



2016-2017

RESIDENTIAL STANDARDS of Living



2016-2017 RESIDENTIAL STANDARDS OF LIVING

WELCOME to Black Hills State University

Welcome to the 2016-2017 academic year at Black Hills State University. Whether you are a new student or a returning student, the faculty and staff at BHSU look forward to partnering with you on your academic journey. Ask questions; talk with faculty, staff, and other students.

Get to know us – we want to get to know you!

You will discover many services, events, and resources designed just for you. I invite you to become fully involved in university life by taking advantage of the multitude of opportunities inside and outside the classroom. This handbook contains basic information about offices and organizations on campus, as well as policies regarding membership in an academic community and environment. It contains important information about living, studying, and succeeding as you make the most of your academic pursuits.

Best wishes for a great year and I hope to meet you soon!

Dr. Lois Flagstad

Vice President for Enrollment and Student Affairs

RESIDENTIAL STANDARDS OF LIVING

The University's Student Code of Conduct applies to all students of South Dakota Board of Regent-controlled schools. Additionally, all such students and visitors are obligated to comply with the Residential Standards of Living (including Residence Life Policies and Procedures listed herein). Under the concept of Joint Responsibility, all individuals who are present in a residential room, apartment and/or suite where/when University policies are violated are subject to documentation and Student Code of Conduct action. Residential students are responsible for offenses that may occur in their room...whether or not present at the time.

RESIDENTS' EXPECTATIONS AND RESPONSIBILITIES

- As a residential student, it is reasonable for you to expect:
- A relatively safe, clean and well-maintained residence hall space;
- A quality learning environment conducive to your academic and social pursuits;
- Privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room;
- Recreation and relaxation; and
- The assistance of your RA or CD when you need help with a problem.
- As a residential student, you have the responsibility:
- To confront another's behavior that infringes on your rights;
- To keep your door and hall doors locked, and not to prop them open or allow in strangers or guests without a resident escort/registration;
- To keep common areas neat, clean and damage free, and to straighten up common areas after use;
- To observe quiet/courtesy hours, keep your stereo, television, other electronic equipment and your voice at a reasonable volume in the residence hall and to remind others that you expect the same of them;
- To let your roommate know of your wishes and preference for hours of sleep, study and visitation, and to work through any difference you may have in a peaceful manner, within the guidelines provided by Black Hills State University;
- To know and abide by the laws of the state of South Dakota, including those that pertain to alcoholic beverages and illegal drugs.
- You have the responsibility to follow the rules and regulations as stated by the South Dakota Board of Regents and Black Hills State University;
- To support the educational purposes of Black Hills State University and to sustain comfortable living community in the hall; to examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to confront others in a non-aggressive and non-threatening manner;
- To notify a staff person of your problem in a timely manner and to cooperate with them as they work with you to resolve the problem;
- To read information provided for you by Black Hills State University and Residence Life staff, especially the Residence Life Standards of Living/Policies and Procedures and the Student Code of Conduct.
- To participate in wing and hall meetings and share responsibility for adhering to and enforcing community policies and guidelines.

1) Fire Safety

Minimally, a \$50 fine will be issued for a first-offense violation of the following Fire Safety Violations (second offenses doubled, etc):

- a. Open flame devices including candles, incense and smoking
- b. Open coil appliances such as hot plates and space heaters
- c. Negligent cooking includes cooking that is left without supervision and/or is the cause of a fire alarm
- d. Negligent cooking may include supervised cooking even though the cooking/food causes or triggers a fire alarm
- e. Halogen lamps
- f. Extension cords

Minimally, a \$250 fine will be issued for a first-offense violation of the following Fire Safety Violations, additionally, criminal prosecution is possible:

- g. Any prank or activity involving fire extinguishers (the removal and/or discharge of), fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects on BHSU grounds or in the residence halls.
- h. All types of fireworks are prohibited by the City of Spearfish. The Spearfish Municipal Fire Code makes it a violation for anyone to possess, store, sell, use or explode any type of fireworks. Offenders may be subject to fines and imprisonment. Due to the physical danger to residents and the possibility of fire, any prank or activity involving fireworks, flammable material, liquids, explosives, dangerous chemicals and noxious or harmful materials/objects WILL NOT be tolerated on BHSU grounds and/or in any residence hall. Activities involving the use of chemicals/explosives/fireworks may result in severe disciplinary sanctions issued as well as prosecution under applicable criminal codes. All chemicals/explosives/fireworks found in any residence hall room are subject to immediate seizure by any staff member.

