



# STUDENT HANDBOOK AND RESIDENTIAL STANDARDS OF LIVING



# STUDENT HANDBOOK

## WELCOME to Black Hills State University

*Welcome to 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 the 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 & Student Affairs.*



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# BHSU Value Statement

**At Black Hills State University, we are committed to:**

## **Scholarship**

We engage in the scholarship of research and creative activity to contribute knowledge and art to the community, the state, the region, the nation, and the world; we engage in the scholarship of teaching by using relevant and cutting edge practices to prepare students for the future; and, we engage in the scholarship of service by accepting leadership roles in society and making meaningful contributions to the profession and to the general public.

## **Student-Centeredness**

We accept the responsibility of transforming student lives and treat each student with dignity and respect.

## **Educational Excellence and Life-Long Learning**

We engage in doing quality work by reflecting on our performance, our creativity and ingenuity, and in continuously challenging ourselves to improve.

## **Integrity**

We adhere to ethical standards of excellence and accept accountability for personal decisions and actions, which impact our reputation as a dynamic and resourceful institution of higher learning that places students front and center.

## **Diversity**

We embrace the multi-dimensions of human differences by practicing inclusive education and unconditional positive regard, supporting multicultural learning experiences for all, and encouraging international exchange.

## **Innovation and Change**

We anticipate future needs and use our imaginations to be responsive to unique opportunities for growth by encouraging respectful dialogue that encourages an open-minded exchange of ideas whereby active listening and critical thinking sustain a vibrant learning community for students, staff, faculty, administration, alumni, and the public.

## **Respect**

We encourage everyone to take responsibility and ownership for a healthy and caring community. Together, we protect and support victims, women and men, by saying NO MORE to sexual violence. We educate each other about campus and community resources and strive to listen and take action when necessary. United, we stand against sexual violence and take ownership for creating positive change on our campus.

## **Notice of Non-Discrimination**

Black Hills State University affirms its commitment to non-discrimination in accordance with state and federal laws. BHSU prohibits discrimination on the basis of race, color, religion, creed, national origin, age, marital status, gender, sexual orientation, gender identity, veteran status, pregnancy or disability. Prohibited sex discrimination includes sexual harassment, including sexual violence, non-consensual sexual contact or non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation.

BHSU Title IX Coordinator | Michael Isaacson | Michael.Isaacson@BHSU.edu | Library Lower Level Rm 002 | 605.642.6599 or 605.642.6590

# Register for classes

If you need assistance when registering for classes contact the Registrar's Office at 605-642-6044 or visit their office in Woodburn Hall, room 104.

## WebAdvisor [www.BHSU.edu/WebAdvisor](http://www.BHSU.edu/WebAdvisor)

You will use WebAdvisor for doing business at BHSU. You'll be able to:

- Register for classes (Search and Register for Class Sections)
- Pay your tuition bill (SDePay)
- View your grades (Grades)
- Evaluate your credit for your chosen major (Program evaluation)
- View financial aid information (SDePay)
- Sign up for direct deposit (SDePay)

**User ID** – your user ID will never change

**You will receive your WebAdvisor user ID and password during New Student Registration.** When changing your password remember that it must be 6-9 characters in length and include both letters and numbers. It is advisable but not required that you give yourself a hint.

### My Registration Time

This feature allows you to check the date and time of your registration eligibility.

**Times listed on WebAdvisor are for the central time zone. Spearfish is in the Mountain Time zone, so all WebAdvisor times listed are one hour later.** (e.g. WebAdvisor time of 10 a.m. will actually be 9 a.m. in Spearfish)

### My Restrictions

These are holds such as admissions, advising, general education, testing requirements, or unpaid fines that must be resolved before you can register.

### My Class Schedule

This is a list of the courses for which you are currently registered.

### Unofficial Transcript/Course History

This is a list of the classes you have completed.

User Account
I'm New to WebAdvisor
What's my User ID?
What's my password
Change Password

Financial Information
View My 1098-T Information
SDePay/View Account
Direct Deposit Refunds

Financial Aid
Financial aid status by year
Financial aid status by term
Financial Aid Authorization

Communication
My Documents

Registration
My Registration Time
Search and Register for Class Sections
Register and Drop Class Sections
Manage My Waitlist
My Restrictions
Search for Class Sections

Academic Profile
Grades
Grade Point Average by Term
Unofficial Transcript/Course History
Program Evaluation
Test Summary
Transcript Request Status
My profile
My class schedule

# Registration Instructions

Registrar's Office, Woodburn Hall 104 | 605-642-6044

Visit [www.BHSU.edu/WebAdvisor](http://www.BHSU.edu/WebAdvisor) or from the BHSU web page, choose the WebAdvisor link in the top right-hand corner.

- Log In
- Enter your WebAdvisor ID and Password (use lowercase)
- Choose the **Students** bar
- Under the **Registration** bar, choose **Search and Register for Class Sections**
- Choose **Search and Register for Class Sections** or **Express Registration**

*NOTE: If you select "Search for Class Sections" you will only be able to search for sections and NOT register for them.*

*When registering for classes, keep in mind that an average of 15 credits each semester is required to complete a bachelor's degree in four years. There is also a required number of credit hours needed to renew specific scholarships, please visit: [www.BHSU.edu/Scholarships](http://www.BHSU.edu/Scholarships) for more details.*

## Search for class times/days using one of the following methods:

**1. Search & Register for Class Sections** – Search online for the sections you wish to register for. From the **Search and Register for Class Sections** menu, choose **Search and Register for Class Sections**. Enter the following data:

1. Select the term (required)
2. Subject (e.g. ENGL) advisable, you can search for more than one subject at a time
3. Course Number (e.g. 101) use with caution, wrong numbers will not return any classes
4. University (choose BHSU) - advisable
5. Location (choose SHMC-Spearfish Main Campus) - advisable, but this option will not include classes offered in Rapid City or online. You may choose multiple locations.
6. Click Submit

*NOTE: Other fields can be used to narrow your search but using additional fields will slow the processing time. Your search must have a minimum of three fields. Using "start on/after date", "sections meeting after", "course level", "section", or "clicking on specific days" has a tendency to create errors in your intended search. It is recommended*

Term

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Starting On/After Date  Ending By Date

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Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Sections Meeting After  Sections Ending Before

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Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Course Title Keyword(s)

University

Locations

Academic Level

Instructor's Last Name

---

**SUBMIT**

## Your Preferred List

Both the **Express Registration** and **Search and Register for Class Sections** will create a preferred section list with the courses you selected.

Choose **RG-Register** under **Action** to register for the sections you want to take and click submit.

*(BHSU does not use the wait list option.)*

The next screen will show you the classes for which you have been registered for and the reasons you could not be registered, if applicable. To search for additional classes, click **Students** and restart the process beginning with **Search and Register for Class Sections**. To drop a class, go to **Students Menu**, and choose **Register and Drop Class Sections** under the Registration bar. Check the box next to the course you wish to drop and click submit.

*It is advisable to always check your registration or dropped sections by going to “My Class Schedule.”*

## To print your schedule, go to:

Students Menu

My Class Schedule (under the Academic Profile bar)

Choose the term

Submit

Print your schedule

Once finished - choose Log Out

## Course Numbering System

Example: **ENGL** (*subject*) **101** (*course number*) **B001** (*section number*)

### Course Numbers

Below 100 – Remedial

100 – Freshman

200 – Sophomore

300 – Junior

400 – Senior

*NOTE: Each course carries a three-digit number. The second and third digits are used within colleges in sequence. They indicate lab or lecture, area identification, and prerequisite courses. The first digit in the number indicates the college year that the course should be taken. Courses numbered in the 100s are normally taken by freshmen, 200s by sophomores, 300s by juniors, and 400s by seniors, 500s are taken by seniors with special approval and graduate students, and 600s and 700s are by graduate students only.*

### Section Numbers

BHSU sections start with a B (example, B001). Section designations are as follows:

H – Honors course (*you must be enrolled in the BHSU Honors Program to take these courses*)

L –Lab

200 – Taught in Rapid City

500 – DDN (Distance Learning)

600 – Internet

*NOTE: MATH 095 and READ 041 have 300 sections but are NOT necessarily taught off campus.*



## Placement in English, Mathematics, and Reading

All entering students must provide valid ACT scores (within the last five years) or must take the ACCUPLACER examination in the areas of writing skills, mathematics, and reading to show evidence of their level of academic preparation prior to their enrollment into their initial mathematics, English, and reading courses. Pre-general education courses include ENGL 033, MATH 095, MATH 101, and READ 041.

