issues or concerns.

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



HOUSING & OPERATIONS

Living on campus comes with a few logistical things to work out; but don't worry, we've got your back. This section will give you the details you need for applying for housing, getting your room assignment, dealing with maintenance, paying your bills, and other day-to-day stuff.

APPEALING DECISIONS

If you disagree with a decision that affects your experience living on campus, you may ask us to reconsider it. This is called making an appeal. You are allowed one appeal per decision. You have five business days after the original decision to file an appeal. If you do not, the original decision is final. All appeal decisions are final.

STARTING YOUR APPEAL

To appeal a decision, you need to write us a letter. In your letter, you should include one or more of the following:

- Why do you think the decision should be changed?
- New information that wasn't available when the original decision was made.
- Any mistakes in the process that affected the outcome.
- Why the decision was too severe for the situation.

You can send your appeal letter by replying to the original decision email or sending it to reslife@sdsmt.edu.

Remember, you only get one appeal per decision, so make sure you include all your arguments and evidence when you file your appeal!

WHAT HAPPENS NEXT

If you're appealing a housing decision, an Appeals Board will review your appeal. For all other appeals, a Director of Residence Life will review it.

After receiving your appeal:

1. The reviewer will look at your appeal letter, speak with anyone involved, look at the original decision, and review any related documents;
2. The Appeals Board will make a final decision within ten business days of receiving your appeal. Sometimes, they might need more time and they'll let you know if that happens; and
3. You'll be notified of the final decision

POSSIBLE OUTCOMES

After you make an appeal, one of the following outcomes may occur:

- The original decision stays the same;
- The original decision gets overturned; or
- The original decision gets modified.

You will receive an email notifying you of the final decision.

APPEAL FAQ

WHY IS THE ORIGINAL DECISION STILL IN EFFECT?

The original decision was made based on the evidence the Central Staff had at the time. Changes will only be made if your appeal is approved.

WHO MAKES THE DECISION?

A team from Residence Life who were not involved in the original decision.



APPLICATION & HOUSING AGREEMENT

REQUIRED STEPS TO LIVE ON CAMPUS

Living in South Dakota Mines housing requires the submission of:

- 1) a Housing Application for the current academic year. Submitting your application indicates your agreement with all terms and conditions outlined in the [Housing Agreement](#).
- 2) a separate application fee.

Rooms will only be assigned when both application and fee have been submitted.

NOTE | Not reading the [Housing Agreement](#) doesn't mean you won't be held to the terms & conditions.

EXEMPTIONS

Students who are enrolled at South Dakota Mines 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. South Dakota Mines may grant waiver exceptions to the housing requirement based on the following:

Marital Status

Students who are married.

Dependents

Students with dependent children who reside with them.

Non-Degree Seeking Status

Students who are non-degree seeking.

Greek Housing

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

Medical Use of Cannabis

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

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 determined by the institution.

Discretionary Waivers

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

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



ROOM ASSIGNMENTS BASED ON PREFERENCES

We strive to assign rooms based on the preferences students indicate in their housing application. Students may opt into roommate accommodations that allow for multiple sexes within a shared space, depending on bathroom availability and access. For specific placement needs, contact Central Staff to discuss available options.



HOUSING ACCOMMODATIONS

In limited circumstances, the University approves students for housing accommodations. If you are requesting a disability-related housing accommodation, contact the Office of Accessibility Services at disabilityservices@sdsmt.edu or call (605) 394-2533.

Priority deadlines for submitting accommodation requests are typically June 1 (Fall) and December 1 (Spring). After these dates, housing placements have already been sent out to residents.

INTEREST COMMUNITIES

These are floors or sections of Peterson Hall where the residents share a common interest. These communities have special programming and opportunities related to the community theme.

Our two active Interest Communities are:

- Exploring Rapid City & Beyond; and
- Outdoor Pursuits.

ROOM ASSIGNMENTS

Room assignments are made based on the preferences **you** selected in your housing application and current availability. If you want to request changes, you may do so, but no guarantees can be made. Send requests to the Director of Housing & Operations or reslife@sdsmt.edu.

NOTE | Unapproved room changes may lead to disciplinary action and possible fines.

ROOM CHANGES

Sometimes you might want or need to switch rooms. Our goal is to ensure you're living in an environment that supports your academics, personal development, and overall well-being.

You must get approval from a Residence Life Director before making any changes.

REASONS FOR ROOM CHANGES:

You might want to switch rooms for several reasons, including:

- Issues with your roommate(s) that you haven't been able to resolve;
- Health or disability concerns requiring specific accommodations (contact the Office of Accessibility Services);
- Desire to room with a new roommate; or
- Changes in your academic or personal situation.

While we do our best to accommodate room change requests, availability and community types may limit our ability to fulfill all requests.



HOW TO REQUEST A ROOM CHANGE:

Consult Your RA: Speak with your Resident Advisor (RA). They can provide advice, help mediate roommate conflicts, and explain the room change process.

Submit a Room Change Request Form: If a room change is still necessary after consulting your RA, submit a Room Change Request Form. This form is available on the Rocker Central Portal or at the Residence Life Central Office. The form should include:

- Your current room and preferred new room or location;
- The names and signatures of any new roommates; and
- A detailed explanation of why you want to change rooms.

NOTE | Everyone involved needs to agree to the room change.

WHAT HAPPENS AFTER A REQUEST IS SUBMITTED

Review Process: Each room change request is reviewed individually by the Residence Life team. They will consider your reasons for moving, available rooms, and the impact of your move on other residents.

Notification: You'll receive an email with the decision. If your request is approved, the email will include details about your new room and moving instructions.

BEING MOVED

There are some situations when we might need to move you. This happens for many reasons, including:

- maintenance needs (i.e. your room flooded);
- the need to consolidate spaces; or
- safety or policy concerns;
- accommodation needs for a fellow student

NOTE | If we need to reassign you, someone from Residence Life will contact you to work through with details.

EMPTY SPACES

If you end up with an empty space in your room during the academic year, one of the following may happen:

- **Double-as-a-Single (Second-Year and Above residents only)**
You may receive an offer to keep the room as a double-as-a-single for the rest of the year if the space isn't needed. You'll need to pay the extra cost.
- **New Roommate Assignment**
You can choose a new roommate or accept a new roommate assigned by Residence Life, either in your current room or another room with an open space. *If no eligible roommates are available, you will **not** be charged the double-as-a-single room rate.*

Your room must be 'move-in' ready if you have not opted into the double-as-a-single option. This means the vacant area should be clean and free of your personal belongings.



ROOM CHANGE FAQ

CAN I APPEAL IF MY REQUEST IS NOT APPROVED?

Yes, you may appeal. The process is the same as appealing an exemption decision.

DOES A REQUEST MEAN I'LL GET TO MOVE?

No, we cannot guarantee a room change. We will try, but granting your request depends on available rooms and eligibility for specific halls.

WHEN MAY I REQUEST A CHANGE?

Room changes are frozen during the first few weeks of each semester. You may submit paperwork during this time, but we cannot act on it until after the freeze. Otherwise, you can request a room change at any time.

WILL I HAVE TO PAY TO MOVE TO A DIFFERENT ROOM?

That depends on whether you move to a room with a different fee structure.

WHAT IF I JUST MOVE, THEN PUT IN MY REQUEST?

Don't do this. It's a safety and administrative issue. Residence Life aims to help you have a great experience as a Hardrocker, and if a room change is part of that, we will make it happen if possible. However, there are times when we simply cannot accommodate the request.

IF MY ROOMMATE LEAVES/MOVES OUT DOES THAT MEAN I GET A DEFAULT DOUBLE AS A SINGLE?

No. Unless you are paying for a double as a single, you should be prepared to be assigned a new roommate at any time without much notice, so don't spread out.

LEAVING CAMPUS HOUSING AFTER WITHDRAWING

If you withdraw from the University, you'll need to move out of your residence hall or apartment within 48 hours. Reach out to a member of the Central Staff if you need more time.

When you leave, you'll need to officially check out. This means you'll have to take all your belongings, clean your room or unit so it's as good as when you moved in, and return your keys if applicable.

If you've officially checked out, you might get a refund based on the University's guidelines. We'll send you a Room Condition Report (RCR) to let you know about any changes or charges that might have been made to your room.



MAINTENANCE AND REPAIRS

If something needs repair or replacement, you should fill out the [online form](#) unless it's something urgent or an emergency (i.e. there is water pouring through your ceiling). In those cases, contact Residence Life immediately. We work within our Residence Life, with third-party vendors, and our Facilities Department to address issues and concerns.

