



DR. ELDEN LAWRENCE CO-ED HALL

--Dedicated In Honor of a Great Dakota Leader--

"Dr. Lawrence is an exceptional scholar and leader who selflessly served his people and saved SWC when the college's future was at stake. "He was a historian in the finest sense of the word. I consider him the foremost expert in Dakota history and culture," DuMarce

Residence Hall Staff

D'laino Paige

Residential Life Coordinator

&

Assistant Director of Athletics

dpaige@swcollege.edu

(605)698-3966 ext. 1124

Greetings from the Office of Campus Dining and Housing at Sisseton Wahpeton College!

Sisseton Wahpeton College Administration, Faculty, and Staff are here to support you as you begin your college journey! We hope you have a success-filled journey that leads you to many new friendships, new ideas, and new opportunities. Whether you're a first-time college student or a seasoned pro, living on campus can be one of your most memorable experiences in life.

The Sisseton Wahpeton College *Guide to Residential Living* is filled with information that will help you navigate your stay in our SWC residence hall. Please note that our residents are responsible for knowing all of the information within the *Guide*. It not only outlines our policies for living on campus, but it also includes valuable details about our staff and opportunities we offer.

Please read through this *Guide* thoroughly as it contains everything you need to know about life with us. The policies are vitally important as they ensure that everyone follows proper safety rules and regulations. Since you are now part of our SWC community, you must be aware and help make it safe. This *Guide* discusses policies involving things allowed and not allowed while residing in our college facilities. If you come across a policy that you do not understand, please ask a staff member to clarify for you.

We hope that the upcoming year proves to be one of success, growth, and fun! If you follow the guidelines set forth in this guide, and use the helpful information in it, you are sure to have a successful career here at Sisseton Wahpeton College. So, study hard, make great friends, seek out new opportunities.

Sincerely,
D'Laino Paige
Residential Life Coordinator and
Assistant Director of Athletics

IMPORTANT TELEPHONE NUMBERS

**Residential Life Coordinator and
Assistant Director of Athletics**
(605) 698-3966 ext. 1124

Emergency
911

Campus Safety Office
(605)698-1120

After Hours Campus Incidents:
(605)742-1120

TABLE OF CONTENTS

Welcome from Residence Hall Staff
Important Telephone Numbers
Residential Living
Housing Contract
Check-in/Check-out Procedures
Keys
Hall Closing - Vacation Periods
Room Departure
Moving out/Checking Out
Room Damages
Room Changes/Move-In Days
Room Consolidation
Single Rooms
Room Selection Process
Roommates
Maintenance Procedures/Requests
Campus Security
On-Duty Personnel
Accident and Illness
Parking
Lost Stolen or Damaged Personal Property
Fire
Tornadoes
Missing Person Policy
Campus Alert System/OneCall
Residence Life Services
Cable TV
Energy Conservation
Health & Wellness Services
Kitchens
Laundry Services
Mail Service
Main Lobbies & Study Rooms
Residence Hall Meetings
Building Security
Personal Security Tips
Safety Checks
Resident's Rights, Responsibilities & Standards of Behavior
Resident Bill of Rights
Resident's Responsibilities
Standard of Resident Behavior
Housing Rules and Regulations
Adhesives, Pins, and Tacks
Soliciting/Fundraising

Appliances
Bicycles/Motorcycles
Building Entry
Bulletin Boards and Posters
Candles, Incense, and Warmers
Cohabitation
Common Area/Public Areas
Common Areas/Public Area Damages
Computer Usage
Damage Billing
Decorations
Door Tampering
Drugs/Alcohol
Escort Policy
Extension Cords/Surge Protectors
False Alarms
Fire Drills
Fire Equipment Misuse
Fireworks and Explosives
Guest Policy
Harassment/Physical Abuse
Keys
Light Fixtures
Lobby Furniture
Lofts
Musical Instruments
Noise and Disruption
Quiet/Courtesy Hours
Pets
Recording Devices
Refrigerators
Room Changes
Room Entry and Search
Screen Removal
Service/Assistance Animal Policy
Smoking
Stereos, TV's, and Radios
Storage
Students Carrying Less Than 6 Credits
Student Success
Tampering with Safety Equipment
Theft
Trash
Vandalism
Incidents
Visitation
Weapons and Instruments
Windows and Door Decorations
Tampering with Safety Equipment
Theft

Trash
Vandalism
Incidents
Visitation
Weapons and Instruments
Windows and Door Decorations

Dr. Elden Lawrence Hall, is a co-ed hall that houses up to 40 students. Dr. Elden Lawrence Hall was dedicated in honor of Dr. Elden Lawrence. Our residence hall provides students with great commons area, laundry facilities and kitchen.