- i. Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm is prohibited. Severe disciplinary action, including possible dismissal from BHSU, may be imposed for violation of these procedures. Additionally criminal prosecution is possible for pulling fire alarms or unauthorized use of firefighting equipment.
- J. Tampering/abuse of fire equipment and/or any life/safety equipment.
- k. False reporting to authorities—knowingly making a report or intentionally causing a false fire or other emergency alarm to be transmitted to, or within, any fire department, ambulance service, or other government agency which deals with emergencies involving danger to life or property.
- l. Intentionally starting a fire or causing an explosion that places another person in danger of death or serious bodily injury.

2) Personal Safety

- a. Weapons are prohibited in the residence halls. Weapons include, but are not limited to the following: handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than 2 inches, any switch blade knives, firearm silencers, machine guns, short rifles, short shotguns, blow guns, bow and arrows, sling shots, B.B. guns, pellet guns, air guns, stun guns, and paint guns. Students offending this standard risk suspension from the University. Ammunition is not permitted in the residence halls.
- b. Sport activities such as golf, football, soccer, water fights, basketball, hackey-sack, skate boards, bicycles, roller blades, general horseplay, etc., are not to be played inside residence halls. Sports in the halls endanger the safety of residents, could result in damage to the hall and/or residents, and may disturb students' study and rest.**
- c. Any behavior that serves to jeopardize one's own personal safety or the safety of others is a violation of University policy.

3) Pets

No pets (animals and/or reptiles) are allowed except for fish. Aquariums must not exceed 10 gallons.

4) Quiet Hours and Courtesy Hours

- a. Quiet Hours are from 10 p.m. to 10 a.m. Sunday through Thursday, and 12 a.m. through 10 a.m. on Friday and Saturday. Quiet Hours are also in effect 24/7 during final exam week (beginning Sunday morning). Extreme quietness during Quiet Hours is expected.
- b. All other hours are considered Courtesy Hours. Noise volume during Courtesy Hours should not exceed a level that would likely interfere with others who are sleeping, studying, or otherwise using the facility for its intended purposes.

5) Unauthorized Entry

- a. Unauthorized entry into or use of Residence Hall facilities (such as a residential room/apartment/suite, common area, lounge, or computer lab) is strictly prohibited. Only registered residents (of their assigned building), their invited guests, people directly connected with approved hall programs/events, and authorized personnel are permitted entry into the residential facilities.

POLICIES AND PROCEDURES “YOUR ROOM”

6) Appliances

- a. Compact refrigerators no larger than 4.4 cubic feet may be used.
- b. Microwave ovens must be UL1000 or less.
- c. Toaster ovens, toasters, hot plates, halogen lamps, and any appliance with an open heating coil are not allowed.
- d. Personal room air-conditioners are not permitted.

7) Beds

- a. Each bed is adjustable to 10 different heights. No tools are necessary to change your bed height. Simply lift up on one end of your metal bed springs causing it to release its hold on the metal pin (inside the groove of your bed post). Reposition the bedspring to the desired height and firmly press the bedspring so it latches onto a metal pin.
- b. Your furniture is designed so that the 3-drawer dresser will fit under your bed if your bed is set on its highest position. DO NOT place your dresser or desk under your bed unless your bed is set at its highest position. Severe and costly damage (for which you are responsible) will occur (from the bed springs) to the furniture tops if you place furniture under your bed and if your bed is set in anything but its highest position.
- c. You may bunk your beds if you desire to do so. If you do bunk your beds you agree to assume all liability related to injuries resulting from falls. Also, you must use 4 metal bunking pins, which can be obtained at no charge from your RA or HD. Ask if you need help.
- d. You are not allowed to raise or loft your beds (lofting means bunking one bed on top of another without having a metal bed spring or university-approved lofting device attached to each bed, raising means heightening your bed by placing your bed posts on blocks or raisers).