### English Composition & Reading Placement

**Placement through ACT:** Standardized test scores determine placement in English composition courses.

For students with valid ACT scores, the scale used for placement is:

**ACT English** 18 & above ENGL 101

**ACT English** 1 - 17 ENGL 033\* & ENGL 101C

**ACT Reading** 1-17 READ 041\*

*\*These classes do not satisfy degree requirements.*

**Placement through COMPASS or College Board Accuplacer:** All students who do not have ACT scores or who have ACT scores older than five (5) years must take the COMPASS or College Board Accuplacer Writing Placement Exam. Student should be directed to have the Center for Academic Success to take this exam. The scale used to determine placement with the exam is listed below:

#### Writing Exam

COMPASS	74+	ENGL 101
COMPASS	1—73	ENGL 038 & ENGL 101C

#### Sentence Skills

ACCUPLACER	86—120	ENGL 101
ACCUPLACER	0—85	ENGL 033* & ENGL 101C

#### Reading Exam

COMPASS	0-77	READ 041*
ACCUPLACER	0-85	READ 041*

*\* These classes do not satisfy degree requirements.*

### Math Placement Process\*\*

Course(s)	Math Index (MI)	Accuplacer Score	Smarter Balanced	Only if no HS GPA is available and thus no MI is available
MATH 095	0 or higher	Elem Algebra 0-75	0-2627	ACT MATH 1-17 SAT MATH 0-420
MATH 102 w/ 092L or MATH 103 w/093	950 or higher	Elem Algebra 44-75	2543—2627	ACT MATH 18-19 SAT MATH 421-470
MATH 102 or MATH 103	1150 or higher	Elem Algebra 76-120 College Level 0-50	2628 or higher	ACT MATH 20 or higher SAT MATH 471 or higher
MATH 115 or MATH 120 or MATH 121 or MATH 281	1300 or higher	College Level 51 or higher	NA	ACT MATH 25 or higher SAT MATH 570 or higher
MATH 123	1300 or higher AND Accuplacer Calculus 19 or higher	Accuplacer Calculus 19 or higher AND MI 1300 or higher	NA	ACT MATH 25 or higher AND Accuplacer Calculus 19 or higher

\*\*Math Index (MI) = 250\*HS.GPA = 17\*Math.ACT

The column that gives the highest placement should be used.

The fourth column is only to be used if no HS GPA is available.

Accuplacer can be used to challenge placement. Challenges start at the current level of placement. If no MATH ACT is available, a student will start at the Accuplacer Elem. Algebra level.

**Challenging Your Placement** - Students who place into English 033 but feel their ACT English sub-score or their ACCUPLACER writing exam score does not reflect their writing ability may challenge their placement by taking the ACT or ACCUPLACER writing exam. Challenging your placement is a one-time option and includes a fee of \$17.

Students with an ACT score of 28 and above may challenge placement into ENGL 101 by taking the E-write Compass Exam to place into ENGL 201. Students who are placed in ENGL 201 are still required to take a total of six hours of English for the general education requirement. ENGL 401 can be used as their second university writing course, or students may opt to CLEP the ENGL 101 to satisfy those hours prior to taking ENGL 201.

### **Pre-General Education Requirement**

Students placed in pre-general education courses must enroll in and successfully complete the course within the first 30 credit hours attempted (Math 095, 101 and ENGL 033).

### **General Education Requirement**

Incoming freshmen must complete 30 credit hours of System General Education Requirements (BOR Policy 2:7) in their first 60 credit hours. The following 18 credit hours of the System General Education Requirements must be completed in the first 48 credit hours.

<b>Course Requirement</b>	<b>Credit Hours</b>
Written Communication (Goal #1)	3
Oral Communication (Goal #2)	3
Social Science (Goal #3)	3
Humanities and Fine Arts (Goal #4)	3
Mathematics (Goal #5)	3
Natural Science (Goal #6 - six credits recommended)	3
<b>Total:</b>	<b>18</b>

### **Required General Education Credit Hours**

Transfer students with more than 18 credit hours entering from outside the Regental system must complete the previous specified 18 credit hours of general education requirements within the first 30 credit hours taken at a South Dakota Regental institution.

### **Immunizations**

In accordance with South Dakota State Law and BHSU admission requirements, you must provide proof of immunity to measles, mumps, and rubella, MMR. Other immunizations that are recommended, but not required, are Hepatitis B, Meningitis, and TDAP.

You have several options of how to provide the appropriate documentation to Student Health Services:

- You can provide proof of 2 MMRs;
- You can choose to obtain a medical laboratory report that verifies presence of disease-specific antibodies in the blood (i.e. positive blood titer); or
- You can provide medical documentation of the disease as diagnosed by a qualified physician.

For more information and/or to download the immunization form visit [www.BHSU.edu/StudentHealthServices](http://www.BHSU.edu/StudentHealthServices)

# Billing and Payment

## Tuition Payment and Confirmation

Student Financial Services, Woodburn Hall 114 | [www.BHSU.edu/FinancialAid](http://www.BHSU.edu/FinancialAid)

You may access complete billing and payment information, including the BHSU Monthly Payment Plan, at [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege).

Access your tuition and fees account to view your current bill and/or make a payment from the BHSU home page ([www.BHSU.edu](http://www.BHSU.edu)) by clicking on WebAdvisor in the quick links section, select “WebAdvisor for Students”, “SDePay”, and “View Account”.

**You will not receive a paper bill. Your “eBill” is available to view or print from SDePay.**

You may also visit with personnel in Student Financial Services (Woodburn Hall, room 114) on the Spearfish main campus, or at the BHSU-Rapid Center. Billing information is available approximately 30 days prior to the beginning of each semester and approximately May 1 for the summer semester.

**Payment is due by the first business day after census of each semester. Past due accounts are subject to late charges and class cancellation. A financial aid deferment may be available by contacting Student Financial Services.**

By making a timely payment and completing the electronic attendance confirmation, you will guarantee your 2016 class registration and expedite any financial aid refunds you may be expecting. If you have financial aid for the fall semester, complete the confirmation by September 1. All students should complete the **Attendance Confirmation** before the payment due date of each semester. If your plans change prior to the beginning of the semester, please notify BHSU immediately so that no financial obligation is incurred. Electronic attendance confirmation is available from the BHSU home page approximately 30 days prior to the beginning of each semester.

## Financial Aid

If you haven't already applied for financial aid, do so now. The first step in applying for aid is to complete the FAFSA (Free Application for Federal Student Aid). This must be completed annually to determine federal and state student aid eligibility. You can complete the FAFSA any time after January 1. It's recommended that you do this as early as possible. Complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov).

- List BHSU as the school choice. **BHSU's school code is 003459.**

Respond to requests for information/documents promptly, including your acceptance of aid. If you are borrowing a Direct Loan for the first time, you must sign a Master Promissory Note (MPN) and complete loan entrance. To complete these requirements, go to [www.StudentLoans.gov](http://www.StudentLoans.gov).

If you are eligible for veterans' educational benefits, contact Eileen Thomas, Veterans Affairs certifying official, at [veterans@bhsu.edu](mailto:veterans@bhsu.edu) or call 605-642-6415.

If you have been awarded federal work-study, you will be sent the paperwork needed for employment. After July 1, a listing of the current openings will be available. Visit [www.BHSU.edu/Careers](http://www.BHSU.edu/Careers), select **Jacket Job Link**.

Upon accepting the Perkins Loan, you will need to sign a Promissory Note and Rights & Responsibilities. These forms will be sent to you after you accept the loan.

The **Tuition Calculator** on the website can give you an idea of what you will owe for the upcoming semester. To access the calculator, visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege), **Tuition and Fees, Tuition Calculator**.

Recipients of outside scholarships need to complete the form located at [www.BHSU.edu/FinancialAid](http://www.BHSU.edu/FinancialAid), **Forms** tab. Student Financial Services asks that scholarship money be received by July 31 (December 31 for the spring semester) to allow for processing time.

Recipients who are receiving federal financial aid need to complete the **Authorization to Pay Expenses**, [www.BHSU.edu/FinancialAid](http://www.BHSU.edu/FinancialAid), **Forms** tab. e-Bills will be posted on SDePay approximately one month prior to the start of the semester. You will receive an e-mail at your official BHSU Yellow Jacket e-mail account when the bill is posted. You will also have a Current Activity (summary) available at all times after the initial billing date since your bill could change if you make revisions to your classes, room or meal plan. Make sure that you review your SDePay current activity carefully. Items to review for accuracy are: your class schedule, tuition, fees, room and dining charges, and financial aid. Remaining, estimated, or pending aid is different from aid paid or applied aid. Aid is applied to your bill approximately 8 days prior to the beginning of the semester if all paperwork is complete. If your aid has not been paid to your bill, make sure to contact Student Financial Services to see if you qualify for a deferment.

All students must pay their semester charges or make financial arrangements **by the payment deadline each semester**. Past due accounts are subject to late charges and de-registration.

Students at BHSU use a variety of financial options to help pay for their expenses. For more information, visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege)

**Read everything carefully and ask questions. The Student Financial Services Office is here to help.**

# Campus Life

## Student IDs

Buzz Card Office, Student Union, Room 106 | [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard)

The Buzz Card functions as a student ID, library card, meal card, debit card, printing card, and security card. A photo ID (driver's license, passport, etc.) **must** be presented in order to obtain your Buzz Card.

- As a student ID, the Buzz Card provides access to student computer labs, the Young Center, health services, and student activities including athletic events, plays, and concerts.
- As a library card, you can utilize the resources in the library.
- As a meal-plan card, the Buzz Card is accepted at all on-campus food venues. Your purchases are deducted from your board plan as a meal swipe or from your dining dollars declining balance.
- As a debit card, your Buzz Card can be used at on-campus vending machines, the University Bookstore, at University Mail Services, copiers, and at off-campus vendors that accept Buzz Bucks. See participating vendors at [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard)
- As a pre-paid card, your Buzz Card is used for laundry services in the residence halls (see below)
- Finally, as a security card, your Buzz Card provides access to your residence hall.