All halls and facilities are designated as non-smoking (campus is smoke-free)

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

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

Residence Hall Staff

SWC utilizes a variety of staff members to provide our students with a living environment that best serves their needs.

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

One of the first persons each student will meet when they get to campus housing is their Resident Assistant. The RA has met special criteria (2.50 GPA or better, residence hall living experience, and is in good standing with the College) and has been trained to best promote community development. In conjunction with other Hall activities, the RA will host Resident Hall meeting throughout the year to keep students up to date on campus and residential hall events. These meetings will help facilitate programming to enhance student's academic experience outside of the classroom. They are also a resource person for the residents and are available to assist them in any and all facets of their college experience.

Our **Housekeepers** work within the Facilities/Maintenance Department to assure that residents have clean public areas to live and learn in. However, we ask that you clean up after yourself in the public areas. We hope that you come to know and rely on your residence hall staff. If you are interested in becoming an RA please see the Director of Housing and Dining, located in the Student Union.

Residential Living

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

Housing Contract

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

The housing contract does not expire until proper check-out is complete. Check-out is complete when all belongings have been removed from the residence hall, room and building keys are returned, and a staff member has completed the necessary check-out paperwork with your signature.

All students residing in the residence hall are encouraged to acquire a meal plan. The SWC food pantry offers free food options for students who may need food assistance.

Check-in/Check-out Procedures

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

Keys

Students are issued a key fob after they have completed the check in process with hall staff. It is very important that you maintain possession of your keys and/or

student ID at all times. If questions arise, please contact hall staff.

Lost Keys:

- ☐ A key is determined to be lost (1) when the student states it is lost or stolen or (2) after a key has been missing for two weeks. If a key is not returned at check-out, the key is considered lost.
- ☐ In the event that a student loses their key – they can request a new one during normal business hours. Contact Director of Dining and Housing for information related to residence hall keys.

Hall Closing - Vacation Periods

Residence halls will close the evening of the last class/exam day before the scheduled break. The exact time will be posted in each hall. ***SWC Resident Hall will be closed during Christmas Break. Students who need to stay for an extended break may fill out a request form and submit it to the Dean of Students.***

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

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

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

- ☐ Complete all of the same tasks above

Room Departure

Students who withdraw from the college during the semester are required to vacate their residence hall room within **3 days** of

their withdrawal. Under certain circumstances, this time period can be extended. Any considerations for withdrawal check-out extensions will be made by the Dean of Students.

At the end of the semester, all students are required to vacate their rooms within 3 days of their final examination.

Moving Out/Checking Out

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

- ☐ Schedule a time with the RA to assess the condition of the room.
- ☐ To prepare your room for check-out:
 - ✦ Place all furniture back in its original location and condition, including beds bunked.
 - ✦ Remove all decorations, posters, markings, tape, etc. from all surfaces including walls, floors, windows and both sides of the door. Wash any painted light bulbs.
 - ✦ Remove all trash. Do not sweep trash into hallway.
 - ✦ Clean the room. Cleaning includes vacuuming, mopping, and removing all non-Northern property. If the room is not sufficiently cleaned, the resident(s) will be billed for cleaning.
 - ✦ No personal items may be left in the room. Any item left will be disposed of immediately.
- ☐ Turn in keys.
- ☐ Sign and date the Room Inventory Sheet.
- ☐ A final room inspection will be completed immediately following the close of the semester.
- ☐ Residents will be billed for any damages found during this inspection.

Room Damages

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

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

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

Charges for Damages: Items damaged beyond normal wear and tear are assessed against the individual(s) responsible.

Room Changes/Move-In Days

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

Room Consolidation

Students that are in a non-paid single room will be involved in room consolidation. SWC reserves the right to consolidate students who have single rooms to prepare space for the next semester.

Single Rooms

Single rooms are made available when space permits. After classes begin, the Campus Dinner and Housing Manager will advertise available rooms with priority given by the number of earned hours acquired at SWC. These rooms have no additional fee however SWC reserves the right to add a roommate when space is needed.