8) Check-in/Check-out Process

- a. Before your arrival, a Residence Life staff member who noted the condition of the room on a Room Inventory Form inspected your room.
- b. Residents are asked to sign the Room Inventory Form once they are sure the information on the form is accurate and complete. It is very important that you make certain that all information on this. Form is correct since you will be held financially responsible for any room/furniture damages that occur under your tenancy.

- c. Residents should follow proper check-out procedures when moving out of their room or moving to another room on campus.
- d. Proper check-out includes removing all personal belongings, removing all waste, cleaning the room and returning the room to the condition at check-in. Residents must schedule a check-out time with a residence hall staff member. All keys must be turned in at check-out.
- e. At the time of check-out, staff will again fully inspect the room. Should anything be broken, damaged, unaccounted for, or in need of cleaning, the student(s) responsible will be required to pay those charges. These include damage to a room not considered normal wear and tear. The occupants of the room and/or the responsible resident(s) must pay these charges.
- f. Residents who do not follow proper check-out procedures assume financial responsibility for any repairs/replacements cleaning necessary upon departure. It is unacceptable to depart your unkempt room assuming somebody else (i.e. your roommate) will "clean/fix/take care of things."
- g. The Room Inventory Form and an inspection by a residence hall staff member will serve as the basis for check-out charges, if assessed.
- h. Conservation
- i. Each year, our residence halls are more costly to operate. So that these costs may be held down as much as possible, the following energy conservation ideas will assist us in this effort.
- j. Conserve electricity: turn off stereos and televisions when you're not in the room, turn off lights when they're not needed, unplug the refrigerator when it's not being used.
- k. Save water: take shorter showers, turn off faucets completely, report faucets with leaks or drips and toilets that run on, turn down the water volume in faucets when brushing your teeth or showering.
- l. Don't waste heat: report heating problems and air drafts, close windows-if your room is too hot, open door to the hallway, don't block the room's heating fixture, and open your curtains when the window is receiving direct sunlight.

9) Cooking/Food Preparation

Cooking in your room with any appliance that has an open heating element (such as hotplates and toasters) is strictly prohibited. Additionally, the use of electric (or flame) grills and/or pizza ovens is prohibited (these items have proved to be problematic in the past). Microwave ovens are allowed (only for simple convenience foods) but must be used responsibly. Coffee makers are also permitted. All appliances must be Underwriter Laboratories (UL) approved. The University reserves the right to remove cooking appliances. Negligent Cooking is prohibited (Refer to section 44b and 44c for status of negligent cooking).

10) Decorating

- a. To help you have a comfortable stay at BHSU, we encourage you to decorate and personalize your room. Avoid using nails, duct tape, or foam tape; it's not worth the time or cost to remove these at the end of the year. DO NOT use contact paper on any walls, doors, fixtures, shelves, desks/dressers, or any other room furnishings.
- b. Holiday decorations are allowed but must comply with all aspects described in this handbook. Natural holiday trees are NOT permitted. You may have an artificial tree in your room. Such trees must be flame retardant.

11) Fire Safety Guidelines Regarding Decorations

- a. All materials used (i.e. paper, foil) must be flame resistant.
- b. No painting is allowed directly on walls, floors or ceiling surfaces.
- c. Fire alarm boxes, heat detectors, fire extinguishers and cabinets, bedframes and exit lights must not be covered and exits must not be blocked.
- d. All decorations are to be removed before the halls close for semester break.
- e. No candles (containing a wick) or any open flame devices may be used as decorations.
- f. Keep in mind that anything creating an egress hazard will not be permitted.

12) Electrical Fixtures

- a. Electrical light fixtures are provided in your room and are not to be modified in any way. Your room light fixtures are equipped with special energy efficient bulbs DO NOT INCREASE the bulb size or wattage. Provide your own study or table lamp if more light is desired. However, you may not use a HALOGEN LAMP because they produce a large amount of heat and have proved to be unsafe. Electric light bulbs should be recognized as heat producing devices and should not be near any combustible surface. Homemade light fixtures, extension cords, combustible lamp shades and combustible decoration on light fixtures are all fire hazards.
- b. Electrical extension cords are not permitted. If additional extension outlets are needed, special multiple outlet boxes with a built-in breaker can be purchased at various local retail stores. Residence Life suggests the purchase and use of power strips for safer use of power.