## Residence Halls

Residence Life, Student Affairs Suite, Woodburn Hall | [www.BHSU.edu/ResidenceLife](http://www.BHSU.edu/ResidenceLife)

Much more than a place to park your backpack, your residence hall is your new home, which includes a community of friends and fellow students. The Halls are a special community where you live, learn, and make life-long friends. Anything is possible with BHSU Residence Life.

**Live-on requirement:** All students within two years of their high school graduation date are required to live on campus. See the Residence Life staff for possible exceptions. For the full policy and more information, please visit: <https://www.sdbor.edu/policy/documents/3-6.pdf>

**Internet connection in rooms:** Each room is equipped with high speed internet. The Residence Life Network (BHSU-Secure) is an internet service that provides a reliable connection for students in the residence halls and the Yellow Jacket Apartments. In order to connect to BHSU-Secure, users must meet minimum system requirements. Requirements and network access are enforced by a system called Safe Connect that checks for anti-virus, patches, and other security-related updates. All residence halls have wireless and ported Internet access. For more information visit: <http://www.bhsu.edu/iits/Services/ResNet/tabid/9635/Default.aspx>

**Cable TV:** Bring your own television to access extended basic cable that is available in each room at no additional charge. BHSU provides digital cable boxes and remotes to use with your TV.

**Laundry:** Each residence hall and campus apartment building has washers and dryers available for students. You pay for laundry with your Buzz Card.

**Kitchenettes:** Every residence hall is equipped with a kitchenette area that includes a stove, refrigerator, microwave, and sink.

**TV and VCR/DVD:** A television and DVD/Blu-ray player is available for use in the lobby areas of each residence hall and in the G Lounge in the Yellow Jacket Apartments.

### Items to bring:

- Linens - mattresses in the residence halls are extra-long twin (visit [www.rhl.org/bhs](http://www.rhl.org/bhs) for linen options)
- Refrigerator - compact refrigerators no larger than 4.4 cubic feet may be used
- Microwaves - 1000 watt or less
- Television and DVD/Blu-ray player - make sure to talk to your roommate and decide prior to moving who will bring these items
- Personal decorations and mementos - avoid using duct tape, foam tape, or nails
- Power strip with surge protection
- Laundry detergent and basket
- Toiletries
- Cooking and eating utensils
- Coffee pot

### Do not bring:

- Extension cords
- Personal grills (i.e. the *George Foreman Grill*)
- Personal pizza ovens
- Hotplates
- Toasters and toaster ovens
- Candles or any open flame devices
- Contact paper
- E-cigarettes/Vape Pens
- Halogen lamps
- Hover boards

## Dining Services

Student Union, main level | 605-642-6896 | [www.BHSU.edu/Dining](http://www.BHSU.edu/Dining)

BHSU operates several dining outlets on campus for students, faculty, staff, and community members:

- **The Hive** offers seven different stations including: PAO, our Mongolian BBQ; The Grille, traditional grilled items; Bravo, hearth-fired, house-made pizzas; Market Place, Midwestern home-style comfort food; Sweet Peppers Deli, made to order sandwiches and wraps; Field of Greens, classic salads and a variety of fresh food offerings; and the Bakery, a variety of sweet treats and ice cream.
- **The Buzz Shack**, located in the Student Union, offers locally roasted Dark Canyon coffee, lattes, cappuccinos, smoothies, Italian sodas, fresh fruit, pastries, breakfast burritos, wraps, hoagies, salads, and soups.
- **Einstein's Bros. Bagels**, located in the E. Y. Berry Library-Learning Center, offers a variety of bagels and schmear, salads, sandwiches, and wraps for breakfast, lunch, and dinner. They also serve coffee, specialty coffee drinks, and frozen smoothies.

**Dining Dollars**, associated with all meal plans, and Buzz Bucks can be used at any food service location on campus. Students living off campus may purchase a commuter or a resident hall meal plan, or use Buzz Bucks, cash, or credit card to purchase individual meals.

Hours of operation for each location and menu items can be found at [www.BHSU.edu/Dining](http://www.BHSU.edu/Dining).

BHSU Dining Services does close for several University sanctioned breaks (Thanksgiving, Spring, Summer Break, etc.). Dining Services will work with any student needing food service during this time. Please contact A'Viands at 605-641-6896 for more information.

## Computer Recommendations

Library 006 | 605-642-6580 | [www.BHSU.edu/IITS](http://www.BHSU.edu/IITS)

BHSU strives to offer great technology services to all students and patrons. Some of the technology resources offered by BHSU include: student computer labs, Microsoft Office Suite for current students, wireless Internet access, and BHSU-Secure access, which is a network that provides Internet connectivity to students living in the residence halls and in the campus suites.

Students are encouraged to bring a laptop of their own to campus. Owning a laptop gives students mobility with wireless Internet access available across the campus.

Technology is continually decreasing in price, and personal computers become more affordable with every passing year. It is now possible to purchase a computer at a cost of less than \$1,000 which will remain functional for your entire university career. When shopping for a computer, keep in mind that any computer meeting the minimal configuration listed below will work well for both doing homework and accessing the Internet. Contact Network & Computer Services at 605-642-6580 if you have questions. They will be happy to discuss computing needs and current market pricing with you.

Computers that are connected to the BHSU network are required to have a licensed copy of Windows 7, Windows 8.1, Windows 10, or Mac OS X (10.9 - 10.11), with the latest operating system patches/service packs and up-to-date antivirus software.

Computers with the following operating systems are not allowed to connect to the network: Windows XP and earlier or Mac OS X 10.8 and earlier. Linux distributions are allowed with their latest patches, but may not be fully supported.

### Password Distribution System

When properly registered, each student is provided usernames and passwords for accessing the various University systems. If a student ever loses or forgets their initial password or username information, it can be retrieved online at: [www.BHSU.edu/LoginHelp](http://www.BHSU.edu/LoginHelp). Before a student can access the University systems, they must change their initial password by logging into BHSU's Password Reset Portal located at <https://account.bhsu.edu/>. The Password Reset Portal will require student to setup security questions, which allows forgotten password to be retrieved from the portal. Students are required to change their email password every 90 days and will receive daily email reminders two weeks prior to their password expiring. When a student is reach to change their password, they can long into <https://account.bhsu.edu/> and select the "Change Password" option. If the student does not have access to the internet, a password distribution computer is located in front of the circulation desk on the main floor of the Library.

### BHSU Email [mail@yellowjackets.BHSU.edu](mailto:mail@yellowjackets.BHSU.edu)

BHSU provides an e-mail address for all registered students through Microsoft's Office 365 for Education Service. By using this service, BHSU ensures the account remains usable by the student even after graduation. Office 365 provides students with many resources:

- 25 GB inbox
- 1 TB of online storage via the OneDrive for Business
- Access to MS Office Web Apps and Desktop Applications

BHSU is also enrolled in the Microsoft Student Advantage program. This program provides current students with the ability to download and install the latest version of the Office suite on up to five personal computers—Mac or Windows—as well as utilize Office suite on a variety of mobile platforms, such as iPad, Windows Mobile, and Android. Additionally, your e-mail address can be used to gain access to discounted student pricing on a variety of products and services.

**E-mail has become a primary mode of communication across campus,  
students should check their e-mail at least once a week.**

## Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the eligible student when he or she reaches the age of 18.

Generally, schools must have written permission from the eligible student in order to release any information, including grade and financial aid information, from a student's education record. The ideal scenario is for students to share their educational record(s) openly with parents, but sometimes there are situations that make this inconvenient or non-practical. In order to allow parents (or any other third party) access to their eligible child's educational record(s), the eligible child must fill out the *FERPA Educational Records Release Form* and return it to the Registrar's Office, Woodburn Hall, room 104.

The regulations implementing FERPA permit the disclosure of directory information. BHSU may disclose, without consent, directory information such as name, hometown, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation and degree awarded. Generally, this directory information is releasable to any requesting person or entity (such as newspapers to announce awards, etc.) unless the student has followed the procedure to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the *Directory Information Opt-Out Form* and return it to the Registrar's Office, Woodburn Hall, room 104 by the 10th day of classes of the first semester during which the student is enrolled.

## Student Consumer Information

The Student Consumer Information regulations of the United States Department of Education require universities to provide students access to certain information to which they are entitled as consumers. Information about financial aid, academics, campus safety and health, technology, university statistics, and enrollment is provided at [www.BHSU.edu/StudentConsumerInformation](http://www.BHSU.edu/StudentConsumerInformation) .