Room Selection Process

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

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

Roommates

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

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

- The right to live in a clean building and room
- The right to expect that a roommate will respect one's personal belongings
- The right to read and study without undue interference

- The right to sleep without undue disturbance from noise, roommate's guests, etc.
- The right to free access to one's room and facilities without pressure from a roommate
- The right to personal privacy
- The right to be free from fear or intimidation and physical or emotional harm
- The right to have guests during visitation hours with the expectations that guests are to respect the rights of the roommate or other hall residents

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

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

Maintenance Procedures/Requests

If a student has a maintenance request or other concerns regarding the physical upkeep of their room they can submit a maintenance request with Campus Dining and Housing Manager. Should the student have an issue of a more pressing matter (broken lock, plumbing problem, broken

heater, etc.) they can contact the RA and they will contact Maintenance personnel.

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

For example:

1. Please report your shower draining slowly vs. your bathtub has standing water and won't drain at all.

2. Please report the pipe under the sink dripping vs. the pipe has been leaking for a month and now has a steady stream of water.

Little problems can be avoided with preventative measures.

Campus Security

SWC recognizes and acknowledges the importance of campus security and the right of students to be safe and to be informed as to the policies, procedures, and facilities for reporting criminal actions or other emergencies that occur on campus. Therefore, the following procedures have been established:

1. All emergency or criminal actions must be immediately reported to the Dean of Students;
2. The Dean of Students will immediately report the action to the proper authority;
3. The Dean of Students will take all the necessary precautions and actions to insure the safety of the student body and employees.

In the Dean of Student's absence, the following chain of command shall be utilized to report emergencies or criminal actions:

1. President;
2. Human Resources

On-Duty Personnel

The RA and Safety Personnel are On-Duty all of the time. If you have a safety,

maintenance, or other concern from 8:00 a.m. until 4:30 p.m. Monday thru Friday please notify the Campus Dining and Housing Manager. Monday thru Friday For assistance after hours please call the RA (Phone Number will be provided at the time of moving in).

Accident and Illness

Any accident or illness should be reported to the RA and/or Campus Dining and Housing Manager immediately.

Parking

SWC Students who possess a vehicle may park it in the designated parking areas around campus. Male residents should park on the East side of residence hall.

Lost Stolen or Damaged Property

Sisseton Wahpeton College is not responsible for personal property that is lost, stolen, or damaged in the residence hall. Nor does the College have insurance on student's personal property.

Fire

Should the fire alarm in your residence hall be activated, every resident is required to evacuate the building immediately using the nearest stairwell or exit. Upon moving into your residence hall, please review all emergency evacuation plans posted throughout the building. In the event of a fire, please keep the following tips in mind while evacuating the building:

- Feel the door from top to bottom.
- If the door is cool, crouch low and open the door slowly.
- If visibility permits, exit by using the stairwells.
- Remember to stay as low as possible, crawling if necessary when smoky conditions exist.
- If you are not in your room when the alarm sounds, proceed directly to the nearest exit.
- DO NOT RETURN TO YOUR ROOM.**

If trapped in a room take the following steps:

- ✦ If possible, call 911 and report your situation.
- ✦ Wedge wet towels or clothing under the door jam to keep smoke out.
- ✦ Keep a soaked towel over your head.
- ✦ Stay low, try to breathe fresh air near the window.
- ✦ Open window and signal fireman with a sheet or blanket.

Do not return to the building until the all-clear is given by the fire personnel or staff.

Failure to evacuate the building will result in disciplinary action. Anyone setting off a fire alarm by pulling the alarm or any form of tampering with smoke detectors will be held accountable by SWC leadership.

Tornadoes

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

Go to the lowest possible floor
Stay away from windows and do not open any windows

If possible, go to an area that is reinforced (i.e. a bathroom or shower stall)

If time allows, get a mattress/pillow to help shelter from flying debris

Stay in a crouched position until the hall staff has cleared you to return to your room

Missing Person Policy

A student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits or routines. *It is not necessary to wait until the student has been missing for twenty-four hours before making a report.*

Any person may report a college student as missing by notifying SWC staff:

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

Campus Alert System/OneCall

Safety and security is important at SWC; that's why we have a Campus Alert System - One Call for all students, faculty, and staff. During an emergency, critical emergency-related alerts are sent directly to users' cell, home, and/or office phone or email.

Please go to the Camps Dining and Housing Managers Office to be added to the OneCall alert system.

Residence Life Services

Cable TV

Currently Cable is provided for students in the Common Area of the resident hall.