Work Orders: <https://assetessentials.dudesolutions.com/SDSchoolofMinesTechnology>

MAINTENANCE AND REPAIRS FAQ

WHEN SHOULD I REPORT THAT SOMETHING IS DAMAGED OR NEEDS REPAIR?

Report any damage or need for repair as soon as possible. Promptly addressing issues prevents them from worsening and helps you avoid potential liability for negligence or non-compliance.

WILL I HAVE TO PAY FOR A REPAIR OR REPLACEMENT IF I REPORT SOMETHING?

It depends. It's a bit nuanced but, basically, if the repair or replacement is due to normal wear and tear (i.e. your light bulb burned out or your blinds fell off the wall because the concrete was cracked) you won't. In all other cases, probably.0

WILL I BE TOLD WHEN SCHEDULED MAINTENANCE OR INSPECTIONS ARE HAPPENING?

We do our absolute best to give you at least 24 hour's notice.

DO I HAVE TO BE THERE WHEN REPAIRS OR MAINTENANCE HAPPEN?

You don't need to be there when the work is being done. This kind of work is usually done between 9:00AM – 4:00PM on days when the University is open, so, you often won't be able to be there. If your notification asked you to move something make sure that's done before you leave that day, otherwise the work probably won't be able to be done.

I PUT IN A REQUEST BUT IT DIDN'T GET DONE, WHY?

One of two reasons are most likely,

- 1) You got a request to move your stuff or make other changes so Trades could get to the area that needs work and you didn't follow the request, or
- 2) Trades is waiting for a part.

SHOULD MULTIPLE RESIDENTS SEND IN THE SAME WORK ORDER?

Multiple requests for the same issue can slow down the process. Inside your room/suite/apartment, work with your roommate(s) to make sure a request has been submitted. In common spaces, submit a work request for anything you notice. Don't assume it's already been reported, we'll post an "Out of Order" sign when we know something is not working.

CAN MY RA FILL OUT THE WORK ORDER FOR ME?

No, you are responsible for filling out your own Work Orders as it provides permission for Trades to enter your space to address the issue. However, your RA can guide you on how to do it.



INTERNET & ROUTERS

Having trouble with your internet in Connolly, Palmerton, Peterson, or Placer Hall? Reach out to the IT Services help desk. They are located on the main floor of the library, their number is 605-394-1234

If you're in Rocker Square I & II and your internet is acting up use the online work order system.

MEAL PLANS & MEAL PLAN CHANGES

Students living on campus are required to have a meal plan per [SD BOR Policy 3.7.1](#). Information about what meal plan you are eligible to receive or if you have accommodations that need to be addressed, please work with our [Dining Services](#). After your student account has been charged (typically after June 1 and December 1) you are allowed to change your meal plan once per semester.

You can typically make changes during the first ten days of each semester via the [Meal Change Form](#) (the form has the actual deadline) or by stopping by the Residence Life Central Office. Changes submitted for the Fall semester will automatically be applied to Spring.

MOVING IN AND OUT

When you move in or out, you'll need to follow the steps you are given. If you're new to South Dakota Mines, check out your *Rocker Ready schedule* and the *New Student Checklist* for more information.

If you're staying in one of our traditional halls (Connolly, Palmerton, Peterson, and Placer Halls), you'll be able to get into your building and room using *Your Grubby ID*. If you're in the Rocker Square apartments, you'll get your keys and access cards when you move in.

When it's time to move out, you can use our quick **Express Check-Out** process, or get in touch with our team to set up a check-out time. We'll send all the info you need to your University email.

Please note that if you need to move in early or check out late, you'll need to get approval from Residence Life. There might be a fee for this depending on the type of room. Check out the [Early Arrival Form](#).

HALLS ARE CLOSED

Halls are operational throughout the academic year, from the first day of classes to the end of final examinations. Generally, the halls are closed during University breaks, but exceptions can be made, especially for international students and those who face difficulties returning home.

At the start of each academic year, detailed schedules with opening and closing dates and times will be provided. Stop by the Residence Life Central Office for a chat if you need accommodations.



MOVE IN, BREAKS, MOVE OUT

You must vacate your housing assignment by noon on the day after *your final examination* of the semester. Late stays that have been approved by Residence Life may incur additional fees.

During the **Winter Break**, all housing is closed.

For **Spring Break**, Connolly, Palmerton, Peterson, and Placer are closed.

During closure periods, students can apply for extended stay which will be subject to additional charges and approval by Residence Life.

Staff from Residence Life will ensure compliance with the closing procedures during these breaks. It is the responsibility of residents to adhere to these procedures, and failure to comply may result in disciplinary actions, cleaning charges, and disposal of perishable items.

REQUIRED TO BE ON CAMPUS DURING BREAKS ACCOMMODATIONS

Students required to be on campus for participation in departmental employment, NCAA in-season athletics, or academic coursework requiring physical presence are eligible to receive a 50% discount for dates they are required to be on campus.

Residence Life will contact the listed department contact to confirm required presence and dates. To receive the 50% discount, the application must be submitted and confirmation received from the department contact before the deadlines below.

Fall Early Arrival: To receive the 50% discount, the application must be submitted, and confirmation received from the supervisor, faculty member, or coach before noon on August 1, 2024.

Winter Break: To receive the 50% discount, the application must be submitted, and confirmation received from the supervisor, faculty member, or coach before noon on November 25, 2024.

Spring Break: To receive the 50% discount, the application must be submitted, and confirmation received from the supervisor, faculty member, or coach before noon on February 19, 2025.

FALL EARLY ARRIVAL COSTS

All students contracted with Residence Life to stay on-campus for any amount of time between 8:00AM, August 21 and 8:00AM, August 22 (New to Mines) or 8:00AM, August 24 (Returning to Mines) will be charged a nightly rate.

| Building | Cost |
|---------------------------------------|-------------------|
| Connolly, Palmerton, & Peterson Halls | \$21.00 per night |
| Placer Hall | \$26.29 per night |
| Rocker Square Apartments | \$33.00 per night |



WINTER BREAK COSTS

All students contracted with Residence Life to stay on-campus for any amount of time between noon, December 19, 2024, and 8:00 am January 12, 2025, will be charged a nightly rate (maximum 15 days of billing).

| Building | Cost |
|---------------------------------------|-------------------|
| Connolly, Palmerton, & Peterson Halls | \$21.00 per night |
| Placer Hall | \$26.29 per night |
| Rocker Square Apartments | \$33.00 per night |

SPRING BREAK COSTS

All Connolly, Palmerton, Peterson, and Placer Hall students contracted with Residence Life to stay on-campus for any amount of time between noon, March 08, 2025, and 8:00 am March 16, 2025, will be charged a nightly rate.

| Building | Cost |
|---------------------------------------|-------------------|
| Connolly, Palmerton, & Peterson Halls | \$21.00 per night |
| Placer Hall | \$26.29 per night |

PAYING FOR HOUSING AND OTHER COSTS

You'll be billed for your housing costs each semester. The payment [due dates](#) are listed in the University's financial calendar. Please note, there may be extra charges for things like:

- damage to your room or shared spaces (see specifics below and in the Handbook);
- losing *Your Grubby ID*;
- Fines for not following the Handbook and Code of Conduct;
- Lockout fees (\$5.00 each time, the fee is waived during the first ten days of Fall Semester);
- Turning in paperwork after the deadline; or
- Not following procedures.

PAYING FOR DAMAGE

If there's any damage to the room, you and your roommate(s) will split the cost evenly, unless someone admits they caused the damage. You can find a list of common damages and their costs in Appendix 7.2. Because residents are jointly responsible for all common and community facilities (e.g. washrooms, shower rooms, lounge furniture, corridors, kitchens, etc.), damages made to those areas that cannot be attributed to specific individual(s) will be charged back to the wing, the complex, residence hall or specific areas of the hall.

REPLACING KEYS AND KEY CARDS

It costs \$20.00 to replace *Your Grubby ID* or your Rocker Card and between \$25.00 - \$50.00 to replace keys.



PRIVACY & DATA MANAGEMENT

Your privacy matters to us, and we're dedicated to protecting your personal information. The information we gather through housing applications and agreements is exclusively for housing operations. We won't share it with external entities unless the law requires it, or you've given us written permission. For more on this, review the University's Privacy Policy.

COMMUNICATIONS AND SOCIAL MEDIA

We mostly use emails, flyers, and the Rocker Central platform to keep you informed. We might also use phone numbers listed on your applications or forms. For specific community events and notices, we might use text messages, South Dakota Mines social media accounts, flyers, and/or mail.