## Student Organizations

Student Union, second level | [www.BHSU.edu/StudentOrgs](http://www.BHSU.edu/StudentOrgs)

With more than 85 student organizations and clubs at BHSU, you will definitely find one that interests you. Watch for the biannual Student Organization Fair on the campus green and in the Student Union lobby areas at the beginning of each fall and spring semester. This is your opportunity to visit various organization booths, talk to current members, find out when and where the groups meet, what activities they plan, how they can be a benefit to you, and how *you* can be a benefit to them. Every student has something to offer and something special to leave behind when they graduate. ***Get involved!***



# Offices and Student Resources

**Academic Advising:** All degree-seeking students who are enrolled full time are assigned to an academic advisor. Advisor assignments and changes are made in the dean's office of your major. You can find your advisor's name and contact information when you log on to WebAdvisor (choose My Profile under Academic Profile). Students taking classes in Rapid City should contact Katie Pavel at 605-718-4373.

**Any degree-seeking student with fewer than 60 completed credit hours is required to contact their advisor before registering for classes.** Remember that many times your advisor has connections that could lead to your future career. It is a good idea to work with your advisor for your entire college career.

Academic advising is an ongoing process in which faculty help students define an educational plan consistent with their life goals. Take the initiative to get to know your advisor by scheduling regular appointments. Prepare for advising by becoming familiar with your degree requirements and keeping track of courses you have completed. For more information go to [www.BHSU.edu/Advising](http://www.BHSU.edu/Advising).

**Academic Affairs:** The Provost and Vice President for Academic Affairs is Dr. Chris Crawford; he is available to work with you to help you succeed academically. He works with the three colleges and several other academic areas on campus to make sure you are receiving the best education at BHSU.

**Aquatics Center:** The Aquatics Center is located in the Young Center. Hours will be posted or call 605-642-6196. Swimming classes are available and are listed in the BHSU class schedule.

**Art Shows:** There are a variety of art shows featuring students, faculty, and regional artists that are held regularly in the Ruddell Gallery, located on the second level of the Student Union. Student artwork is also displayed throughout the campus.

**Athletic Program Support & Participation Rate:** For information on completion rates, transfer-out rates, and other statistics for students who receive athletically-related student aid, as well as information regarding institutional revenues and expenses attributable to intercollegiate activities contact Jhett Albers, director of Athletics, at 605-642-6885 or visit him at the Young Center, room 114. [www.BHSUAthletics.com](http://www.BHSUAthletics.com)

**ATM:** An ATM is located near the bookstore in the Student Union on the second level of the building.

**Bookstore:** The University Bookstore, located in the Student Union, provides an extensive selection of new and used books, textbook rentals, BHSU merchandise, and electronics. The store also features coffee, cappuccino, and a variety of snacks and drinks. Special orders for books and supplies are welcome. UPS shipping is also available. The Jacket Zone in downtown Spearfish and the Young Center also offer a full line of BHSU apparel, gifts and university events.

Save up to 80 percent off on fully-functional computer software, including the required MS Office Professional. Academic discounts are also available on Hewlett Packard and Apple computers. Book buyback is held at the end of each semester during finals week from 8 a.m. to 4 p.m. Visit [www.BHSUBookstore.com](http://www.BHSUBookstore.com) for up-to-date information and to shop online.

Store hours are Monday-Friday, 7:30 a.m. to 5 p.m. and Saturday, 11-2 p.m. during the academic year. The bookstore is closed on holidays. The BHSU Rapid City Campus Bookstore hours are Monday-Thursday, 8 a.m. to 8 p.m. and Friday, 8 a.m. to 12 p.m.

**Buzz Card Office:** Located in the Student Union, Room 106, the Buzz Card Office provides support for students, faculty, and staff with questions related to your Buzz Card or the online card office. This office also handles the production and the replacement of Buzz Cards. You (or your parents) may also make deposits to your Buzz Bucks account by visiting the Buzz Card Office. Contact 605-642-6513 or visit [www.BHSU.edu/BuzzCard](http://www.BHSU.edu/BuzzCard) for more information.

**Check Cashing:** With a current BHSU Buzz Card, students, staff, and faculty can cash checks up to \$20 in the University Bookstore.

**Child Care:** The Little Jackets Learning Center provides child care for children of students, faculty, and staff on a space-available basis. The Center has a professionally trained staff of early childhood educators and is assisted by several part-time employees and work-study students. Visit [www.BHSU.edu/ChildCare](http://www.BHSU.edu/ChildCare) for more information.

**Computer Labs:** Desktop and laptop computers for student use are located on the second floor of Jonas Hall, at the Student Union Information Desk, and in the E.Y. Berry Library-Learning Center. These computers provide access to the campus network, e-mail, library resources, and the Internet. A network logon ID (username and password) is required to use the computers in these locations.

**Copy Machines and Printing:** Copy machines are located in the Library, the Student Union, and in Jonas Hall. Color copies and color transparencies can be made at Digital Media Resource Services on the main level of the Library. The University Printing Center provides services to students for school-related duplicating needs, such as research papers, resumes, class presentations, etc. The Printing Center is located in the basement level of Jonas Hall.

**Counseling:** The Counseling Center provides on-campus counseling to currently enrolled students. Services are provided by a licensed professional counselor who will assist students in a non-judgmental, objective, confidential setting with their day-to-day concerns, problems, thoughts, and feelings. Contact the Counseling Center at 605-642-6520 to schedule an appointment; there are no charges for counseling services for students currently registered at BHSU. Visit [StudentCounseling](#) for more information.

**Digital Media Resource Services:** Portfolio CDs and DVDs can be created and duplicated from computer files and video tapes at Digital Media Resource Services, which is located on the main floor of the Library. These portfolios can document events such as music recitals, theatrical productions, photo exhibits, and science research. They can also bind your reports, research, and special papers into booklets for a professional touch and to preserve your documents.

**Disability Services:** Accommodations for students who have documented disabilities can be arranged with the Disability Services liaison. The liaison will maintain current documentation and assist the student in arranging for accommodations both in and out of class. Students with disabilities may also benefit from the Student Support Services program, described on page 23. Contact the Disability Services Office at 605-642-6099 or visit [www.BHSU.edu/DisabilityServices](http://www.BHSU.edu/DisabilityServices) for more information.

**Drop/Add:** The drop/add period is the time period during which students may adjust their academic schedule for the term without financial or academic consequences. The last day of the drop/add period for a course is designated as the census date for that course and is the official date for enrollment reporting. The last day to drop **a standard course without transcript entry** is Census Date for each semester. The drop/add timeline for block courses will vary; contact the Registrar's Office at (605) 605-642-6092 for specific deadlines. Student registrations can only be added to courses after the end of the drop and add period by approval of the instructor and academic dean.

**E.Y. Berry Library:** The E.Y. Berry Library-Learning Center strives to provide information and resources to support the curriculum of the University. These resources are available in various formats; the Library personnel will be happy to assist you. For more information and Library hours visit <http://iis.bhsu.edu/lis/>.

**Employment - On Campus/Work-study:** Work-study jobs provide a great opportunity to gain work experience and earn money without interfering with your classes. Students eligible for federal work study are encouraged to visit with Student Financial Services, located in Woodburn Hall, room 115 or call 605-642-6145. Apply early!

**Enrollment and Student Affairs:** The Vice President for Enrollment and Student Affairs is Dr. Lois Flagstad; she is available to work with you if you have issues related to your success as a BHSU student. She works with many departments on campus to coordinate services, programs, and opportunities to support your involvement in campus life.

**Faxing:** The Student Union Information Center offers a fax service to students. The cost is \$.50 per page to receive and \$1.00 per page to send.

**Fitness:** The Donald E. Young Sports and Fitness Center is a 172,000+ square foot sports and fitness complex. All registered students are eligible to use the facilities at the Young Center, including the swimming pool, field house, track, gymnasium, and fitness center, at no additional cost. Your Buzz Card must be shown each time you use the facility. For hours of operation or more information call 605-642-6096 or visit [www.BHSU.edu/YoungCenter](http://www.BHSU.edu/YoungCenter)

**Grades:** Faculty will enter grades via WebAdvisor no later than the third working day following the last day of finals. The Registrar's Office will verify grades no later than eight working days after the last day of final examinations for the term.

**Graduation:** Students must apply for graduation in the Registrar's Office by the following deadlines: May graduates - Feb. 15; summer graduates - Feb. 15; and December graduates - Oct. 1. BHSU officially graduates students at the end of fall, spring, and summer terms. The University holds a commencement in May and December. All graduates are expected to be present for commencement. Summer candidates are invited to participate in the May commencement preceding the completion of their work.

**Graduate Programs:** Anyone interested in a graduate degree program or in taking graduate courses at BHSU should contact Academic Affairs at 605-642-6262.

**Health Services:** Student Health Services works with Queen City Regional Medical Clinic in Spearfish as a service provider. A nurse practitioner or physician's assistant is available from 8 a.m. - 5 p.m., Monday through Friday. For more information call 605-642-6520.

- Immunizations required: 2 MMR's
- Immunizations recommended: Meningitis, Hepatitis B series, and TDAP
- For students 18 years old or younger, state immunizations are free
- For students 19 years old and older, immunization fee covers the serum cost
- Free services to students including physical exams

**Honors Program:** Dedicated to achievement, leadership, and community, the University Honors Program seeks to enrich its students' university experiences. The program is designed to provide the university's top students with the support and individualized instruction they need to pursue their academic and professional goals. The University Honors Program adds tremendous value to a Black Hills State University education, including more academic resources and opportunities, individualized instruction and faculty mentorship, and a dynamic academic and social network. Students who graduate from Black Hills State as University Scholars get their money's worth.