13) Fire Safety Inspections

Fire Safety Inspections of your room will occur periodically. Notice of actual inspections will be posted in your residence hall a few days prior to the actual inspections. You will be given written notice of results once your room has been inspected. Such results will include date and time of entry, findings, fire safety violations if any, and the name of staff that conducted the inspection. Items noticed in your room (in plain view sight) that are in violation of University policy will be confiscated and at the discretion of the Director of Residence Life may or may not be returned to you.

14) Furniture

Furniture is not to be removed or exchanged from rooms, lounge, or lobbies. Students will be held accountable for any abuse of University property--furniture included.

15) Housekeeping

- a. Keep your room clean. Failure to maintain a clean room may pose a health hazard, and therefore, be considered a justifiable reason for corrective actions via administrative and/or disciplinary procedures.
- b. Cleaning that is expected: changing/cleaning bed linen/clothes, cleaning and dusting, cleaning the sink, and emptying the wastebaskets on a regular basis to reduce fire hazards and rodent/bug infestation.
- c. Residents are expected to take their trash to the parking lot dumpster. Leaving personal trash in the common areas of the building is not permitted. Vacuums and cleaning supplies are available in each residence hall.

16) Internet Access

Each residence hall room has Internet access via a wireless network as well as one hard-wired port. This network is an Internet service that provides a reliable connection for students in the campus halls and suites. To connect to the network, users must meet minimum system requirements. For more information see pages 12 and 13 of this handbook. For assistance with connection and internet access contact the HELP Desk at 642-6580.

17) Key/Lock-Out

If you lock yourself out of your room, a residential staff member or security member can help you get in any time-day or night (see the schedule posted in your hall). Rooms may only be unlocked for the resident of their own room, in their presence. Rooms may not be unlocked for friends of the resident, even with the resident's permission.

18) Keys and Room Security

- a. Keys are obtained when you check into your residence hall room. It will cost \$75 to replace your key.
- b. Lock your door whenever you leave. For your own safety, do not lend your room key to another person.
- c. Duplication of room keys violates occupants' rights to safety, and will result in a charge for a lock change and possible disciplinary action.
- d. Report problems with locks/keys to an RA immediately.
- e. Intentional jamming of doors and locks may result in disciplinary action and payment for damages.
- f. The University is not liable for personal property loss or damage.

19) Mail

Each resident is assigned his/her own personal campus mailbox. Mail is delivered Monday through Friday, excluding federal and state holidays. If a package, certified or registered mail is received, a notice will be placed in your mailbox informing you how to pick up your package. Personal mailbox keys are issued upon check-in. Replacement keys are available upon request for \$25.

20) Orange Power Receptacles (Outlets)

You will notice orange-colored power receptacles in the Humbert, Pangburn, and Wenona-Cook rooms. The receptacles are special circuits (dedicated neutral-fault) designed to better-protect your data equipment. We recommend these orange-colored receptacles be used only for your computers or other data-related equipment.

21) Quiet Hours and Courtesy Hours

- a. Quiet hours are from 10 p.m.-10 a.m. Sunday through Thursday and 12 a.m.-10 a.m. on Friday and Saturday. Quiet hours are also in effect 24/7 during final exam week (beginning Sunday morning). Extreme quietness during quiet hours is expected.
- b. All other hours are considered courtesy hours. Noise volume during courtesy hours should not exceed a level that would likely interfere with others who are sleeping, studying, or otherwise using the facility for its intended purposes.
- c. Radios, televisions, or stereos should be turned down so they are not heard outside of your room. Stereos that disturb residents of the hall or room may be detained in storage for a length of time to be determined by the Complex Director. Stereos may not be played through open windows; they may disrupt other residents and faculty in academic buildings.
- d. A City of Spearfish noise permit must accompany amplified music in or around the residence halls.

22) Repairs and Maintenance

Repairs and maintenance needs, including broken items, malfunctioning equipment and fixtures, leaks, burned out bulbs, and any other matter requiring attention should be reported to your complex/assistant complex director or resident assistant. Urgent needs should be quickly brought to the attention of your RA, your CD, or the staff member On-duty or the staff member on-call.