Energy Conservation

SWC encourages you to conserve electricity so we can keep the cost of housing lower for all students. These costs may be held down as much as possible, these following energy conservation ideas will assist us in this effort.

Conserve Electricity: Unplug and turn off unused appliances.

Save Water: Consider shorter showers and avoiding running water.

Don't Waste Heat: Avoid blocking heaters and utilize natural ventilation (e.g. open doors/windows).

Health & Wellness Services

The SWC Dining and Housing Manager coordinates transportation for students in need of medical care. The Woodrow Willison Keeble Memorial Healthcare Center is available for students from a Federally Recognized Tribe. Non-Native Students will be sent to Coteau De Prairie Hospital.

Woodrow Wilson Keeble Memorial Health Care Center (WWKMHCC)

100 Lake Traverse Drive
Sisseton, South Dakota 57262
Phone 605-698-7606

Coteau des Prairies Healthcare System
205 Orchard Drive
Sisseton SD 57262
(605)698-7647

Kitchens

Cooking is not permitted in student rooms; however, a kitchen is provided in each

residence hall for student use. Storage space in kitchenettes can be used to store personal cooking items, but the residence hall staff is not responsible for items left in public spaces. Residents must remain in kitchen while cooking. Failure to do so that results in a fire alarm going off and possible disciplinary action from Campus Dining and Housing Manager.

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

Laundry Services

Each hall is equipped with laundry facilities to be utilized by our residents. The washers and dryers in the halls are free of charge for students living on campus.

Please do not use too much detergent or overload the washers and dryers as this causes severe damages short and long term. If the machines fail to function properly, please contact your Resident Assistant.

Main Lobby & Study Rooms

The main lobby and study rooms are available for study, social and recreational uses. Any requests by outside groups to use a residence hall lobby or lounge must be approved by the Campus Dining and Housing Manager. We ask that furniture in common areas remain in the common areas, unless otherwise approved by Campus Dining and Housing Manager.

Residence Hall Meetings

Periodically, your Hall Staff and/or the residence hall meeting. Ample notice will be provided so that residents can adjust their schedules accordingly. These

meetings are important ones at which information of interest to all hall residents is discussed. It is essential that you attend these meetings if you want to remain informed about life in the hall and have a voice in determining some of the hall policies and procedures. These meetings are usually for purposes of planning dorm activities, deciding dorm policies and discussing dorm problems. You will be responsible for the information given at these meetings even if you are absent.

Building Security

Access to the residential portion of all halls are locked 24 hours a day, seven days a week. Keeping the doors locked is important.

- Residents should never open the doors for strangers or leave outside doors propped open.
- Always be aware of strangers that may want to follow you in the door ("tailgaters").
- Residents should always carry their keys with them.
- During break periods all doors are kept locked 24 hours a day.

Personal Security Tips

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

- ☐ Lock your door when you are sleeping and every time you leave, even if just for a very short time. It can take less than a minute for a thief to strike.
- ☐ Keep your keys in your possession at all times.
- ☐ Keep your windows locked when you leave.

- ☐ Keep your blinds drawn at night.
- ☐ Protect your property by engraving an identifying mark.
- ☐ Keep your personal property inaccessible to thieves in locker rooms, automobiles, classrooms or study rooms.
- ☐ Large sums of money and other valuables should not be kept in your room, particularly during vacation periods.
- ☐ Lock your bicycle to a bicycle rack with a case-hardened chain and lock.
- ☐ Watch for suspicious persons in and around SWC buildings and parking lots. Report them immediately to a staff member and campus security.

Safety Checks

Twice per semester, all rooms may be inspected by Campus Dining and Housing Manager. Inspections are to ensure that all residents are living in a healthy and safe environment. The presence of all college-owned furniture will also be confirmed. Additionally, the Campus Dining and Housing Manager will complete holiday break inspections prior to all hall closings. Official inspection dates will be announced 24 hours in advance.

Resident's Rights, Responsibilities & Standards of Behavior

In order to provide the best experience for all students SWC requires students to adhere to and follow *The Student Code of Conduct* found in the *Student Handbook*. SWC Administration has the authority and responsibility to ensure that fair and clear standards of behavior are established, along with equitable procedures for adjudication in the application of these standards.

It is important that each resident becomes familiar with their rights and responsibilities and standards of behavior expressed herein, in order that the residence hall experience will be of greatest benefit to all.