**Involvement:** Research and experience shows that students who become involved in their immediate community are more successful, enjoy their college experience, and learn essential leadership skills. Consider participating in one or all of our various events to learn more about leadership and develop your leadership skills at the same time. These events will also give you the opportunity to network with your fellow students and develop those connections that will assist you later in your careers. Once each semester, students will have an opportunity to attend a **Leadership Retreat** where session will be more specifically focused on developing various aspects of leadership. The **Leadership Development Series** was created as an opportunity for students to gain valuable training and skill development in a variety of leadership areas. Each workshop will focus on different aspects of leadership and personal development. Each student that completes the series receives a certificate of completion, leadership pin, a framed copy of their personal leadership credo and a letter of recommendation upon request. For more information, contact Erica.Whitiker@bhsu.edu.

**International Relations & Global Engagement:** The Office of International Relations & Global Engagement is the connection place for international students. It provides students opportunities for becoming familiar with their new academic setting, the Spearfish community, and the Black Hills. The office also coordinates study abroad and student exchange experiences for BHSU students; international experiences for BHSU faculty and students; international research and manuscript publishing; and international presentation opportunities with international and domestic universities. For more information visit [www.BHSU.edu/International](http://www.BHSU.edu/International)

**Judicial Actions:** BHSU students are compelled to uphold the Student Conduct Code governed by the South Dakota Board of Regents. Students who live on campus are also compelled to uphold the Standards for Residential Living.

**Lost and Found:** For lost, stolen, or found items contact Facility Services at 605-642-6560.

**Mail:** Post office boxes are located in the lower level of the Student Union. All residential student mail will be assigned a unit number to receive mail. University Mail Services, in the lower level of Student Union, provides postal services including postage stamp sales and mailing of letters and packages. Hours are from 8:30 a.m. to 3 p.m., Monday through Friday, or as posted.

**Major:** To declare or change a major, contact the Registrar's Office at 605-642-6092. Please contact the Recruitment and Retention Specialist for your college.

**Math Assistance Center:** If you need help in your BHSU math class, the Math Assistance Center (MAC) is the place you're looking for! Our goal at the MAC is to provide BHSU students with the support they need in order to succeed in math. You can simply drop in during regular MAC hours with your questions or the MAC is a great place to just work on your math so help is available. Students can also **make an appointment** for an individual tutoring session. We look forward to seeing you!

**Meeting Rooms:** Conference rooms are available for student organizations and campus entities in the Student Union. Reservations must be online at <http://www.bhsu.edu/StudentLife/EventServices/RoomReservations/tabid/542/Default.aspx>

**Name/Address Changes:** It is very important to report all name and address changes to the Office of Admissions located in Woodburn Hall, room 107 or update changes online using WebAdvisor.

**Parking:** Parking permits may be purchased online at [www.BHSU.edu/Parking](http://www.BHSU.edu/Parking). All students who maintain a headquarters on campus and who park a vehicle in areas under the control of the University must purchase a permit. Hang your permit on the rearview mirror or place it in the lower left side of the windshield.

**Payment Plan:** BHSU offers an interest-free payment plan that allows students to pay for tuition, fees, and on-campus room and board in monthly payments each semester. This payment plan is available to all students regardless of income or credit history and may be used to supplement financial aid. For more information contact Student Financial Services at 605-642-6480.

**Posting Materials:** All materials on campus need to be processed through the Student Engagement & Leadership Center before being distributed across campus. The intent of this policy is to provide BHSU students, faculty and state with maximum opportunity and space to advertise approved events at designated locations throughout the campus. We have considered the natural posting patterns across campus in order to maintain effective and accessible publicity. It is expected that all advertising materials posted will be reasonably neat and attractive in the interest of the advertiser and the university.

**Public Safety:** The Public Safety Office is located in the lower level of Woodburn Hall and can be reached at 605-641-6988 or 605-642-6297. In addition to regular patrol of campus, the department works for the prevention of crime and promotes safety strategies. Students observing unusual or suspicious behavior are asked to contact 641-6988 or the Spearfish Police at 605-642-1300 or 911.

**If students would like to have an officer accompany them to their vehicle or residence hall after 7 p.m. call 605-641-6988.**

BHSU supports the Jeanne Clery Disclosure of Campus Crimes Act of 1998 legislation, to give students a better picture of the environment on campus. Links to the crime statistics for the past three years are available in the annual BHSU Crime Report, in the Open Crime Log, and in the *Campus Security and Personal Safety* pamphlet. A complete report on campus crime and safety is available online and in print.

- On the BHSU web site visit: [www.BHSU.edu/Security](http://www.BHSU.edu/Security)
- On the U.S. Department of Education web site: <http://ope.ed.gov/security/search.asp>
  - Search for “Spearfish” then “Black Hills State University”
  - This takes you to the Institutional Detail page; select the information on criminal offenses, hate offenses, and/or arrests.

**BHSU Campus Safety and Alert Information:** Your safety and security is our top priority. We have implemented a Campus Alert System for all students, faculty, and staff. In the event of an emergency, you can have critical weather and other emergency-related alerts sent directly to your cell, home, and/or office phone or e-mail. You may choose the way(s) in which you will be notified (mobile phone, a second mobile phone, home phone, business phone, campus-assigned e-mail, secondary email, text message, or instant messaging).

*Note: You will be able to assign priorities to each of the above; your priority one device(s) will be notified first, followed by your second, and so on. Once you acknowledge the alert, further notifications will not be sent.*

In order to receive these important alerts, you must first register:

- Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU e-mail account.
- Go to the Everbridge Online Registration at [www.everbridge.net](http://www.everbridge.net) and click on New Member Registration.
- Enter your authorization code and confirm that your member ID that is displayed on the next screen is correct.
- Select “No” when it asks you if you are an existing Everbridge member.
- Create a numeric password, between 6-10 digits long - be sure to write this down and keep in a secure location.
- Select a password reminder.
- Create an alias user ID and an alpha-numeric password - this alias user ID and alpha-numeric password combination can be used in place of your member ID number and numeric password to update your account.
- Verify the personal address information displayed.
- Confirm/add phone and e-mail contact information\* using hyphens for phone numbers and entering your cell phone number again for the SMS/text message section (if chosen).
- Set the priority levels (the order in which you wish to be notified by device type) for both emergency and standard alerts - note all eight do not need to be selected, and that NA (not applicable) means that you will not receive an alert of that type.
- Retain a copy of your confirmation notice for your records so you can update your account anytime you have a change in personal contact information, switch cell phone providers, add an e-mail account, etc. - note that you are responsible for keeping your information up-to-date (to do so, go to [www.everbridge.net](http://www.everbridge.net) and click “Log In”).

- Contact the BHSU Help Desk at [BHSUHelpDesk@BHSU.edu](mailto:BHSUHelpDesk@BHSU.edu) or call 605-642-6580 if you have any questions or concerns after setting up your Everbridge account.

*\*This information will not be shared, sold, or used in any fashion other than for alerts to BHSU students, faculty, and staff.*

**Emergency Preparedness:** Preparing for an emergency is everyone’s responsibility. Please read the following information carefully. Keep an emergency kit under or beside your desk or bed. It is recommended that your emergency kit contain enough supplies for a 72-hour period. The following list has essentials you will want to include.

- First aid kit and manual
- Critical medications, copies of prescriptions
- Bottled water
- Flashlight and spare batteries
- Sturdy shoes, rain gear, change of clothes, sweater or jacket
- Non-perishable foods (energy bars)
- Blanket or sleeping bag
- Personal hygiene items
- Sealable plastic bags (for waste and storage)
- Tissues, pre-moistened towelettes
- Out-of-area emergency contact telephone number

**RSVP:** BHSU has a chapter of the Retired Senior Volunteer Program (RSVP) on campus. Consider spending time helping with activities and meeting some interesting people. They are located in the small white house next to Humbert Residence Hall.

**Residence Life:** The Residence Life program is responsible for managing the on-campus residential facilities and living-learning communities within the residence halls. These environments are intended to facilitate the physical well-being of students and emphasize opportunities for personal and intellectual growth, self-governance, social and cultural programming, and independence and interaction with faculty members. All room assignments are facilitated through this office and it is also responsible for upholding the live-on residence requirement, which applies to all unmarried students with six or more credit hours. Contact the Residence Life office at 605-642-6464 or visit [www.BHSU.edu/ResidenceLife](http://www.BHSU.edu/ResidenceLife) for more information.

**Student Financial Services:** Student Financial Services, located in Woodburn Hall - room 115, encompasses financial aid, student accounts, and emergency loans. The staff can assist you with options for paying for college, including the monthly payment plan, loans, grants, work-study, scholarships, and veterans’ benefits. For more information visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege)

**Student Senate:** Each student of BHSU is a member of the student association and is represented by the Student Senate in the campus decision making processes. Elected by the students, the student senators develop leadership skills through representation of the students on a state, local, and university level by addressing important student issues in higher education. If you would like to get involved or have feedback for the senate, call 605-642-6281 or stop by their office, located in the Student Engagement and Leadership Center in the Student Union, room 210.