It's a University expectation that you check your South Dakota Mines email daily. It's the primary means of official communication.

You don't have to provide social media accounts or personal numbers to others. If you want to opt out of optional group communications, reply to the staff member in charge of the group.

We reserve the right to edit the membership of any group as needed.

FERPA COMPLIANCE

We adhere to the Family Educational Rights and Privacy Act (FERPA), safeguarding the privacy of your educational records.

HIPAA COMPLIANCE

We follow the Health Insurance Portability and Accountability Act (HIPAA), which protects the privacy of your health information.

MEMORANDUMS OF UNDERSTANDING

For administrative or emergency purposes, we might need to collect and share information. This is in line with our Memorandum of Understanding (MoU), which includes (but isn't limited to) our agreements with the Rapid City Police Department and Monument Health Services.

PRIZES, AWARDS, & GIVEAWAYS

Any information we gather for prizes, awards, or giveaways is for record keeping and fiscal requirements. Just wait until you see the prizes we give away! We might post the names of winners on social media or other media outlets. If you are uncomfortable with your name being used, let the Residence Life staff know.

PROTECTING YOUR BELONGINGS

We don't provide insurance for any of your personal items and are not responsible if damage occurs. It's a good idea for you to check if your parents or guardians have an insurance plan that would cover your belongings. If they don't, you might want to think about getting renter's insurance to protect your personal items. It's usually really cheap and can help build your credit.



RELEASE OF INFORMATION

We will **NOT** release your personal information without your written consent unless the law or University policy allows us to. Before we communicate with others (including parents, guardians, other offices, and employers), we might ask you to sign a Release of Information form. You can find these in the Residence Life Central Office.

RESIDENCE LIFE FEEDBACK

Residence Life is here because of you and for you. So, to ensure we're always improving, we might occasionally ask about your experiences through quizzes, surveys, or focus groups.

WAIVERS

A waiver is a legal document where you voluntarily relinquish certain rights or privileges. You might need to sign one if you're taking part in activities or events that carry some risk, like sports tournaments or off-campus trips. When you sign a waiver, you're acknowledging and accepting the risks associated with the activity or facility use, which could include potential personal injury or damage to your property.

It's crucial that you fully understand what's in any waiver before you sign it. If anything's unclear, feel free to ask questions or seek legal advice. If you're uncomfortable with the waiver's contents, you have the right to refuse to sign it.

Not signing means you can't participate in that activity or use that facility.

NOTE | If you're under 18, your parent or guardian MUST sign the waiver for you.

LIVING IN YOUR COMMUNITY

Being part of a community may be the best part of living on-campus. For a community to work, all residents must act with mutual respect, cooperation, and understanding for each other.

This section outlines what's expected of you in our communal living spaces. It also gives details about our facilities, roommate agreements, guests, and the standards of our community.

CONFLICT RESOLUTION

If conflicts arise with another community member, we encourage you to try to resolve them directly and respectfully first. If necessary, a Residence Life staff member can assist with mediation. Please refer to Appendix 7 for more information.

COURTESY HOURS

We have courtesy hours all day, every day. Even when it's not quiet hours, we expect you to respect others and keep your noise at a reasonable level.



GUESTS & HOSTING

You are allowed to host guests but there are conditions. Guests must abide by all university and residence hall policies and are **your** responsibility as the host. Overnight guests are only allowed with the approval of all roommates and can't exceed a certain number of nights per week.

BREAK PERIOD GUESTS

Generally, overnight guests are not allowed during university break periods for safety and security reasons. Overnight guests are only allowed during the Spring and Fall semesters when campus housing is open to all assigned students. Overnight guests are not allowed when campus housing is closed.

This includes times such as:

- Semester breaks (Winter and Spring Breaks);
- Early arrival dates before official move-in dates;
- Late stay dates after the official move-out date; and
- Summer sessions.

CLUB & ORG ACCESS | "HALL PASS"

Clubs and organizations must receive permission from the Residence Life main office to access residence halls for specific events or campaigns.

Submit a *written request* to the Department of Residence Life via email to reslife@sdsmt.edu **at least one business day in advance** of the requested access. The *written request* must include the following information:

- Proposed start date, time, and duration of the request (Requests should not be scheduled during quiet hours);
- Name(s) of the community host(s) as escort(s). Host(s) must be resident(s) 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; and
- Purpose of the request for access.
- Level of engagement with residents and community.
- Steps to ensure compliance.

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

CONTINUED PRESENCE & FAIR USE

All residents have the right to privacy and the fair use of rooms and common spaces. The Roommate Agreement document gives you and your roommate(s) a framework for expressing your preferences and agreements around things like:

- hours of sleep and study;
- living conditions;
- visitation; and
- use of common areas in suites and apartments.



Your Roommate Agreement is a guideline for these discussions. If you need some support in coming to an agreement, contact a Residence Life staff member for help.

GUEST POLICY

A guest is anyone not assigned to a specific residence hall room, suite, apartment, or building by Residence Life or Summer Conferencing. Guests may be residential (assigned campus housing) or non-residential (not assigned campus housing).

All guests must comply with Community Standards and other applicable policies. **YOU** are responsible for your guests' behavior and could be held accountable for their actions. Guests must promptly provide valid University or government-issued photo identification to South Dakota Mines staff upon request.

Guests must not cause disruptions to roommates or the community. Your roommate(s) have the right to object to current or future visits. If grievances arise, they should be submitted to Residence Life staff for mediation.

Guest access can be restricted, revoked, or modified.

HOSTING EXPECTATIONS

As a resident, *you are responsible for your guests' behavior* and must accompany them at all times. You must:

- Escort guests in and out of the building, community spaces, and restrooms;
- Not give *Your Grubby ID*, Mobile Credentials, and/or University-provided keys to a guest for any reason
- Comply with the conditions you agreed to in your roommate agreement; and
- Make sure that your guest does not reside in the residence halls for more than 3 nights per week.

Guests without an escort will be asked to leave and must request approval to return through Residence Life Senior Staff. Residents may not rent, sublet, or allow guests to pay for housing in your residence hall assignment.

MINORS

Any non-residential overnight guest aged 17 and under must receive permission from Residence Life by completing the [Underage Guest Permission Form](#) two (2) business days before arrival.

OVERNIGHT GUESTS

- Overnight guests are only allowed with the approval of all roommates.
- Guests present between 12:00AM – 7:00AM MT are considered overnight guests.
- Rooms may only accommodate up to two overnight guests at any time.
- The total number of times a resident can host overnight guests should not exceed three (3) nights over a course of a seven (7) night period.

INTERNET & ROUTERS

Every room in the residence halls has access to wireless internet. Using the wireless implies your agreement to abide by SDM standards, policies and regulations and the [SD BOR Code of Conduct 3.4.1](#).



- Gaming and other non-authenticating devices must be registered with ITS.
- Internet in Rocker Square I & II comes from a different company.
 - Wireless Internet is provided in each apartment.
 - Ethernet ports exist in some spaces but are not live or maintained by Housing and Residence Life.

ON-CALL STAFF

An On-Call Resident Advisor (RA) is assigned to every residence hall or apartment to offer assistance outside of business hours. These RAs can connect with senior staff to address issues that go beyond their scope of responsibility and to report concerns.

Urgent matters that arise during business hours should be communicated directly to Central Staff at (605) 394-2348. Our primary goal is to ensure a safe and comfortable living environment for all, you can support that by promptly report any issues or concerns you might encounter.

POSTINGS

If you want to put up a poster or a sign in a shared area, you must get approval from a Residence Life Director first. You can learn more about advertising on campus in [On Campus Advertising/Campus Posting](#) policy.

QUIET HOURS

We recognize that the residence life is an extension of the academic environment on campus. Because of this, we've set up quiet hours to ensure residents can sleep and study without being disturbed. During quiet hours, noise shouldn't be heard between rooms, between bedrooms, or between common areas as much as the facilities allow.

Quiet hours also apply to the grounds, parking areas, and outdoor gathering spaces. Noise, conversations, or music in these spaces shouldn't be disruptive to residents.

QUIET HOURS ARE:

- 10:00PM MT – 7:00AM MT on the days before class days;
- 12:00AM MT – 10:00AM MT on days before non-class days; and
- 24-hour quiet hours during finals starting at 10:00PM on the class day before exams or at 12:00PM, noon, on a non-class day. They end at 7:00AM the day **after** the last exam.

If a community member or a Residence Life staff member asks you to lower the volume you are expected to do so right away.