These rights and responsibilities are intended to represent a balance between the student's need for self-governance and freedom and the institution's responsibility to insure an environment conducive to accomplishing its educational mission. Like all community members, you enjoy the same constitutional rights and the same responsibilities to respect the rights of others.

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

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

Mutual respect and consideration coupled with an awareness of and sensitivity to the needs of other individuals must be the standards for living in a residence hall. The following Bill of Rights is intended to suggest minimum expectations of rights and responsibilities of hall residents, and

as roommates, in actualizing their freedom, without placing constraints upon the rights of other residents. These rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights of other residents.

RESIDENT BILL OF RIGHTS

1. The RIGHT to read and study, free from undue interference in and around one's room.
Unreasonable noise and other distractions inhibit the exercise of this right.
2. The RIGHT to sleep without disturbance from noise, guests, or roommates, etc.
3. The RIGHT to expect that a roommate and others will respect one's personal belongings.
4. The RIGHT to a clean, safe environment in which to live.
5. The RIGHT to free access to one's room and facilities without pressure from a roommate.
6. The RIGHT to personal privacy.
7. The RIGHT to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents, and Residence Life policy.
8. The RIGHT to express themselves within the established guidelines
9. The RIGHT to written or electronic access to copies of SWC housing policy.
10. The RIGHT to expect enforcement of the housing agreement/contract.
11. The RIGHT to individual and group educational and developmental opportunities in their living community.
12. The RIGHT to redress of grievances. Residence hall staff

- are available for assistance in settling conflicts.
13. The RIGHT to expect reasonable cooperation in the use of the "room-shared" appliances (TV, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.
 14. The RIGHT to be free from fear of intimidation, physical and/or emotional harm.

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

RESIDENT'S RESPONSIBILITIES

1. The RESPONSIBILITY to control noise and other distractions that inhibit the right to study and sleep.
 2. The RESPONSIBILITY to respect the personal privacy of roommates and others.
 3. The RESPONSIBILITY to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should the circumstances warrant.
 4. The RESPONSIBILITY to be active in the process of self-governance through hall meetings and voicing one's opinions or ideas.
 5. The RESPONSIBILITY to monitor and accept responsibility for behavior of guests.
 6. The RESPONSIBILITY to contribute to the community by participating in educational and developmental activities.
 7. The RESPONSIBILITY to know the policies of the residence hall and to not violate these policies.
- designed to maximize the positive aspects of residence halls by specifically stating behavioral expectations that we have of all residents.
- Any resident who intentionally commits, attempts to commit, or incites and/or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action by the Dean of Students. Will be subjected to 1 written warning. The 2nd offense is dismissal from the dorms.
- ☐ Unauthorized occupation, use of, or unauthorized entry into any residence hall facility or student room.
 - ☐ Misuse, unauthorized use, of keys issued by the College. This includes giving of keys to non-residents of a building or room.
 - ☐ Verbal or physical abuse, or the threat of physical abuse against any person in residence halls
 - ☐ Theft or possession of stolen goods, including illegal possession or damage to property of SWC or of a person in the residence hall.
 - ☐ Interference with the right of access to residence hall facilities or with any right of any person in residence halls.
 - ☐ Setting a fire or the use of candles or any type of open flame or open filament device within the residence hall.
 - ☐ Tampering with or the misuse of fire alarms, fire extinguishers or any fire equipment.
 - ☐ Possession, or use of firearms. Possession or use of explosives,

STANDARDS OF RESIDENT BEHAVIOR

Living in a residence hall is a community living experience where all members have certain rights and responsibilities. The following standards of behavior are

incendiary devices, or other weapons.

- ❑ Possession, sale, or use of drugs which are illegal and which may involve substantial physiological or psychological hazards, or lead to interference with the rights and privileges of others. In addition, students who violate SWC Student Handbook policies and procedures while under the influence of these drugs will be subject to disciplinary action on the basis of their offenses.
- ❑ Unlawful manufacture, processing, sale or use of any illegal drugs or controlled substance on residence hall property.
- ❑ Possession or use of alcohol or alcoholic beverage containers on/in SWC Facilities.
- ❑ Use of any smoking substance, including hookah, cigarettes, e-cigarettes, unless in designated smoking areas found in campus parking lots.
- ❑ Violation of courtesy hours or visitation policies
- ❑ Violations of the terms and conditions in the housing contract or policies and procedures prescribed in the *Residential Living Guide* and *SWC Student Handbook*

Housing Rules and Regulations

As a member of the Sisseton Wahpeton College residential community, you are expected to know and abide by the Sisseton Wahpeton College policies and

regulations. Violations of these rules and regulations may lead to disciplinary action.