**Student Support Services:** Student Support Services, located in the lower level of Woodburn Hall, is a federally-funded TRIO program designed to assist low income, first generation students, and students with disabilities to successfully complete a post-secondary education. Services include tutoring, counseling, advising, and/or support needed to achieve satisfactory progress. In order to participate in the program, the student must submit an application to the Student Support Services Office. For more information contact 605-642-6294 or visit [www.BHSU.edu/StudentSupportServices](http://www.BHSU.edu/StudentSupportServices)

**Student Union:** The David B. Miller Yellow Jacket Student Union is a student-centered organization that fosters leadership, campus and civic engagement, and life-long skill development. Our innovative services provide a venue for educational programs, social activities, and informal gatherings where diversity and exchanging of ideas sustain our commitment to transforming lives. The Student Union serves as an excellent place for relaxing, eating, meeting people, studying, getting “Buzz-wear” at the University Bookstore, playing pool or table tennis, or just hanging out. The Student Union staff members are readily available to answer questions and to direct guests to campus offices and events. For building hours visit [www.BHSU.edu/StudentUnion](http://www.BHSU.edu/StudentUnion)

**Testing Center:** The Testing Center, located in the lower level of the library (RM003), offers services to BHSU students enrolled in distance learning/online programs at other universities. It is also available for BHSU students needing accommodations for on-campus classes.

**Thompson Diversion Program:** The Thompson Diversion Program provides BHSU students the opportunity to correct a first-time offense in regards to drinking alcohol, and poor decision making. Instead of having a minor consumption on their permanent record, potentially resulting in negative consequences later in life, this program ensures that students take responsibility for their actions. As approved by the State’s Attorney County Office, participants go through a hearing process led by their peers, which supports restorative justice, education, and accountability through appropriate sanctions.

**Transcripts:** Your transcript is your complete academic record; there are two types: official and unofficial. An official transcript, printed on security paper, displays the signature of the Registrar and is needed when applying to other academic institutions or for employment. Unofficial transcripts are primarily used for counseling and advising. Request forms are available at the Registrar's Office, located in Woodburn Hall, room 104 (bring your Buzz Card) or online at [www.BHSU.edu/Transcript](http://www.BHSU.edu/Transcript) .

**Veterans Affairs:** The Veterans Affairs Office provides information on eligibility for Veterans Administration Educational Benefits. Contact their office at [veterans@bhsu.edu](mailto:veterans@bhsu.edu) or call 605-642-6415. Children of veterans who are deceased, totally disabled as a result of active duty, service persons missing in action, or service persons forcibly detained, should also contact the VA Office to obtain information on possible educational benefits eligibility.

**Weather:** School cancellations will be posted at [www.BHSU.edu](http://www.BHSU.edu). You may also call **605-642-6059 for Spearfish classes** and **605-718-4118 for Rapid City classes**. Use discretion when traveling in winter conditions. Stay up-to-date on current road conditions at [www.safetravelusa.com/sd/](http://www.safetravelusa.com/sd/)

**Writing Assistance Center:** The Writing Assistance Center is located on the first floor of the E.Y. Berry Library. Schedule an appointment online at <https://bhsu.mywconline.com>. Walk-ins are welcome as space allows. Consultants at the Writing Assistance Center offer collaborative feedback at any stage of the writing process, from brainstorming to revision, and we work with writers at all levels in all disciplines. If you have any questions, feel free to stop by, call 605-642-6922, or email [WritingCenter@BHSU.edu](mailto:WritingCenter@BHSU.edu) today!

## Frequently Asked Questions

**Where can I put money on my Buzz Card?** The Buzz Card Office located in the Facility Services Building, room 302, behind Woodburn Hall or at the Information Desk in the Student Union, room 106. There are also BHSU Buzz Card Machines located on the first floor of Woodburn Hall, in the Student Union, at the Library, Jonas Hall, Meier Hall, the Young Center and in all residence halls. For more information contact the Buzz Card Office at 605-642-6513.

**Where do I purchase a parking pass or pay a parking ticket?** Pay a ticket or purchase your pass online at [www.BHSU.edu/Parking](http://www.BHSU.edu/Parking) or in person at the BHSU Public Safety Office, Woodburn Hall 126. For more information call 605-642-6297.

**What do I do if I have a refund?** Direct deposit refunds are available. Log in to WebAdvisor and select "Direct Deposit Refunds" under Financial Information. Allow three-five days for requests to be effective. If you have not chosen direct deposit, your refund check will be mailed to your most current address on record. Be sure to do the electronic confirmation of your registration prior to the start of classes.

**When is the Young Center open?** Monday through Thursday, 5 a.m. – 9 p.m.; Friday, 5 a.m. – 8 p.m.; Weekends, 8 a.m. – 5 p.m. (hours are subject to change). For more information call 605-642-6096 or visit [www.BHSU.edu/YoungCenter](http://www.BHSU.edu/YoungCenter). Students have free access to all of the Young Center facilities.

**Are postal services available on campus?** Yes, University Mail Services is located in the lower level of the Student Union.

**Where do I go if I'm sick?** Student Health Services is located in the lower level of the Student Union, room 106 or call 605-642-6520 to make an appointment. They have a nurse practitioner or physician's assistant on staff Monday through Friday from 8 a.m. - 5 p.m. (when classes are in session) to care for students' medical needs.

**Is there anywhere I can send or receive a fax on campus?** The Student Union Information Center offers a fax service for students. The cost is \$.50 per page to receive and \$1.00 per page to send. You may use your Buzz Card to pay for this service.

**How do I find out who my advisor is?** Use WebAdvisor - choose Academic Profile, then My Profile.

**When do I need to have my semester bill paid?** Your semester charges must be paid by the first business day of census of each semester. Visit [www.BHSU.edu/PayForCollege](http://www.BHSU.edu/PayForCollege) for additional information.

# BHSU Fight Song

Here's to you, Black Hills Jackets  
and the colors green and gold.  
You're the pride of every student here.  
We are behind you firm and bold.  
And when we students get together,  
there's nothing that we cannot do  
for Dear Old B-H-S-U.  
Black Hills Jackets  
Here's to you! Here's to you!  
Chorus:  
J-A-C-K-E-T-S Jackets  
Go—Fight—Win Jackets  
Go—Fight—Win Jackets  
Go Beat (name of opponent)

# Hymn to BHSU

We Honor you B.H.S.U.  
Our Alma Mater true.  
May we your sons and daughters be  
Ordained to serve with you.  
Your faith as firm as the pineclad hills endured and rises a new.  
In lasting friendship reverence fills our hearts with love for you.

# School Colors

Green & Gold

# BHSU Emergency Procedures

**Emergency:** Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with normal activities and which, therefore, requires immediate attention and remedial action.

## Critical Emergency:

From on-campus phone 9.911  
From off-campus phone 911

## BHSU Public Safety:

From on-campus phone 9.641.6988  
From off-campus phone 641.6988

## BHSU Facilities Services:

From on-campus phone 9.642.6244  
From off-campus phone 642.6244

## BHSU Emergency Alert System

Please register for the BHSU emergency alert system. Authorization codes are generated for all new students within the first four weeks of the semester and will be sent to your BHSU Yellow Jacket e-mail account. After you receive your authorization code, access the website at [www.everbridge.net](http://www.everbridge.net) to register for the BHSU emergency alert system. Once registered, you will receive alert messages in the event of an emergency and closures (weather or other).

## Duty to Report

SDCL 22-11-12 Misprision of felony--Misdemeanor. Any person who, having knowledge, which is not privileged, of the commission of a felony, conceals the felony, or does not immediately disclose the felony, including the name of the perpetrator, if known, and all other relevant known facts to the proper authorities, is guilty of misprision of a felony. Misprision of a felony is a Class 1 misdemeanor. There is no misprision of misdemeanors or petty offenses. This report must be made to **BHSU Public Safety** or Spearfish Police at 605.642.1305. Information should also be given to the VP for Student Affairs at 605.642.6599.

## Fire

### Call 911.

- Activate nearest fire alarm and evacuate.
- Do not use elevators.
- Do not attempt to retrieve valuables.
- Do not re-enter building until authorized by emergency personnel.

## Threatening/Disruptive Behavior

### Call BHSU Public Safety.

If immediate danger - **call 911.**

- Secure area by locking or barricading door using any means available.
  - Stay behind solid objects away from door.
- Follow all directions of authorities.

## Rape/Sexual Assault

- If you are the victim of sexual assault, report incident immediately; **call 911.**
- Do not shower.
- Provide as much information as requested.
- Report assault to **BHSU Public Safety**; they will notify the Title IX coordinator.
- Complaints against a student, employee or non-student third party shall be reported in writing to the chief officer of Human Resources and to the Title IX coordinator.

## Medical Emergency

**Call 911** and provide as much information as requested.

- Do not move individual; keep victim still.
- Protect victim from any disturbances.
- Wait for emergency personnel to arrive.
- Do not leave victim alone, if possible.
- If trained, locate and use the nearest Automatic External Defibrillator (AED).

## Hazardous Material Spill

### Call BHSU Facilities Services.

- Be alert for further instructions.
- If hazardous material spill is in the Spearfish area, evacuation of the campus may be necessary.
- Follow directions of authorities.