REQUIRED MEETINGS

We hold several residence hall meetings throughout the academic year. These meetings are important for sharing information about community standards, safety and security concerns, and housing procedures.



You're expected to attend these meetings, RAs will do their best to schedule times that work for everyone.

ROOMMATE AGREEMENTS

It's recommended that roommates, suitemates, and apartments come to a mutual agreement at the start of the year about common community issues like sleep and study hours, cleanliness and visitors. The Roommate Agreement is a great starting place for conversations about these and more. If you are having a hard time coming to a common agreement reach out to Residence Life staff, they are ready and prepared to help you.

SHARING OUR COMMUNITY SPACES

Our residence halls have community common areas including lounges, lobbies, and study rooms. These spaces are for everyone to hang out, relax, learn together, or just chill with some movies, video games, or other streaming content.

Living as part of a community means showing respect and consideration for each other, we all share this responsibility. When you chose to become a student at SDM you agreed to abide by the South Dakota Board of Regents Code of Conduct. Nobody is going to test you on it, but you really want to familiarize yourself with it. The Community Standards Office at South Dakota Mines oversees anything related to the Code of Conduct.

COMMUNITY AGREEMENTS

Every residence hall community is encouraged to create a community agreement. This agreement sets out expectations for behavior and responsibilities in shared spaces and is moderated by your RA(s).

NOISE AND LIGHT LEVELS

When you're watching/listening to something use headphones. If you're using a big screen and need to have the sound on, keep the volume down. If what you're watching has flashing lights or repetitive sounds, let everyone know. Don't mess with the lights! It's a safety thing, everyone needs to be able to see where they are going if there is an emergency.

RESPECTFUL CONTENT

Remember that others can hear and see what you're playing. Avoid using community spaces to watch things that might be considered graphic, offensive, or disrespectful. When in doubt, ask everyone who is present.

UNIVERSITY-OWNED EQUIPMENT

Some of our common areas have equipment like TVs, game tables, printers, and the like. Treat these things with care and let Residence Life staff know if something breaks.

If you bring personal equipment into the space, remember that SDM is not responsible for any loss, theft, or damage to personal items.



EQUITABLE AND FAIR USE

Please be considerate, don't hog the space. If someone is unwilling to share or make the space friendly for all let your RA know, they can help sort things out.

Don't plan on "reserving" a common area for things like movie nights or gaming tournaments. They are here for all residents on a first-come, first-served basis. If you want to plan something, check with your RA and your neighbors, you will probably be able to work something out.

CLEAN UP

There isn't anyone whose job it is to pick up after you. If you bring stuff into the common areas, tidy up when you're done. Leave the common areas as welcoming for the next folks who come in as they were for you.

SOLICITATION & WORKING FROM YOUR ROOM

Solicitation and conducting personal business enterprises within the residence halls are prohibited because resources (i.e. electricity) are intended for academic and residential use only. This includes door-to-door solicitation, posting flyers, and selling goods or services.

A Director of Residence Life may make an exception for on-campus groups with specific outlined goals. If you encounter outside groups or individuals selling magazines or other goods or services in the residence halls, report it immediately to staff.

Use of university resources such as electricity should be for academic and residential use only.

USING OUR FACILITIES & SERVICES

Facilities like shared kitchens, study lounges, and laundry rooms are for everyone. Use them but remember to be respectful. Misuse can result in disciplinary action and loss of access.

BICYCLES

Bike racks and repair stations are provided at or near every residence hall.

Bicycles may **not** be stored inside except in the Rocker Square apartments and Placer Hall where they are allowed in personal bedrooms.

We really recommend you register your bike and lock it up with a U-lock or something similar. The registration sticker and hard to cut lock discourages theft. Be aware, bicycles remaining on campus after completion of the Spring Semester may be considered abandoned and may be donated.

CIRCUIT BREAKERS

In the Rocker Square apartments, the circuit breakers are in the kitchen. You or a Residence Life staff member can access it if needed.



In Connolly, Palmerton, Peterson, or Placer Halls, ask Residence Life or Public Safety for help.

If circuits keep blowing it's because they are overloaded. Use fewer appliances at the same time or plug them into different outlets.

CONSERVING ENERGY AND RESOURCES

Environmental resources are finite, and conservation is the name of the game. You can help by turning off lights when you leave a room, using less water, unplugging things when you're not using them, and recycling.

ELEVATORS

We have elevators in the residence halls and apartments for accessibility and ease. If there's a problem with an elevator, let the on-call staff know ASAP.

If you get stuck in an elevator, use the emergency phone or call Campus Safety directly at 605.394.6100. Never try to open the elevator door yourself if you're stuck.

- Things like overcrowding the elevator or jumping around inside can make the safety brakes kick in and stop the elevator. If you're responsible for something like this, you will likely face disciplinary action, or be charged for damages.
- Don't use the elevator in an emergency or if the fire alarm is going off.
- Take care when you're moving items in and out of the elevator. Overloading it or holding the door open too long can cause the safety brakes to kick in.

EXTENSION CORDS AND ELECTRICAL OUTLETS

Extension cords are a fire hazard because they can overload electrical outlets so **no extension cords**. Instead, use a surge protector with a ground (three prongs and 6 feet max). Exceptions may be granted with approval of your Resident Director.

FURNITURE AND LOFTS

Your room already has your basic furnishings, a bed, closet/wardrobe, dresser, desk, and chair. Lofting/bunking kits are provided in Connolly, Palmerton, Peterson, Placer halls and Rocker Square II. Rocker Square I has full beds and cannot be lofted

We have limited bed rails for check out. If you're worried about the bed being too high, you may want to buy and install your own bed rail.

HOW TO NOT BE CHARGED FOR DAMAGES

Don't use tacks, nails, screws, duct tape, poster putty, or cellophane tape to hang things on the painted wall. The only allowed method is using (blue) painters tape.

Don't attach anything to the ceiling or pierce the walls. The Fire Marshall really doesn't like this and you'll have to remove it.



You may use Damage Free command strips on unpainted surfaces but you'll need to clean any residue off when you check out.

Excessive scuff marks, paint damage and tape residue left behind will result in damage charges to your student account.

KITCHENS & APPROVED KITCHEN APPLIANCES

Every residence hall has communal kitchen(s) for all residents to use. These kitchens have basic stuff like ovens, microwaves and basic cooking/baking equipment like pots and baking sheets.

- Don't leave your cooking/baking unattended even popcorn. Burnt popcorn and forgotten pans are the number one reason for the fire alarms going off.
- There is a list of allowable small kitchen appliances for use in the kitchens and your room in the [packing list](#). Anything not on that list is probably not allowed for safety reasons. (I know, we keep saying that but we care about your safety.)
- Speaking of safety, you may use knives and utensils for cooking. Just please don't be careless with them. Using them in a way that might harm or intimidate others can result in temporary suspension from the residence hall and other sanctions.

Please, use all appliances the way they are intended and keep them clean. If they're damaged or are a fire hazard they'll have to be removed. If you're unsure about an appliance, ask your RA or the Residence Life team.

LAUNDRY ROOM

Every hall or apartment has laundry facilities available to you. Pay attention to the signs! They're there to prevent things like floods.

- In Connolly, Palmerton, Peterson, or Placer Halls, the shared laundry facilities work with *Your Grubby ID*.
 - Use your small, magnetic whiteboard to label the machine you are using so someone can get you if something goes wrong
- In Rocker Square II, the laundry machines use a laundry card you can get in the lobby.
- In Rocker Square I, laundry costs are included in your housing costs.

Some laundry advice:

- Take your laundry out as soon as it's done, this is shared equipment.
- Remove lint from the lint trap in the dryer before and after using it.
- Use sensitive skin/unscented laundry supplies. Even if you're not allergic others are and the residue you leave behind may make them miserable.
- Keep the laundry room clean.
- ASK IF YOU DON'T KNOW HOW TO USE THE MACHINES.

MAIL & DELIVERIES

You have a mailbox with a combination lock in the Surbeck Center. If a package arrives that needs your signature, you'll get an email. You can sign for it electronically and pick it up at Surbeck Center's main desk.



The address format for all your mail, packages, and deliveries is:

FULL NAME
South Dakota Mines - MB# ____
501 E St. Joseph Street
Rapid City, SD 57701

If you are having perishable items delivered you really need to be present at the front desk when they arrive. We cannot guarantee that perishable items will be accepted.

If delivering directly to your residence hall or apartment (i.e., food deliveries), please use the building number listed on each main entrance door. Do not let delivery workers into the building, meet them at the door.