(For disciplinary action procedures – See Sisseton Wahpeton College Student Handbook p. 18-19)

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

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

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

In addition to the rules and regulations listed below, all students must abide by the SWC Code of Student Conduct p. 17-19

Soliciting/Fundraising

Under no circumstances will personal or group solicitation or fund raising be permitted unless it has been approved by the administration. Student activities involving solicitation must have prior approval of the Student Senate. A solicitation form is available in the Student Services office.

Adhesives, Pins, and Tacks

Students are encouraged to use good judgment in attaching materials to walls. The student assumes full responsibility for removing all marks left by adhesives and paying for any damage that may result.

Tacks or pins should not be used on the door.

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

Appliances

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

Appliances with an open coil or burner, toasters, electric blankets, microwaves, halogen lamps, portable washers and dryers, and air conditioners **are not allowed** in student rooms. Students are not to use resistance coils to heat liquids as they present a serious safety hazard. In addition, residents are NOT allowed to cook in their room, therefore George Foreman-type grills, electric cookers, air fryers, and rice cookers are not allowed to be used in your room. They must be used in a community kitchen or lobby and be attended to at all times.

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

Bicycles/Motorcycles

Bicycles may be stored in the student's room, if agreeable with both roommates. Storage is not allowed with ceiling hooks. Bicycles are not to be ridden in the residence halls. At the end of the school

year students must take bicycles with them. Bicycles left in Bike Racks for an extended period of time, may be removed by facilities.

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

Building Entry

Entering or exiting through windows is prohibited. Guests are to enter and exit through designated entrances only.

Candles, Incense and Warmers

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

Cohabitation

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

Common Areas/Public Areas

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

Common Area/Public Area Damages

Students are responsible for any loss or damage to the furniture, furnishings, equipment, buildings or grounds of Northern State whether caused by the student or that student's personal guests through their careless, accidental, or intentional conduct. This loss or damage indicated above includes corridor and bathroom areas in the residence hall in which the student lives. When the loss or damage cannot be clearly identified as the responsibility of any individual or specific group of individuals, the assessed charges for this loss or damage can be charged to the residents.

Damages which are going to be charged to the residents will be handled in the following manner:

1. The damage and its cost will be presented by Campus Dining and Housing Manager to the resident responsible. The cost of damages will be added to the resident's bill. SWC reserves the right to keep the rental deposit to cover damages.

Computer Usage

Residents must abide by the SWC Computer Usage Policies as outlined by the SWC IT Department.

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

Damage Billing

Residents are held financially responsible for any damage caused while attending SWC this includes public and private areas of Residence Hall.

Decorations

Your residence hall room will serve as your home away from home. Students are encouraged to decorate their rooms and make them as comfortable and cozy as they would like. However, there are a few

restrictions when it comes to decorating the room. Students who wish to personalize their rooms must follow these guidelines which have been established for the safety of residence hall students:

Room decorations should be nonflammable and nondestructive to walls, furniture, and the doors in your room or leading to the hallway.

Anything hanging from the ceiling must be nonflammable, or flame retardant. Students must have proof that the materials have been adequately treated. Materials fastened flat to the ceiling will be permitted as long as they are securely fastened. Items used in this type of decoration have a low flash point and one spark can produce flames in seconds. Items falling from the ceiling present greater potential danger than items flat against the wall.

Rugs and carpeting are permitted but must not be rubber-backed.

Items may be hung on the walls, but no nails, hooks or screws may be used. It is recommended that you use 3M tape or white ticky-tack to avoid any damage that may occur when using heavy tape, such as double-sided tape.

Painting and using contact paper are also prohibited in all residence halls.

Paneling and/or carpeting of walls and ceiling and rewiring lights and sockets are prohibited. Inordinate amounts of burnable material should not be kept in a room.

Construction, decoration or arrangement of furnishings in a manner that hinders easy exit from a room shall not be permitted. They shall not prevent a door from opening wide.

The arrangement of the room should not require residents and/or guests to climb over or

circumvent an obstacle in order to exit a room.

Open-flame decorations (i.e. candles, oil lamps) and open-coil appliances (i.e. toasters) are prohibited.

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

Use of multiple-socket plugs without a circuit breaker, running extension cords under carpeting, and direct splicing in the electrical outlet is prohibited.