**BHSU Public Safety** offers a safe walk across campus to anyone who requests by calling 641-6988.

## Shooting

**Call 911.** Tell operator "This is an emergency."

- Be assertive; escape if possible.
- Follow directions of authorities.
- DO NOT hang up until told unless immediate safety is threatened.
- Notify **BHSU Public Safety**.
- BHSU Public Safety will declare a partial or entire "lockdown."
- During lockdown, remain in location until told.
- Barricade or lock doors if possible.
- Instruct others to get on the floor away from windows and doors.
- Turn lights off; remain quiet.
- Remain in lockdown mode until "all clear" is given by officials.

## Evacuation Information

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use nearest exit; if blocked use alternate exit.
- Do not use elevators.
- Assist persons with disabilities or special needs.
- Account for individuals.

## Suspicious Person

- Do not let anyone into a locked building/office or allow anyone to "tailgate" into the building behind you.
- Do not confront the person or block the person's exit.
- **Call 911** and provide as much information as possible.

## Suspicious Object

- Do not touch or disturb object.
- **Call 911** and provide as much information as possible.
- Be prepared to evacuate.

## Utility Problem

In case of water, power, heat or cooling outages, call **BHSU Facilities Services**.

- Remain alert for further instructions.

## Tornado/Weather Response

**Tornado Watch** means conditions are right for tornado; remain alert to weather conditions.

**Tornado Warning** means a tornado has been sighted within a 25-mile radius; warnings are typically available 3-15 minutes in advance of a tornado.

In the Spearfish area Civil Defense Sirens will sound whenever there is a tornado warning.

- Go to internal, lowest area of safety: hallways or basement away from windows or glass.
- Do not use elevators during tornado warning. Persons with mobility concerns: go to a safe place during tornado watch; do not wait for warning.
- Close doors including main corridors.
- Crouch near floor or under heavy, well-supported objects; cover your head.
- If outside, lie down in a low area such as a ditch; cover your head.
- Be alert for fire; use fire plan as needed.

For detailed or preventive information visit:  
[www.BHSU.edu/Safety](http://www.BHSU.edu/Safety)



# Campus Policies

South Dakota Board of Regents

## Notification of Law Enforcement and Appropriate Persons of a Missing Student

### Reporting a Student as Missing

- A. Any person may report a university student as missing by filing a report with the university's chief student affairs officer or at the university's campus security office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.
- B. For purposes of this 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.

### Institutional Response

- A. Upon receipt of a missing student report, student affairs or campus security personnel will promptly attempt to locate the student on campus or at other sites controlled by the university.
  1. Initial efforts to contact students will involve telephone or other electronic communications.
  2. If unable to contact the students by electronic means, university personnel will attempt to contact the students at their lodgings on the campus or in the municipal limits of the city where the university is located.
  3. If students who reside in university 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 room 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.
  4. University personnel may pursue such additional or other investigative activities as are reasonable under the circumstances.
- B. If the university determines that the student has been missing for a period of twenty-four hours, or if it cannot locate the student and it determines that the student appears to be missing as per § 1(B), the university will immediately notify local law enforcement agencies that the student is missing.
- C. When the university notifies local law enforcement agencies, it will also notify such persons as the student may have designated pursuant to § 4(A), below, that the student is missing.
  1. In the case of unemancipated students under the age of 18, the university will notify the students' custodial parents or legal guardians.
- D. The university will determine whether circumstances suggest that others living, working or participating in activities at the university may be in danger, and if it determines that such a danger may exist, it will warn the campus.

### Student Records and Student Directory Information Policy

#### Annual Notification

BHSU students are notified of their Family Educational Rights & Privacy Act (FERPA) rights annually in the University's Student Handbook, produced by the Office of the Vice President for Enrollment and Student Affairs. The Student Handbook is available to all students electronically on the BHSU webpage, and is available in hard copy to all students who request it.

This policy is intended to implement the requirements of the FERPA, and to the extent that there is any dispute concerning the terms and conditions of the policy, provisions of FERPA will prevail in each instance, notwithstanding anything in the policy which seems to provide otherwise.

#### Definitions

For the purposes of this policy, BHSU uses the following definitions of terms.

*Student:* Any person who is registered for any class at Black Hills State University—Rapid City Campus, or through any distance education offered by BHSU. This policy does not apply to applicant files or to files of accepted applicants who do not matriculate.

*Education Records:* Any record (in any medium, including handwriting) maintained by Black Hills State University, a college of BHSU, or an agent of BHSU which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker and is not accessible or revealed to any other person.
2. **Records maintained by BHSU Public Safety, Student Health Services, Student Counseling Center, Career Center, TRIO Program, and Office of Disability Services, if the records are maintained solely for the purposes of that**

**department, are revealed only to the person within that department or to other authorized persons as provided by FERPA, and those departments do not have access to education records maintained by BHSU**

3. Alumni records which contain information about a student after s/he is no longer in attendance at BHSU and which do not relate to the person as a student.

*School Official:* An official agent of the institution performing a business function or service on behalf of the institution.

*Legitimate educational interest:* A school official is determined to have legitimate educational interest if the information requested is necessary for that official to:

- perform appropriate tasks that are relevant and necessary to the accomplishment of an employment responsibility of the inquirer; perform a task related to a student's education; perform a task related to the discipline of a student; provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

*Note:* Access to information under this definition does not constitute authorization to share information with a third party without the student's written permission.

Questions regarding "legitimate educational interest" should be referred to the Vice President of Academic Affairs, Vice President for Enrollment and Student Affairs, Associate Vice President of Academic Affairs, Registrar, Dean of Students, or the Dean of the college in which the student is enrolled. Instances of dispute regarding "legitimate educational interest" will be resolved by the University Registrar.

*Parent:* A student's birth or adoptive parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

### **Procedure to Inspect Educational Records**

Students may inspect and review their education records upon written request to the office of the Dean of the college in which the student is enrolled, the Office of the University Registrar, or the custodian of the record. The written request must identify as precisely as possible the record or records the student wishes to inspect. Copies of all written requests are to be maintained in the student file in which the requested educational record is maintained. The custodian of the record(s) requested will make the necessary arrangements for access as promptly as possible, but no later than 45 days from the receipt of the request, and notify the student of the time and place that the records may be inspected. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her, or a record that has been redacted to protect the privacy of other students.

### **Right to Refuse Access**

Black Hills State University reserves the right to refuse to a student permission to inspect the following records:

1. Letters and statements of recommendation for which the student waived his/her right of access.
2. Records connected with an application to another unit of Black Hills State University, if that application was denied.
3. Those records which are excluded from the definition of education records (above).
4. Under compelling circumstances...the financial statement of the student's parents.

### **Refusal to Provide Copies**

Black Hills State University reserves the right to deny copies of education records if it would create an unreasonable burden to Black Hills State University. In that case the student retains the right to review the records personally or through an agent.

### **Fees for Copies of Records**

The fee for copies is \$.25 per page, and may also include the hourly rate of the employee processing the request.

### **Disclosure of Educational Records**

Black Hills State University will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. School officials may not release any information to a third party without the written consent of the student, except as specified below.
2. Letters of recommendation which are made from the recommender's personal observation or knowledge do not require a written release from the student who is the subject of the recommendation. However, if the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.), the student must provide the school official with a signed release (reference this form: Request, Authorization and Consent to the Release of Educational Records by Black Hills State University). The signed release is to be placed in the student file which holds the education record.
3. To officials of another school, upon request, in which a student seeks or intends to enroll. Black Hills State University will make a reasonable attempt to inform the student prior to the disclosure, unless the request was initiated by the student.

4. To certain officials of the U.S. Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
5. To persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to:
  - a) determine eligibility for the aid;
  - b) determine the amount of the aid;
  - c) determine the conditions for the aid; or
  - d) enforce the terms and conditions of the aid.
6. If required by state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for or on behalf of Black Hills State University or any of the colleges of Black Hills State University to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction.
8. To accrediting organizations to carry out their functions.
9. **Under compelling circumstances...to the parent(s) of an eligible student who claimed the student as a dependent on their most recent income tax return**, provided the parent(s) provide adequate documentation of the dependent status, in writing. Disclosure may not be made without such written documentation.
10. To comply with a judicial order or a lawfully issued subpoena. Black Hills State University will make a reasonable attempt to inform the student prior to the disclosure, unless ordered not to do so by the subpoena.
11. To appropriate parties in a health or safety emergency.
12. To a victim of an alleged act of violence, including a non-forcible sex offense, who requests the final results of any institutional disciplinary proceeding against the alleged perpetrator of the incident with respect to that allegation.
13. To parents regarding the student's violation of any federal, state, or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if: a) the student is under the age of 21 and unemancipated at the time of disclosure; and b) the institution has determined that the student committed a disciplinary violation with respect to that use or possession.
14. To Veterans Administration officials, the Bureau of Citizenship and Immigration Services, the Federal Bureau of Investigation, military recruiters, or the Internal Revenue Service, under certain state or federal laws.
15. To the parent or guardian, an appointee of the parent or guardian, the next of kin, or a personal representative of the student's estate of a student who is officially declared a missing person by state or federal authorities. This exception applies only if the person is thought by the administration to be reasonably conducting business on behalf of the student. Black Hills State University reserves the right to limit or deny access.