OUTDOOR SPACES

We've got some great outdoor spaces like the March Dake grilling area, *The Pit* outside PC Commons, the Palmerton Hall sand volleyball court, and the PC Commons community garden that are open to everyone living on campus.

All the guidelines around community spaces indoors apply outdoors as well. Unlike indoor spaces the grill, *The Pit*, or volleyball court may be reserved for a specific time. You can do that through the Scheduling Office or the Residence Life Central Office.

PAINTING

Just don't! The University or approved Residence Life programs handle all painting. If you paint without seeking approval from the Residence Life Central Office you will likely receive disciplinary action including fines and restitution.

PERSONAL STORAGE AND STORAGE OVER BREAKS

We don't have storage facilities for personal items. Using hallways, stairwells, lounges, or community kitchens to store your stuff is a safety concern.

During longer breaks, you will be asked to remove all perishable items from your room, unplug and defrost fridges and chests, and leave the door to the appliance open.

During Winter and Spring break you may keep your registered bike in your room.

ROOM CONDITION REPORTS

You'll get an email when you can check in with a Room Condition Report (RCR) to fill out and add comments to. This **must** be completed within 48 hours of your move-in. This is good practice for the real world because this is



standard practice for every rental property.

You're responsible for the things in your room and should treat it accordingly. As stated above, any damage will most likely result in damage charges. When you check out, you'll receive an updated RCR with any changes noted by Residence Life staff and damage charges.

Don't move furniture or equipment out of common areas, lounges, or rooms, and don't move things from one room to another. If anything gets damaged or needs fixing, let the Residence Life office know ASAP.

STAIRWELLS/HALLWAYS

Always keep stairwells and hallways clear. It's a safety thing again. Everyone needs to be able to get out quickly and safely during an emergency.

SAFETY & SECURITY

It should be obvious by now that safety is an important thing at SDM. As you've read before, by choosing to attend SDM and choosing to live on campus you agree to abide by certain standards, regulations, and policies. This section explains those for things like getting into buildings, fire safety, weapon safety, and things you can't have on campus.

ALCOHOL, MARIJUANA, AND CONTROLLED SUBSTANCES

Having, using, or distributing illegal drugs or controlled substances, including marijuana, is **not allowed**. Alcohol is okay for residents who are old enough to drink legally, but you must drink responsibly.

If you drink too much or behave disruptively because of alcohol, you may face disciplinary action.

Our Residence Life policy adheres to the South Dakota Board of Regents Use and Misuse of Substances policy. It states that you cannot make, sell, have, use, or consume alcohol, marijuana (including medical cannabis), or controlled substances without authorization. You also cannot have any drug paraphernalia.

BEING IN THE PRESENCE OF ALCOHOL

Keep in mind, being around alcohol in Connolly, Palmerton, Peterson, and Placer Hall is a violation of our alcohol policy.

ALCOHOL CONTAINERS AS DECORATIONS

Containers that were originally meant to hold alcohol are not allowed in Connolly, Palmerton, Peterson, and Placer regardless of your age. That means, you cannot use an empty alcohol container as a decoration. Doing so is a violation of our alcohol policy.

Rocker apartments may have alcohol containers as decoration **only if** the following are **both** true:

- The apartment is a wet apartment; and
- The containers have been altered from their original form so it is clear they are not an open container



ROCKER SQUARE APARTMENTS & ALCOHOL USE

In our Residence Life housing, Rocker Square I and II are considered upper-division residence halls where students who are 21 or older can have and use alcohol responsibly in their living quarters once approved.

Rocker Square apartments are the **only** residential housing areas on campus where individuals 21 or older may have or consume alcohol. This applies to apartments where at least one occupant is of legal drinking age, even when some occupants are under the age of 21.

No matter the age of apartment occupants, each apartment must meet with either the Director of Residential Education and Community Standards or their delegate to be approved to be a wet apartment, even if everyone in the apartment is 21+.

Apartments, where no one is 21, may complete the meeting in advance so approval is in place prior to the first resident turning 21.

WHAT HAPPENS WHEN ALCOHOL IS FOUND

If we find alcohol in the residence halls or apartments that goes against our policy, we will dispose of it immediately. If a student has the alcohol, our Residence Life staff will supervise its disposal. Otherwise, the staff will handle it. Any alcohol will be poured down the drain, and all alcohol containers will be taken to the outdoor trash bins.

Remember, simply being around alcohol in housing is a violation.

NON-RESIDENTIAL MINORS PRESENT

If minors who do not live in the residence halls and are under 18 are present or involved in potential alcohol, marijuana, or other substance policy violations, we will refer them to Public Safety or the Rapid City Police Department.

DISRUPTION TO COMMUNITY AND UNSAFE BEHAVIOR

We prioritize the well-being and safety of all residents. We are committed to enforcing laws and regulations surrounding drinking. Our priority, backed by the Alcohol Amnesty Policy, is your safety if you choose to partake in the use of substances.

Any behavior that disrupts this including excessive noise, public drunkenness, or disregard for shared spaces, will be addressed. We also remain alert to any unsafe behaviors that might put you or others at risk.

Your actions impact everyone in our community. Breaching these standards **will lead** to disciplinary actions, which can include educational programs, fines, or even eviction from residence halls. We are all responsible for creating a safe, respectful, and enjoyable living environment.

For more information on the University's Alcohol Amnesty Policy, see the [Student Code of Conduct Policy 3.4.1](#).

LOOKING AFTER YOURSELF IF DRINKING

It's important to know that if you choose to drink, **you** are responsible for your actions. Your Residence Life team, including RAs, can't supervise or care for students who've had too much to drink.

Also, we don't ask your roommates or friends to look after you if you've been drinking. If you ever see a fellow student who is very drunk and seems to be in danger, call an RA, Public Safety, or local emergency services straight



away.

Part of being in our community is thinking about others. If you decide to drink, please do so in a way that is safe and respectful to everyone around you.

ANIMALS

Pets are generally not allowed in the residence halls, with a few exceptions. These include fish, service animals, and emotional support animals that have received the university's approval. Please don't feed or shelter stray animals. Non-approved animals in the residence halls will be immediately removed from the area.

EMOTIONAL SUPPORT ANIMALS (ESA)

Emotional support animals (ESAs) could be allowed if you have the proper documentation, and the university approves it. We work with our Title IX and Accessibility Services Office to decide which animals are approved.

PETS

You can have fish in a small tank (10 gallons or less). Animals like amphibians, crustaceans, mollusks, reptiles, insects, mammals, or any other non-fish animals are not allowed.

SERVICE ANIMALS

As required by law, service animals are allowed in the residence halls.

ADDITIONAL SAFETY CONCERNS

3-D PRINTERS

Due to the hazards associated with it, SLA model 3D printers that use resin are not allowed. The use of 3D printers (FFF/FDM models) that use PLA filament or any other filament types are allowed if you follow manufacturer and safety instructions with proper room ventilation.

With the number of additional locations that ABS filament can be used on campus, we do not allow its use either. If you have any questions about 3D printing, please direct them to Central Staff.

FIRE ALARMS

Do not tamper with any safety equipment. This includes, but is not limited to:

- smoke detectors;
- sprinkler heads;
- fire extinguishers;
- heat detectors;
- defibrillators; and
- hydrants.

Don't place anything on or around this equipment.

Safety, safety, safety in case you haven't noticed we take safety seriously and that includes fire alarms.



- You are expected to leave the building immediately during a fire alarm. Choosing to not do so may result in disciplinary action.
- Anything you do that causes false fire alarms or unsafe conditions may also result in disciplinary action.

HAZARDOUS MATERIALS

Items that pose a serious risk to the safety of yourself and others are not allowed in the residence halls. These things include but are not limited to:

- space heaters;
- fireworks, other types of explosives, and any other incendiary devices (including candles with wicks).
- ammunition;
- hazardous materials (things you can't fly on a plane with flammable chemicals, fertilizer, fuel, accelerants, spray paints, etc.);
- household cleaning chemicals in large quantities;
- real trees and wreaths (they become a fire hazard); and
- holiday lights are allowed IF they are labeled for indoor use, are UL-approved, and in good condition.

If you've read this far, you know that if you have questions regarding an item(s), ask a Residence Life staff member.

KEEPING THE BUILDING SECURE

Everyone deserves to feel safe. Things you can do to ensure this include:

- not letting someone you don't know in;
 - All our residence halls are locked 24/7.
 - Don't do anything that would make the doors less secure, like propping them open.
- using and locking windows and doors as intended, it's another safety thing; and
 - Don't use windows as doors.
 - Don't remove screens.
 - Don't throw or hang anything out of the windows.
- making sure nothing is blocking entrances, exits, and hallways. You and everyone else should be able to exit a space quickly and safely and emergency staff should be able to enter that space quickly and safely.