23) Residence Hall Lockdown

The concept of a building lockdown involves a “no one in, no one out” scenario as a temporary security measure. During a lockdown, people are not permitted to leave nor enter the building. Doors are locked and people must ascribe to the directives of school personnel or law enforcement. As per police recommendations, the following procedures will be implemented for a residence hall lockdown: Staff will lock doors and post lockdown sign Residents, staff, and visitors should immediately secure themselves in a non-ground-floor lockable room. Lock your door and close your window blind. Open areas such as lobbies, hallways, kitchens, bathrooms, and laundry rooms should be avoided. If possible, an emergency message will be sent via the BHSU Campus Alert System explaining the circumstance. Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

24) Room Changes

- a. Student-initiated room changes are not allowed during the first two weeks of each semester.
- b. Room changes must be authorized by your complex/assistant complex director-you must have his/her written approval before moving. The Complex Director of the building you want to move to handles moves between halls.
- c. A room change form must be filled out when you change rooms.

25) Room Consolidation

- a. In order to be fair, cost effective and meet the needs of a variety of students, the University may request residents to change room or hall assignments or to assign roommates to consolidate vacancies.
- b. Vacancies are consolidated by having a resident move from a double room with only one occupant, to another double room which only has a single occupant to create a room with double occupancy.
- c. Before consolidation, if space is available, a resident may occupy his/her room as a paid double as single. See Residence Life for the pro-rated charges.
- d. Before requiring residents to consolidate, Residence Life will allow residents to find a new roommate of his/her choice who currently lives in the system.
- e. Remember, three choices exist regarding consolidations: 1) you may remain in your room without a roommate but must pay extra; 2) you may find another person to be your roommate; or 3) Residence Life will find another person to be your roommate or you may be asked to be another person's roommate.
- f. Residents failing to cooperate with the consolidation policy can be assessed the DAS pro-rated charge without their consent.

26) Room Contract

The room and board contract, from the beginning date of the contract period, binds the resident student for the full academic year, excluding summer sessions. If a contract is entered into at the start of fall semester the contract will be binding until the final day of Spring Semester.

27) Room Entry

- a. Staff may enter a student's room if they have the permission (of the student of that room) to do so. However, if permission is not granted, authorized staff may enter a student's room under the following conditions: 1) if there is reason to believe that a personal safety risk and/or life-threatening situation exist; 2) to investigate an infraction of University policies; 3) to conduct a room search with a properly executed Administrative Search Permit; and 4) to perform necessary maintenance or housekeeping work.
- b. Here are some examples of necessary maintenance/housekeeping:
 - i. To inspect for cleanliness and safety; ensure that health standards are maintained;
 - ii. To determine the condition of University property;
 - iii. To perform maintenance as required and/or requested;
 - iv. To conduct preventative maintenance during break periods; and
 - v. To conduct fire safety inspections of your room. Student rooms will be entered and the students' privacy protected in accordance with state law.

Should staff observe property or conditions which violates the law or University rules and regulations, these suspected/observed violations will be reported to law enforcement &/or other appropriate authority. Confiscated items may or may not-at the discretion of the director of Residence Life-be returned.

28) Room Search

- a. The University may search a student's room without their permission if an Administrative Search Permit has been properly executed. Searching is defined as looking into or under anything within the domain.
- b. Administrative Search Permits will stipulate who can conduct a search, typically security personnel.
- c. Search by institutional staff may be conducted pursuant to an Administrative Search Permit issued by the Vice President for Enrollment and Student Affairs (or their designee). The permit will include the following information: the room(s) to be searched, the regulation(s) allegedly being violated, the basis for the search, the item(s) being sought (if applicable), and the names of those authorized to search. Under these conditions, you should understand that this is an Administrative Search-not a Police/Court-Ordered Search.
- d. Items noticed in your room that are in violation of University policy will be confiscated and, at the discretion of the director of Residence Life, may or may not be returned to you.
- e. Alternatively, you should know that police can search you, your room, and/or your car through a Court-Ordered Search Warrant. In such cases, the police-not the University-control the search process.

29) Smoking

Smoking is not allowed in any residence hall, suite/apartments including the resident rooms. Smoking is only allowed in the parking lots, making the entire interior of the campus smoke free (e-cigarettes, etc. included).

30) Students Carrying Less Than Six Hours

Students whose course load falls below six hours need special permission to remain in the residence hall. This permission is obtained by the director of Residence Life.