Door Tampering

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

Drugs and Alcohol

SWC agrees and abides by the concepts of the Drug-Free Schools and Communities Act, Public Law 101-226, December 12, 1989. In compliance, SWC abides by the following policy: It is prohibited for students or employees of the Sisseton Wahpeton College to engage in the possession, use, or distribution of illicit drugs or alcohol while on college property or in connection with any institutionally sponsored activity. One written warning. The second violation is dismissal from the dorms or termination if employed.

Escort Policy

All non-residents of a building must be escorted by the resident while on campus. Residents are responsible for their guests at all times.

False Alarms

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

Fire Drills

A fire drill is conducted at least once per semester for each residence hall. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Students should consider any fire alarm real and evacuate the building immediately.

Fire Equipment Misuse

Tampering with or misuse of fire equipment and alarms is dangerous and will not be tolerated. Residents guilty of tampering with this equipment or setting off a false alarm may result disciplinary action. Please refer to the SWC Handbook for disciplinary action.

Fireworks and Explosives

Fireworks and explosives of any kind are not allowed in the residence halls or on campus.

These are a threat to the safety of residents, and they create an unnecessary disturbance problem. Further, explosives are illegal.

Guest Policy

A guest is a non-resident in the hall who has a resident host. A guest will be classified as a guest (same or opposite sex) This person may be a student at SWC, or a non-student. No overnight guests are allowed. All guests have to leave by 11:30 p.m. Monday through Sunday. All guests have to sign in. Any unregistered guests found in a hall will be asked to register and leave the hall if discovered. All guests will be expected to

follow all policies spelled out in the SWC Student Handbook. It is the responsibility of the host to inform the guest of these policies.

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

Guests may be required to leave a hall at the discretion of the hall staff. Students are also responsible for the behavior of people using their room and may not host a guest in absentia.

Overnight guests must sign in with the Campus Dining and Housing Manager during normal office hours or with the RA after hours. This is required so that staff is aware of who is in the hall in the event of an emergency.

Keys

Residents are responsible for the use and control of their room/hall keys. All keys remain the property of Sisseton Wahpeton College. Keys are not transferable (which means you cannot lend your keys to any other resident or guest no matter what the reason).

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

Light Fixtures

We ask residents to refrain from putting decorations or flammable material on or over light fixtures. This poses a fire hazard.

Lobby Furniture

Lobby furniture may be moved by students however we ask that the furniture be put back after use. Also, lobby furniture must remain in the lobby and not be moved into resident's rooms.

Musical Instruments

Musical instruments may be played quietly in your room except during quiet hours. However, at any time such activity results in a complaint, residents are expected to stop playing

Noise and Disruption

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

Quiet/Courtesy Hours

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

Sunday-Thursday:

11 P.M.-11 A.M.

Friday and Saturday:

1 A.M.-12 P.M.

Residents are responsible for regulation of these quiet hours by:

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

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

Pets

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

Recording Devices

In accordance with the Code of Student Conduct, the following behavior is prohibited and may result in removal from SWC:

- Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.
- The use and/or possession or camera doorbells in the residence hall.
- Undisclosed and unauthorized recording of other individuals and/or personal property within the University community, including but not limited to social and digital media platforms.

Refrigerators

If a student wishes to provide their own refrigerator, the size may not exceed 4.6 cubic feet.

Room Changes

SWC attempts to provide as much personal flexibility as possible for students. Room Students who wish to change rooms can do so by submitting a request to the Campus Dining and Housing Manager.

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

Room Entry and Search

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

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

Maintenance requests by students shall be considered permission to enter. Residence hall students should also be aware that the residence hall staff may occasionally have to enter students' rooms on matters relating to the comfort or safety of fellow hall residents; for example, to turn off an alarm clock, close a window, etc. A hall staff member will do a security/safety check of

each room prior to each hall closing for vacation periods. Violations which are observed during entry for another purpose will be followed up with disciplinary actions. Furthermore, following an entry, a search by institutional staff may be conducted pursuant to the permission of the persons present or an administrative search/seizure permit issued by the Dean of Students. The permit must include:

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

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

Screen Removal

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

Service/Assistance Animal Policy

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

An assistance animal is not a pet. It is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to, guiding individuals who

are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support.

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

The Dean of Students will evaluate a request for a reasonable accommodation to possess an assistance animal in a residence hall using the general principles applicable to all reasonable accommodation requests. Requests must be made in writing at least 10 days prior to the start of classes in order to accommodate the student making the request but also the residents of the building.