See something, say something. If you notice someone or something out of the ordinary, contact a Residence Life staff member immediately.

PUBLIC & PRIVATE SPACES

In our residential community, there are various types of spaces designed to fit different needs. We have spaces for privacy, studying, hanging out, and more. Don't be in spaces you shouldn't be in, it's a violation of the Code of Conduct and could result in disciplinary action.

PRIVATE SPACES

Private spaces are meant for individual use where you should expect a reasonable amount of privacy. This mostly refers to bedrooms, whether they're standalone or part of a suite or apartment. Respect these spaces. Don't record anyone in these spaces without their knowing and getting their explicit permission.



PUBLIC SPACES

Public spaces are open to all residents and your guests, and sometimes to the wider university community. These include places like the community kitchen, lounges, laundry rooms, model rooms, and lobbies.

Everywhere that can be seen from the hallways are also considered public, so make sure whatever you're doing in these spaces is okay with everyone and follows our community standards.

We are a community, so, loud noises, disruptive behavior, unauthorized recordings, or any activity that interferes with fair use of the space really aren't okay.

SEMI-PRIVATE SPACES

Semi-private spaces are shared among a smaller group of residents (i.e. shared bathrooms, common rooms in a suite or on a floor, and living rooms in apartments). The same standards apply here as in private spaces, this means you cannot have a doorbell camera facing into the hall.

STAFF ONLY SPACES

Staff Only spaces are just for staff; don't go in without permission. If you aren't sure if you are able to use a space, ask. Safety first people. Oh yeah, which also means stay off the roofs.

ROUTINE ROOM INSPECTIONS

Room inspections will happen at least once a semester. The inspection is just a basic check for health, safety, and maintenance issues to make sure everyone is, well, safe. These inspections aren't searches. No one will open your closets, drawers, or fridge unless you say it's okay or we have reason to believe we need to search it.

If we find anything that's not safe or healthy, you and your RA will agree on a timeline for you to fix it. If you don't fix the issue by the agreed deadline, you may face violations and sanctions. You'll get at least twenty-four hours' notice before your RA inspects your area and you don't have to be there for the inspection.

TOBACCO, SMOKE, VAPOR

South Dakota Mines is a tobacco-free and vapor-free campus. Federal law prohibits the possession of tobacco products like chewing tobacco, cigarettes, e-cigarettes, cigars/pipes, vape cartridges, and hookahs by under the age of 21. There are spaces where tobacco and tobacco product use is allowed. You can find more information in the University tobacco and vapor policy online. No one, regardless of age, may have or use hookahs on campus.

WEAPON SAFETY

We follow the [SD BOR Policy 3.4.1](#) and the University Weapons Policy with weapons. You can store weapons and firearms in your locked vehicles or with Public Safety (605) 394-6100. At no time should weapons be brought into residential housing or carried around campus.



Knives may be used for cooking but should be stored and secured when not in use. Any object used to cause harm or intimidate others can be considered a weapon so use things the way they should be. If you violate any part of this policy, you could face temporary suspension from the residence and other sanctions.

WHAT TO DO IN AN EMERGENCY

If there is an emergency, follow the Emergency Response Procedures provided by the university. You will learn about these at the start of each academic year, and they are also available on the university's website.

GETTING HELP AT ANY TIME

During business hours (Monday to Friday, 7:30 AM - 4:30 PM), you can call (605) 394-2348 or visit the Residence Life Office in Surbeck Center for help. For all other times, each living area has a Residence Life staff member available to help in an emergency.

You can call or visit them if you need help.

You will find signs with duty phone numbers throughout the residential communities. We recommend that you save these numbers on your cell phone so that you can get help easily.

EMERGENCY ALERTS

The University uses the Everbridge notification system to let you know about emergencies or issues that affect the whole campus.

You might also get an email from reslife@sdsmt.edu if there is an emergency issue related to housing.

STAYING LONGER DURING INCLEMENT WEATHER

During periods of inclement weather, special accommodations may be made for you including extending the amount of time you have to leave during breaks. Email notifications will be sent out if changes due to weather.

NO POWER, WATER, OR HEAT

If there is a power, water, or heat outage, contact the Residence Life Office or on-call staff immediately.

ENTRY & SEARCHING YOUR SPACE

Residence Life respects your privacy, but sometimes for legal or safety reasons, we might need to enter your room.

WHEN WE MIGHT ENTER PRIVATE SPACES

**FOR MAINTENANCE AND INSPECTIONS**

If something needs fixing or we need to check safety equipment, a staff member or an authorized vendor might need to enter your room. If you ask for repairs, be advised that you are giving us permission to enter your room to fix things.

We aim to let you know at least twenty-four hours in advance when we'll be coming by for any unrequested work. You don't have to be there when we come. Usually, we do this between 9:00 AM and 4:00 PM when the University is open.

We might ask you to move your stuff or change your room so we can fix things. If you don't, it might cause delays or disciplinary actions.

DURING EMERGENCIES

If there's an imminent threat to people or property, we might need to enter your room without letting you know first.

TO VERIFY OCCUPANCY & ROOM READINESS

We may need to check if you're living in the place assigned to you or that you are living here. In such cases, we might need to enter your room without letting you know first. We might also enter to ensure that a vacant space is move-in ready and to assess any Room Condition Report concerns.

IF WE SUSPECT A VIOLATION

If we have good reason to think you're violating university or residence life standards, policies or regulations we might need to enter your room without notice.

FOR HEALTH, SAFETY, AND WELL-BEING CHECKS

We might need to enter it without notice if we have good reason to think your room is dirty, has pests, unapproved pets or guests, or dangerous items. We might also need to check if you are well, especially when someone who cares about you reaches out with reasonable concern.

MISSING PERSON CONCERNS

We follow [SD Board of Regents Policy 3.4.5](#) in case a student ever is considered missing. If you think a student might be missing, report it to the Dean of Students, Residence Life, or Public Safety. We'll then promptly try to find the student. If we can't, we'll get help from the local Public Safety and the Rapid City Police Department as needed.

When you fill out your housing application, make sure to provide an emergency contact. If the police are looking into a missing student case and that student is you, we might have to call your emergency contact. As part of the investigation, staff might need to go into your room.

FOR OPENING & CLOSING CHECKS

During times when the halls are closed, we will check to ensure that your space is prepared for the break period. This might include ensuring that electronics are unplugged, refrigerators are empty, that there are no concerns about cleanliness, or maintenance needs.

HOW WE ENTER YOUR ROOM**KNOCKING AND ANNOUNCING OURSELVES**

Usually, before we enter your room:

- We'll knock (*knock* *knock* *knock*);



- Say who we are (Housing and Residence Life; Hall Director/AHD/RA); and
- And wait for you to respond. If we don't hear anything, we'll use our access to enter (Keying in).

HAVING SOMEONE THERE

Ideally, when your room is entered for an emergency or if a violation is suspected, you should be there. If you're not, at least two staff members will be present.

WHEN WE MIGHT SEARCH YOUR ROOM

We'll only search your room if we think you're breaking university or residence life standards, violating the Student Code of Conduct, or if the law requires us to.

HOW WE SEARCH YOUR ROOM

If you are present and we need to search your room, our staff will ask you before entering. You may say no but if Housing and Residence life staff still think you might be in violation, they will ask a Senior Staff or Central Staff member to address the issue and then you may not have a choice.

WHO CAN SEARCH AND WHAT NEEDS TO BE WRITTEN DOWN

Only certain people, approved by the University President, can search your room. This includes the Directors of Residence Life, Hall Directors, and Assistant Hall Directors.

Every detail about the search must be recorded, like which rooms are searched, what rule might be broken, what we're looking for, and who's doing the search.

WHEN WE MIGHT TAKE YOUR ITEMS

If we find things during a search that violate University or residence life standards, the SD BOR Code of Conduct Policy 3.4.1, or the law, we might need to take them. Anything illegal will be labeled and turned over to Public Safety.

HOW WE MIGHT TAKE YOUR ITEMS

If we take something from your room, we'll document it and provide the room with a copy of the document.

WHAT HAPPENS TO YOUR ITEMS

If we take something because it violates university policies, regulations and standards, we might have to dispose of it or ask you to do so. Anything illegal will be handed over to Public Safety. Some items might be held in storage by the Director of Residence Life to be returned after an agreement is made with you.