31) Theft and Loss

- a. Lock your room whenever you are away.
- b. It is recommended that you record a complete description, including model and serial numbers of property, such as stereos televisions, computers, etc.
- c. For your protection, secure your valuables.
- d. Know your family's insurance coverage (it may cover personal property) and invest in adequate personal property/renters insurance.
- e. The University does not accept liability for personal property loss, theft or damage.

32) Weapons

- a. Weapons are prohibited in the residence halls. Weapons include, but are not limited to the following: handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than two inches, any switch blade knives, firearm silencers, machine guns, short rifles, short shotguns, blow guns, bow and arrows, sling shots, B.B. guns, pellet guns, air guns (Nerf, Airsoft, etc.), stun guns, and paint guns.
- b. Ammunition is not permitted in the residence halls.
- c. Hunters are encouraged to store their firearms (free of charge) in the firearm storage facility controlled by the Public Safety Office.

33) Window Screens

Window screens should not be removed or tampered with, nor may windows be utilized to enter or leave buildings. Students who damage or remove their window screens will be assessed a \$25 minimum charge per person/screen involved. Attempting to gain entrance or exit through a window is strictly prohibited and is a violation of the Student Code of Conduct.

34) Wireless Internet Equipment

Wireless antennas servicing the residence hall students are located in student rooms throughout the residence halls. This equipment is very expensive and is University property. As such any tampering or abuse of this equipment is prohibited. Anyone found responsible for damaging and/or tampering with university property is subject to discipline as stipulated in the Student Code of Conduct.

POLICIES AND PROCEDURES “ YOUR HALL”

35) Bicycles

- a. Bicycle racks are available outside each residence hall.
- b. Bicycles must never be stored in the hallway, lobby, or common areas.
- c. Bicycles should not be hung from ceilings or attached to walls or furniture.
- d. Riding of bicycles in the residence halls is strictly prohibited.

36) Building Security

- a. Entry doors for the residence halls are locked 24 hours a day. Your student ID (Buzz Card) when swiped will unlock the entry doors to your assigned hall.
- b. The “panic bars” on the Buzz doors are “skin sensitive.” Doors will not open from the inside if you are wearing heavy gloves or if you use your arm to push on the bar.
- c. A \$50 fine and residence hall probation will be levied against anyone apprehended propping entrance doors open or entering without authorization.
- d. A \$50 fine will be assessed to any resident who loans his or her Buzz Card to someone else for the purpose of gaining entrance to the residence hall.
- e. A \$100 fine and residence hall probation will be levied against any improper or unauthorized use the fire exit doors.

37) Community Damages

Damage/vandalism which occurs in a community space and which cannot be attributed to an individual may be billed to the students residing in the community. Students are encouraged to report individuals responsible for damage or vandalism to their RA or Complex Director.

38) Contract Term Dates and Vacation Periods

- a. The contract term begins for all residence hall and suite students as of 8 a.m. on Aug. 22, 2014.
- b. Residence Halls are closed (suites excepted) during Christmas Break (as of 6 p.m. on Dec. 18, 2014 through 8 a.m. on Jan. 10, 2015); and Spring Break (as of 6 p.m. on March 6, 2015 through 8 a.m. on March 15, 2015).
- c. During these times residents may leave belongings in their room (except summer break). Should you have no alternative than to stay in Spearfish during these breaks, limited guest housing is available; arrangements can be obtained by contacting the Residence Life Office at 642-6464.
- d. The contract term ends for all residence hall and suite students as of 6 p.m. on May 8, 2015.

39) Dining Service

- a. The cafeteria (The Hive) is located in the Student Union.
- b. All residence hall students are required to board with BHSU Dining Services.
- c. Meal plans may be changed during the first week of school.
- d. You must present your Buzz Card at every meal.
- e. To view the daily menu visit www.BHSU.edu/Dining.
- f. Students who have special meal needs should contact Director of Dining Services at 642-6060.

40) Grills/Outdoor Cooking

Propane gas grills may be used outside your hall/building. For safety reasons, grills must be positioned at least 100 feet from your hall/building. The use and/or possession of non-propane grills (such as charcoal or wood fueled) or flammable starter materials are strictly prohibited. The University reserves the right to remove/dispose of prohibited items on school property.