Evaluation is based on the following two questions:

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

or effects of a person's existing disability?

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

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

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

The request may also be denied if:

1. The specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or
2. The specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. Breed, size, and weight limitations may not be applied to an assistance animal. A determination that an assistance animal poses a direct threat of harm to others or would cause substantial physical damage

to the property of others must be based on an individualized assessment that relies on objective evidence about the specific animal's actual conduct — not on mere speculation or fear about the types of harm or damage an animal may cause and not on evidence about harm or damage that other animals have caused. Conditions and restrictions that housing providers apply to pets may not be applied to assistance animals.

Smoking

At SWC smoking or vaping products may not be used on campus unless used in a designated area. Smoking is prohibited in all SWC Facilities.

Stereos, TVs, and Radios

Residents with stereos, TVs, and radios should remember to be courteous to all their neighbors. The volume level should never be so high that it could disturb other members of the community. Additionally, students who opt to bring oversized speakers which create a continual noise disruption in the residence halls, will be given the opportunity to remove those speakers. Should they fail to do so, the Campus Dining and Housing Office reserves the right to confiscate the speakers.

Storage

Students are encouraged to store personal items in their rooms. Public areas, utility closets, and study rooms are not to be used for storage. Students will be asked to remove items from campus if the amount of personal belongings create a safety hazard.

Students Carrying Less Than 6 Credit Hours

Students whose course load falls below 6 credit hours need special permission to remain in the residence hall. This permission is granted by the Dean of Students. Requests for removal from the hall will be submitted to the Campus Dining and Housing Manager.

Student Success

It is an expectation that all students living on campus are showing progress to a successful completion of their college degree. Should a resident demonstrate an unwillingness or lack of desire to obtain this goal, the Office of Campus Dining and Housing will work to withdraw the student from campus residence.

Tampering with Safety Equipment

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

Theft

Theft or illegal possession of any property of the College, a member of the SWC community, or of any campus visitor is subject to disciplinary action. SWC Code of Student Conduct p. 17-19

Trash

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

Vandalism

Vandalism to University facilities or property will not be tolerated under any circumstances. Persons who violate this policy will be subject to disciplinary action.

Visitation

Visitation hours for residence halls are from 8:00 am to 11:30 pm Monday through Sunday. These hours can be modified by SWC administration.

Weapons and Instruments

The unauthorized possession or use of weapons on Sisseton Wahpeton College owned or controlled property is prohibited without the (written) permission of the President and/or the Executive Committee. Weapons include, but are not limited to, firearms, air rifles or pistols, hunting or fighting knives, martial arts weapons, bows or crossbows, arrows or bolts, and swords. This policy also includes non-functional replicas fashioned with metal or wood, paintball or stun guns, metal tipped 2023-2024 Sisseton Wahpeton College Student Handbook Page 17 darts, explosives, fireworks, and pyrotechnic devices. Certain items that are not traditionally considered weapons such as, but not limited to, baseball bats, boxcutters, kitchen knives, pocket knives (with blades of three inches or less), or scissors are not subject to this policy unless used to threaten or inflict harm to another person. Under these circumstances the object may be confiscated by Campus Security and the user of the item is subject to disciplinary action, in addition to criminal prosecution. The purpose of this policy is not to prohibit individuals or student organizations from possessing, storing, or using weapons at approved locations for educational purposes, sanctioned sporting activities, research, or other actions supporting the operations of the College that are authorized by the President and/or the Executive Committee. These instances could include, but are not limited to, the firearms and archery equipment used for off-campus hunting or by a sporting team, the use of original and replica weapons in culture or history courses, or the firearms being repaired or constructed in a gunsmith

course. Weapons brought onto SWC property must be preauthorized and immediately registered with Campus Security. When not being utilized in sanctioned course activities, practices, or events, all weapons and ammunition must be securely stored in officially designated locations or immediately removed from College property. Any person carrying a concealed weapon must have a valid permit and written authorization by the President and/or the Executive Committee of the Sisseton Wahpeton College, which include participation and training with the Sentinel or other similar program. This authorization must be renewed annually. Exempt from this Policy are sworn law enforcement officers or military personnel in the performance of their official duties. Students, employees, and visitors found in violation of this policy are subject to disciplinary actions and possible criminal prosecution. Any serious violations of this policy will be referred to the cognizant law enforcement agency and will trigger an immediate Administrative Action.

Window and Door Decorations

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