We prioritize respecting your privacy and will treat you with dignity. These standards and policies are here to keep everyone safe and respect everyone's rights. If you have questions or concerns about these standards and policies, please contact YOUR Housing and Residence Life team.

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 | DEALING WITH CONFLICT

When living in a community, disagreements or conflicts can sometimes happen. This section provides steps and resources to help you handle and resolve conflicts effectively.

TALK ABOUT IT

THE FIRST STEP TO RESOLVE CONFLICTS IS TO COMMUNICATE OPENLY AND HONESTLY.

Talk to the person involved, tell them your concerns respectfully. Be clear about the specific behavior that's causing the issue, explain how it affects you, and suggest a solution.

ROOMMATE AND SUITE-MATE AGREEMENTS

AT THE START OF THE ACADEMIC YEAR, WE ENCOURAGE ROOMMATES AND SUITE-MATES TO FILL OUT A ROOMMATE AGREEMENT FORM.

This agreement lays out each person's expectations about different parts of living together (like noise levels, cleanliness, guests). If a conflict comes up, go over this agreement and discuss if everyone is meeting these expectations.

GET HELP FROM A RESIDENCE LIFE STAFF MEMBER

IF TALKING IT OUT DOESN'T RESOLVE THE CONFLICT, REACH OUT TO A RESIDENCE LIFE STAFF MEMBER.

They're trained to help resolve conflicts and can mediate a conversation between the people involved. Mediation is a structured talk that makes sure everyone is heard and helps you all work together to find a solution.

ONGOING SUPPORT

RESIDENCE LIFE STAFF ARE HERE TO SUPPORT YOU.

If conflicts keep happening, or if they get more serious and involve harassment or discrimination, more steps may be needed. Residence Life staff can help you navigate the university's procedures and resources for dealing with these serious situations.

Keep in mind, conflict is a normal part of life and community living. It's not the conflict itself, but how it's handled that really matters. Understanding and respecting each other's rights and needs can make your residence hall a wonderful place to live.



APPENDIX B | COMMON DAMAGE COSTS

The costs listed below are often incurred when damage occurs in our residence halls. They include both the cost of the labor to fix the issue, and the price of the materials needed for the repair. Keep in mind, these are common costs, and your specific situation could be more or less, depending on the extent and nature of the damage. These costs serve as a guide to for potential financial responsibilities if damage occurs in your living space.

Residents of each floor and wing are jointly responsible for proper use of all common or community-use facilities (e.g. washrooms, shower rooms, lounge furniture, corridors, kitchens, etc.). As all residents are jointly responsible for all common and community facilities, damages made to common areas that cannot be attributed to specific individual(s) will be charged back to the wing, the complex, residence hall or specific areas of the hall.

| Category | Item | Price |
|-----------------------------------|----------------------------------|-------------------|
| Appliances | Microwave (std/stove) | \$150.00/\$400.00 |
| | Oven | \$700.00 |
| | Stove Drip Pans | \$30.00 |
| | Dishwasher | \$800.00 |
| Bathroom | Showerhead | \$40.00 |
| | Fixtures (min) | \$20.00 |
| | Tissue Paper Holder | \$20.00 |
| | Shower stall (sides, floor) min | \$50.00 |
| | Shower/tub (tub, walls) min | \$50.00 |
| | Toilet (min) | \$25.00 |
| Bed | Replace end(s) | \$150.00 |
| | Replace frame | \$100.00 |
| | Replace platform/springs | \$100.00 |
| | Pins | \$5.00 |
| | Set up/un-loft (per bed) | \$25.00 |
| | Replace Lofting Kits | \$200.00 |
| | Mattress Replace | \$150.00 |
| | Mattress stains/holes (min) | \$15.00 |
| Ceiling | Tiles (ea.) | \$10.00 |
| | Labor per Hr. | \$25.00 |
| Chairs-Couches | Desk Chair Replace | \$150.00 |
| | Repair (min) | \$15.00 |
| | Soft Chair Replace | \$400.00 |
| | Couch/Love Seat | \$600.00 |
| | Repairs (min) | \$50.00 |
| | Bar Stools | \$75.00 |
| Chest of Drawers (Dresser) | Drawer front replacement (min) | \$50.00 |
| | Drawer replacement | \$100.00 |
| | Replace 3-drawer | \$400.00 |
| | Replace 2-drawer | \$300.00 |
| Cleaning of rooms | General cleaning (min) | \$30.00 |
| | Sticker/adhesive (each) | \$5.00 |
| Removal of items | Trash (per bag) | \$20.00 |
| | Refrigerator (includes disposal) | \$100.00 |
| | Sofa | \$100.00 |
| | Upholstered chair | \$50.00 |
| Bathrooms | Toilet | \$30.00 |
| | Shower/Tub | \$75.00 |
| | Walls | \$30.00 |



SOUTH DAKOTA MINES

| | | |
|--------------------------------|-------------------------------------|---------------------|
| | Floor | \$50.00 |
| | Ceiling | \$50.00 |
| Door, Room | Replace | \$200.00 - 1,200.00 |
| | Refinish (min) | \$100.00 |
| | Hole in Door (small) | \$75.00 |
| | Door Closer Repair/Reattach | \$50.00 |
| | Room Numbers | \$10.00 |
| | Locking Handle | \$100.00 - \$300.00 |
| | Lock Core | \$50.00 |
| | Card Reader locks | \$1,500.00 |
| | Rocker Apartment Key | \$50.00 |
| | Rocker Bedroom key | \$25.00 |
| | Rocker Access Card | \$20.00 |
| Fixtures - General | Towel Hook or Rack | \$25.00 |
| | Mirror Replace | \$75.00 |
| | Data ports & coaxial (min) | \$25.00 |
| | Electrical covers (outlet/switch) | \$15.00 |
| | Replace switch or outlet | \$25.00 |
| Floors | Tile damage (min) | \$30.00 |
| | Carpet (min) | \$30.00 |
| HVAC | Thermostat | \$80.00 |
| | Heater cover | \$100.00 |
| | HVAC unit (min) | \$300.00 |
| Lights | Replace globe | \$20.00 |
| | Fluorescent fixture | \$100.00 |
| | Fixtures-Apartments | \$150.00 |
| | LED Fixtures | \$150.00 |
| Paint | Ceiling | \$50.00 |
| | Window sill | \$20.00 |
| | Full wall | \$50.00 |
| | Full room | \$200.00 |
| | Repair scratches, holes (min. each) | \$5.00 |
| Safety (Fire) Equipment | Replace ABC | \$100.00 |
| | Recharge ABC | \$30.00 |
| | Replace detector | \$30.00 |
| Sinks (Peterson Hall) | Light fixture | \$70.00 |
| | Faucet | \$100.00 |
| | Sink bowl | \$200.00 |
| | Cabinet | \$300.00 |
| Windows | Replace curtain set | \$20.00 |
| | Replace curtain rod | \$15.00 |
| | Replace blinds | \$30.00 |
| | Replace window latch | \$30.00 |
| | Replace screen | \$100.00 |
| | Replace Screen Frame | \$50.00 - \$150.00 |
| | Replace glass | \$200.00 - \$900.00 |



APPENDIX C | SAMPLE ROOMMATE AGREEMENT

DIRECTIONS & USE OF THIS AGREEMENT

The Roommate Agreement serves as a means of collaboration and communication between roommates while ensuring that each resident's rights are respected. Your ability to participate in and realize the intended benefits of residential living largely stem from the respect that you demonstrate for others. As roommates, you will work together with your Resident Advisor (RA) to voice your opinions openly to foster a lasting agreement. When completed honestly, this agreement will become the standard to hold yourself and your roommates accountable.

Any time you move-in and/or receive a new roommate(s), set up a time to sit down with your roommate(s) and the RA of your community. Begin to discuss your expectations of living together in the space. All of you should complete this document collectively by agreeing on conditions of the room and your living situation. You will be expected to have a roommate agreement on file with Residence Life within two weeks of moving-in or having a new roommate(s).

SETTING FOUNDATIONS AND BOUNDARIES

OUR ROOMMATE RELATIONSHIP

WHAT TYPES OF FRIENDSHIP/RELATIONSHIP ARE WE EXPECTING FROM EACH OTHER?

ARE THERE ACTIVITIES WE WANT TO DO TOGETHER?

How We Communicate

THE BEST WAY TO CONTACT US IF WE'RE NOT IN THE ROOM IS TO:

A B C D

☐ ☐ ☐ ☐ TEXT/MESSAGE

☐ ☐ ☐ ☐ CALL/VOICEMAIL

☐ ☐ ☐ ☐ EMAIL

☐ ☐ ☐ ☐ LEAVE A NOTE

IS IT OKAY TO GIVE OUT OUR CONTACT INFORMATION TO OTHERS?