41) Community Council

- a. The Community Council is a student organization run by the students of each hall to help the staff guide the community. The Community Council empowers student ownership of their community by providing a forum for students to help craft policies, procedures, and the Student Code of Conduct in hall related concerns.
- b. If you are interested in a Community Council leadership opportunity, let your RA or CD know.

42) Hall Programming and Activities

- a. Funded mostly through vending proceeds, each Residence Hall strives to provide various programs and activities to enhance the living experience.
- b. TV facilities are available for your use and are located in each residence hall.
- c. A variety of equipment (from game boards to sports equipment) is available from the hall office; check with an RA.

43) Illness and Injury

We recommend that you call/visit Student Health Services, located in the lower level of the Student Union; their contact number is 642-6520.

44) Kitchen Facilities

- a. Kitchenettes are available in each residence hall.
- b. It is the residents' responsibility to keep these facilities clean.
- c. To reduce the risk of fire, do not leave your cooking unattended. Unattended cooking-or other forms of negligent cooking-often activates the fire alarm system which automatically summons the fire department. In such cases, a \$50 fine could be imposed upon the negligent cooking.

45) Laundry Facilities

- a. Washers and dryers are available in each residence hall.
- b. Do not leave your clothes unattended. The University is not liable for lost items.
- c. Wash/dry clothes at your own risk. The University is not liable for damaged items.

46) Parking

Parking permits are required for all vehicles and can be purchased during registration or from the Parking & Public Safety Office in the Facilities Services building. Guest parking passes are available at the Parking & Public Safety Office. Parking is only permitted in designated areas. Tickets are issued for illegally parked vehicles.

47) Residence Hall Association (RHA)

This organization is the leadership board of the combined Community Councils. RHA provides guidance and leadership resources to each Community Council to promote the residence hall experience (i.e. policy development, leadership, and programming opportunities). The RHA office is located in the Student Engagement and Leadership Suite in the upper level of Student Union.

48) Restrooms/Showers

Residents and guests are required to use a gender-appropriate restroom/shower. Offenders face subjection to the Student Discipline System for potential Acts of Aggression, Sexual Offenses, Unauthorized Entry, and/or other appropriate Code violations. Restrooms are subject to periodic security inspections. For sanitary safety reasons, do not walk barefooted in the rest rooms nor showers...we recommend the use of slip-resistant shower slippers.

49) Sales and Solicitations

- a. The Office of Residence Life reserves the right to limit sales and solicitations in the residential facilities in order to prevent disruption and to protect the personal privacy of students.
- b. Advertising in residential student mailboxes is limited to 3 times per year by BHSU recognized clubs, organizations, sponsored and co-sponsored events, and/or departments.
- c. University policy prohibits any advertising or promoting of alcohol, drugs or tobacco.
- d. Those who are interested in posting information in the residence halls should contact Student Engagement and Leadership. Their staff will distribute/post all stamped information. Information that does not possess a posting stamp is not permitted.
- e. Any residential students wishing to submit a complaint regarding offensive or hostile postings shall contact Residence Life to submit a removal request.
- f. Solicitors are hereby reminded that only registered residents, their registered guests, and authorized University personnel are allowed to enter the residential facilities. Furthermore, the host resident is expected to accompany their guest at all times. Anyone violating this policy is subject to trespass charges, which will be enforced by the Spearfish Police Department.
- g. Student election campaign efforts are usually welcomed in the residence halls. However, campaigning in the residence hall public areas is contingent upon approval. Please submit your campaign requests to Residence Life at least one week in advance.

50) Terror Alerts

The University works closely with local and state officials regarding appropriate responses to terror alerts. If/when terror alerts change, residents are notified what security measures/procedures are in effect. Notifications are made through flyers, bulletin board postings, hall meetings, and public address announcements. The residence halls are equipped with remote-controlled public address systems-University officials use these systems during urgent situations to communicate essential emergency information.

51) Visitors

- a. Visitors are defined as individuals who are not an officially assigned resident of a particular residence hall.
- b. Visitors must be 18 years of age or older and have a valid form of identification. Guests under the age of 18 may be permitted provided that they present approval from a legal parent/guardian.
- c. Residents may host visitors in their rooms at any time during their contract period, unless the privileges have been revoked via a judicial sanction.
- d. No more than 8 persons are permitted in each room/apartment at a time. Exceptions can be made with the approval of the Complex Director.
- e. The resident must register (via a registration log) each visitor with the hall's resident assistant or night assistant on duty (during the hall coverage hours of 8 p.m.-5 a.m.) and specify the anticipated check out time.
- f. The Resident must accompany their visitor in the residence hall at all times visitors are not permitted to roam the hall unescorted.
- g. Cohabitation and/or squatting is not permitted and will be determined and dealt with on a case by case basis, by the Complex Director.
- h. Visitors are required to follow the same conduct policies of the University/Residence Life Living Standards as residents.
- i. It is important that residents receive approval from their roommate(s) for any visitation.
- j. Residents are responsible for the actions of their guests.

52) Ceremonial Burning

Ceremonial burnings are permitted in the Residence Halls, provided that the request is submitted properly and can be accommodated.

53) Service or Assistance Animal

A student requesting permission to have a service or assistance animal must take the following steps to be fully compliant:

- a. The request must be approved by Disability Services prior to having the animal in the halls.
- b. Disability Services will conduct an intake evaluation of the request and determine if an accommodation is reasonable.
- c. Upon approval, Disability Services will contact Residence Life to give notice of the accommodation.
- d. Upon receipt of notice from Disability Service, Residence Life will assign and notify student of a space on campus that meets the requirements if the student does not already have assigned housing.
- e. Residence Life will notify the necessary residential building staff.
- f. Residence Life will notify the student's roommate(s) or suitemate(s) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing their shared living space (if necessary).

Black Hills State University Map



BHSU Map Key

- | | |
|---|-----------------------------|
| 1 Student Union | 11 Softball Complex |
| 2 Jonas Hall | 12 Yellow Jacket Apartments |
| 3 Life Sciences Laboratory | 13 Lyle Hare Stadium |
| 4 The Peaks (Heidepriem, Thomas, and Crow Peak Halls) | 14 Ida Henton Park |
| 5 Meier Hall | 15 The Joy Center |
| 6 Library | 16 Pangburn Hall |
| 7 Woodburn Hall (Admissions) | 17 Humbert Hall |
| 8 Facilities Services | |
| 9 Wenona Cook Hall | |
| 10 Young Center | |

Visitor Parking is marked in red. Guests who have been issued a guest permit in advance may park in any parking area not marked reserved. Call (605) 642-6297 for more information.

www.BHSU.edu

Driving Directions:

FROM INTERSTATE 90:

- Take Exit 12, off I-90 into Spearfish
- Drive West on Jackson Blvd. approximately 1 mile
- Turn right at the corner of Jackson Blvd. and University St.
- Drive North 2 blocks to the campus

FROM HIGHWAY 85:

- Continue South on North Avenue to Main Street
- Turn right at corner of Main Street and Jackson Blvd.
- Drive West on Jackson Blvd approximately 1 mile
- Turn right at the corner of Jackson Blvd. and University St.
- Drive North 2 blocks to the campus

The BHSU experience goes beyond the classroom. The scenic Black Hills that surround our 123-acre campus not only offer endless options for **recreation**, they are also host to many unique **research opportunities** and a **vibrant and welcoming community** that invites students to get involved.

- 1 University (BHSU)
- 1 water park
- 2 18-hole disc golf course
- 2 museums
- 4 art galleries
- 7 banks

Spearfish

- Located on I-90
- Tubing in Spearfish creek
- Wildlife Sanctuary
- Fish Hatchery
- Spearfish Arts Center
- Termosphere Gallery
- Six-mile biking/walking trail
- Water park
- 2 golf courses
- 2 bike shops
- 1 bowling alley
- 6 campgrounds
- 5 coffee shops
- 26 hotel & lodges
- 15 houses of worship
- 1 movie theater—6 cinemas
- 7 pizza places
- 40 restaurants
- 10 salons & spas
- 31 specialty shops

Spearfish Canyon

- Hiking
- Biking
- Rock Climbing
- Snowmobiling
- Fishing
- Golfing
- Waterfalls

Black Hills Region

- Rapid City—second largest city in South Dakota
- Mount Rushmore
- Crazy Horse Memorial
- Custer State Park
- Devil’s Tower
- The Badlands
- Deadwood
- Lead
- Two ski resorts/many ski trails
- 100+ mile Centennial and Mickelson Hiking Trails

[Where **ANYTHING** is possible]