A B C D

☐ ☐ ☐ ☐ YES, BUT ONLY FOR EMERGENCIES

☐ ☐ ☐ ☐ YES

☐ ☐ ☐ ☐ NO

☐ ☐ ☐ ☐ ASK ME EACH TIME

When we want to use the room for different purposes at the same time we'll compromise by:

How will we decide the layout of the room if we want to change it?

GUESTS, VISITORS, AND OTHERS

Our Guest Preferences

Roommates have the right to privacy and the proportionate use of the room both in terms of space and time, and the right to be free of unwanted guests in the room.

Courtesy Hours / Daytime Guests

A B C D

☐ ☐ ☐ ☐ NEVER

☐ ☐ ☐ ☐ WHEN GIVEN NOTICE

☐ ☐ ☐ ☐ WHEN I AM ABSENT

☐ ☐ ☐ ☐ DON'T HAVE A CONTINUED PRESENCE

☐ ☐ ☐ ☐ ALLOWED ANY DAY OF THE WEEK

☐ ☐ ☐ ☐ WHEN NOT SLEEPING/STUDYING

☐ ☐ ☐ ☐ OTHER:

Quiet Hours / Overnight Guests

A B C D

☐ ☐ ☐ ☐ NEVER

☐ ☐ ☐ ☐ WHEN GIVEN NOTICE

☐ ☐ ☐ ☐ WHEN I AM ABSENT

☐ ☐ ☐ ☐ DON'T HAVE A CONTINUED PRESENCE

☐ ☐ ☐ ☐ ALLOWED ANY NIGHT OF THE WEEK

☐ ☐ ☐ ☐ WHEN WE HAVE NO CLASS THE NEXT DAY

☐ ☐ ☐ ☐ NEVER WHEN GUEST(S) ARE INTOXICATED

Romantic Guests / Intimate Partners

A B C D

☐ ☐ ☐ ☐ NEVER

☐ ☐ ☐ ☐ WHEN GIVEN NOTICE

☐ ☐ ☐ ☐ WHEN I AM ABSENT

☐ ☐ ☐ ☐ DON'T HAVE A CONTINUED PRESENCE

☐ ☐ ☐ ☐ ALLOWED ANY DAY/NIGHT OF THE WEEK

☐ ☐ ☐ ☐ WHEN WE HAVE NO CLASS THE NEXT DAY

☐ ☐ ☐ ☐ OTHER:

How many guests are okay at a time?

How much notice should be provided before someone visits?

Are there belongings that a guest can use (i.e., bed, towels, food, appliances)? If so, what are they?

Does gender matter; if so, how will we compromise?

How should we discuss and decide on personal/private use of our room?



OUR LIVING STANDARDS

On most occasions, the room needs to be quiet by this time:

On weeknights _____ On weekends/holidays _____

On most occasions, each of us expects to go to sleep by this time:

On weeknights _____ On weekends/holidays _____

On most occasions, each of us expects to wake-up by this time:

On weekdays _____ On weekends/holidays _____

What is the room like when we are sleeping (i.e., all lights off, no music, no television/computers on)?

Is there a priority given to certain activities (i.e., studying, sleep, and personal hygiene)? If so, what is it?

What is okay to do in the morning if a roommate is sleeping (prior to the wake-up time agreed)?

The temperature of the room is between ____ & ____ ° F.

CARE OF OUR SPACE

We will do the following as checked:

| | DAILY | WEEKLY | BI-WEEKLY | MONTHLY | AS NEEDED |
|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| EMPTY TRASH | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SWEEP | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VACUUM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DUST | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MAKE BED | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DO LAUNDRY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

We agree to share the expenses of:

- ☐ Toilet Paper ☐ Paper Supplies ☐ Streaming Services
☐ Cleaning Supplies ☐ Dishes/Cutlery ☐ Routers/Hardware
☐ Food/Snacks ☐ Pans/Cookware ☐ Furniture

How will we tell each other if something is not clean enough?

What should our room smell like? We will maintain this standard by:

FINAL THOUGHTS

SECURITY OF THE ROOM

WE AGREE THAT LOCKING OUR DOOR IS IMPORTANT TO US FOR THE SAFETY AND SECURITY OF OUR ROOM. WE WILL NOT USE ANY DEVICE OR MEANS OF KEEPING OUR DOOR UNLOCKED WHEN NO ONE IS IN THE ROOM.

We agree our door will be locked when:

- ☐ NO ONE IS PRESENT
☐ WHEN AT LEAST ONE ROOMMATE IS PRESENT

☐ ALWAYS

OUR RESPONSIBILITIES

If my roommates and/or I have any concerns with the above roommate agreement, we have the responsibility of taking the following steps in order to reach a mutually agreeable solution:

- 1. We must first honestly and openly talk with each other and attempt to work out the problem ourselves.*
- 2. If the problem fails to be resolved, we will consult our RA, who will work with us to find a resolution to the problem.*
- 3. Finally, if no other measures work to resolve the problem, we will consult senior staff to discuss our options, understanding that they will first consult the RA to gather information prior to our meeting.*

ROOMMATE A: _____
PRINT NAME

_____/_____/_____
DATE SIGNATURE

ROOMMATE B: _____
PRINT NAME

_____/_____/_____
DATE SIGNATURE

ROOMMATE C: _____
PRINT NAME

_____/_____/_____
DATE SIGNATURE

ROOMMATE D: _____
PRINT NAME

_____/_____/_____
DATE SIGNATURE

RESIDENT ADVISOR: _____
PRINT NAME

_____
DATE_____
SIGNATURE

APPENDIX D | 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.*
 - 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 E | IN-ROOM BEDROOM SWAP REQUEST FORM

No room changes will occur within the first two weeks and last two weeks of each semester, unless by special permission from the Director of Housing & Operations.

Instructions: To obtain a room change you must complete this form, including the following individual signatures listed below. The completed form must be brought to the Residence Life Office, Surbeck Center. Residence Life will notify you when you may move.

A separate form must be completed for each student changing rooms

Moving without permission results in an improper checkout charge (\$25).

Building and Room Number _____

| | | |
|------------------------|-----------|--------------------|
| STUDENT 1 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 2 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 3 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 4 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |

Acknowledgement of room reassignment(s):

| | |
|----------------------------------|------|
| STUDENT 1 SIGNATURE | DATE |
| STUDENT 2 SIGNATURE | DATE |
| STUDENT 3 SIGNATURE | DATE |
| STUDENT 4 SIGNATURE | DATE |
| RESIDENT ADVISOR SIGNATURE | DATE |
| HALL DIRECTOR/DIRECTOR SIGNATURE | DATE |

Office Use Only

| | |
|--------------------------|--------------------|
| EFFECTIVE DATE OF CHANGE | NEW ACCESS ADDED |
| BANNER UPDATED | OLD ACCESS REMOVED |
| HPC NET UPDATED | STAFF NOTIFIED |
| ROSTER UPDATED | |



APPENDIX F | ROOM CHANGE REQUEST FORM

No room changes will occur within the first two weeks and last two weeks of each semester, unless by special permission from the Director of Housing & Operations.

Instructions: To obtain a room change you must complete this form, including the following individual signatures listed below. The completed form must be brought to the Residence Life Office, Surbeck Center. Residence Life will notify you when you may move.

A separate form must be completed for each student changing rooms.

Moving without permission results in an improper checkout charge (\$25).

Building and Room Number _____

| | | |
|------------------------|-----------|--------------------|
| STUDENT 1 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 2 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 3 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |
| STUDENT 4 PRINTED NAME | ID NUMBER | BEDROOM AFTER SWAP |

Acknowledgement of room reassignment(s):

| | |
|----------------------------------|------|
| STUDENT 1 SIGNATURE | DATE |
| STUDENT 2 SIGNATURE | DATE |
| STUDENT 3 SIGNATURE | DATE |
| STUDENT 4 SIGNATURE | DATE |
| RESIDENT ADVISOR SIGNATURE | DATE |
| HALL DIRECTOR/DIRECTOR SIGNATURE | DATE |

Office Use Only

| | |
|--------------------------|--------------------|
| EFFECTIVE DATE OF CHANGE | NEW ACCESS ADDED |
| BANNER UPDATED | OLD ACCESS REMOVED |
| HPC NET UPDATED | STAFF NOTIFIED |
| ROSTER UPDATED | |