A student's consent to release information from his/her education record to a third party, when required, must be submitted in writing to the custodian of the record (typically the office of the Dean of the college in which the student is enrolled, to the Dean of Students, or to the University Registrar. Such written consent must: a) specify the records to be released; b) state the purpose of the disclosure; c) identify the party or class of parties to whom disclosure may be made; and d) be signed and dated by the student. The eligible student must fill out the *FERPA Educational Records Release Form* and return it to the Registrar's Office.

When a student authorizes the release of information, as described above, Black Hills State University will notify the third party that they are not permitted to disclose the information to others without additional written consent of the student. Names of any other student(s) involved, including a victim or witness, may not be disclosed with written consent of the other student(s).

**Records of deceased students:** From the date of death of a student or former student, records previously available only to that student or with the student's consent may, within the first 25 years following the student's death, be released to: a) the personal representative of the student's estate; b) the parents or next of kin of the student; or c) upon the closing of the student's probate estate or two years after the student's death, if no probate estate has been opened, the student's next of kin or the takers of the student's residuary estate under his or her last will or will equivalent.

Following the 25th anniversary of the student's death, the records of a student may be released upon good cause shown, in the sole discretion of the school administration.

Any written statement by the student prior to death or in the student's last will to the contrary may supersede the above rules.

At the discretion of the administration, the University may release records 75 years following the creation of the record, if there exists a reasonable presumption of the death of the student. The administration is required to exercise reasonable caution to avoid releasing records of living persons. The administration will redact social security number, and reserves the right to redact any other information.

### **Record of Request for Disclosure**

When information is requested or released from a file without student consent, a *Record of Request for Disclosure of Student Information* is maintained in the file in which the student education records are maintained. Such record is not required when: a) the information is released to a school official, to the student, or with the consent of the student; b) for the release of student directory information, as specified below; or, c) when required by law not to record the request or disclosure. The record will indicate the name and address of the party making the request and the legitimate interest the party had in requesting or obtaining the information. Records of disclosure and requests for disclosures are considered part of the student's educational records; therefore, they are retained as long as the educational records to which they refer are retained by BHSU or any of its colleges or agents.

### **Student Directory Information**

BHSU maintains two levels of Student Directory Information: (1) Publicly Available Information; and (2) Non-Public Information.

**Publicly Available Information:** Pursuant to regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g(a)(5)(A), as defined in 34 C.F.R. ss 99.3.

Black Hills State University defines the following items as *Publicly Available Student Directory Information*:

- Name
- Dates of enrollment (start and end date)
- Academic level (undergraduate or graduate)
- Major field of study
- Date of graduation and degree awarded
- Hometown

Black Hills State University may disclose any of these information items without prior written consent, unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: *Directory Information Opt-Out Form*). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

**Non-Public Information:** Black Hills State University defines the following items as *Non-Public Student Directory Information*:

- All publicly available information (listed above)
- BHSU e-mail address

Black Hills State University makes these information items available to other students, institutional personnel, or parents in the case of children under age 18 unless notification to the contrary is given in writing by the student to the Registrar by the 10th day of classes of the first semester during which the student is enrolled (reference this form: *Directory Information Opt-Out Form*). Nondisclosure stipulations remain in effect until removed in writing by the student, even if the student has withdrawn or graduated.

### **Correction of Educational Records**

Students and parents of dependent students, who have been granted access to student educational records, have the right to request corrections be made to records that they believe are inaccurate, misleading, or in violation of their privacy rights. (*Note: The right to request the correction of a student's education record does not include the right to contest a grade received in a course. Grade grievances are addressed by the policy of the Board of Regents*). The procedure for the correction of records is as follows:

1. A student must submit a written request to amend a record to the custodian of the record, the office of the dean of the school in which s/he is enrolled or, in the case of an unclassified student, to the university registrar. The request must identify the part of the record s/he requests changed and specify why s/he believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.
2. Acting on behalf of BHSU, the record custodian, the Dean of the school in which the student is enrolled, or the University Registrar may comply with or deny the request. If the request is denied, the office making the determination of denial will notify the student of the decision and advise him/her of his/her right to a hearing and to challenge the decision.

Students may challenge the denial using the Academic Appeals policy (for academic matters) or the Student Code of Conduct Appeal Policy (for non-academic matters) found in the *Student Handbook*. The student may be assisted in the grievance process by another person, including an attorney, at the student's expense. Students who have ceased attendance or graduated retain the right to a hearing.

3. If BHSU determines that the challenged information is not inaccurate, misleading, or in violation of the student's right to privacy, it will notify the student that s/he has a right to place in his/her educational record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
4. The statement submitted by the student shall be maintained as part of the student's education record as long as the contested portion is maintained. If Black Hills State University discloses the contested portion of the record, it must also disclose the student's statement.
5. If BHSU determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will correct the record and notify the student, in writing, that the record has been corrected.

### **Types, Locations, and Custodians of Educational Records**

Many University offices, including each Dean's office, college, Office of the Registrar, department offices, as well as others, maintain educational records. Students should contact the appropriate location for access to their records.

### **Summary of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the Registrar, Dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

**The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.**

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The right to withhold disclosure of directory information. To prevent the disclosure of a student's directory information, the eligible student must fill out the Directory Information Opt-Out Form and return it to the Registrar's Office, (Woodburn 104) by the 10th day of classes of the first semester during which the student is enrolled.

*Please Note: The regulations implementing FERPA permit the disclosure of directory information. Unless the student has followed the procedure to withhold disclosure of directory information, BHSU may disclose, without consent, directory information such as name, dates of enrollment (start date and end date), academic level (undergraduate, graduate, professional), major field of study, date of graduation and degree awarded.*

### **BHSU Sexual Assault Policy and Procedures**

BHSU as an institution recognizes that sex offenses are a serious issue. The University will not tolerate acts of sexual misconduct. All reported instances of sexual misconduct will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken, with consent of the victim. Appropriate support services will be made available to victims of sexual misconduct. The University strongly encourages all members of the campus community to report any incident of sexual misconduct to the BHSU Public Safety Office.

Students who are alleged to have committed sex offenses (including but not limited to rape, sodomy, forcible & non-forcible sexual contact, indecent exposure, simple and aggravated assault) against members of the BHSU community will be subject to investigation and disciplinary measures as outlined in the Board of Regents Policy Student Conduct Code 3:4 (reference specific sections 2.B:4-5).

1. Procedures to follow if a sex offense occurs:
  - A. A student should contact a BHSU Public Safety officer or a Spearfish Police Department officer. Authorities will describe the importance of preserving evidence as may be necessary to the proof of criminal sexual assault.
  - B. A student desiring additional support should contact the:
    - 1) Hall Director, or
    - 2) Director of Counseling Services,
    - 3) The Dean of Students, or
    - 4) Vice President for Enrollment and Student Affairs, or
    - 5) **Title IX Coordinator or Deputy Coordinator**
2. Sanctions for sex offenses as described above will be determined on a case by case basis following an on-campus disciplinary procedure, which may include, but will not be limited to expulsion. Discipline for aggressive conduct shall be subject to the following conditions.
  - A. Discipline on the first occasion may include expulsion where appropriate, given the nature of the aggressive conduct or harassment.
  - B. If there is a second occurrence of an infraction of the same nature at any time during the student's career in South Dakota public higher education, expulsion will be mandatory.
  - C. Where the aggressive conduct would constitute a criminal offense under South Dakota Law, the matter will be reported promptly to local police authorities. In the case of a sex offense, the victim will be encouraged to report the offense to the appropriate law enforcement authority, but reporting will not necessarily be required.
  - D. In disciplinary proceedings involving aggressive conduct, or harassment, a student's actions while under the influence of alcohol, marijuana, or other illegal controlled substance will be presumed not to be considered a mitigating factor.
  - E. Intoxication may be considered an aggravating factor in proceedings involving aggressive conduct or harassment, and it will be so considered where the student has a history of prior violations of alcohol, marijuana, or other illegal controlled substance regulations.
3. On-campus disciplinary action in cases of alleged sexual assault will follow the aggressive conduct or harassment proceeding with the additional provision that the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.
4. Students have the option to be assisted by the Vice President for Enrollment and Student Affairs and/or the Dean of Students office in notifying the police if the student chooses to do so.
5. Educational and Counseling Support:
  - A. A sexual assault training program is given annually to resident assistants and hall directors. Educational programs are also offered to the campus community. These educational programs cover areas such as promotion of awareness of rape, acquaintance rape, and other sex offenses.
  - B. The BHSU Counseling Center is available for assistance as are local counseling agencies.
  - C. The Vice President for Enrollment and Student Affairs and/or the Dean of Students office will assist the victim in changing academic and living arrangements if requested by the victim and if these changes are reasonably available.

# BHSU Campus Tobacco Policy

BHSU collaborates with the S.D. Department of Health, Tobacco Control Program to reduce tobacco use and encourage cessation from tobacco use. Tobacco use is allowed in parking lot areas on the perimeter of campus. Tobacco use of any kind is prohibited anywhere within the campus buildings, including residence halls. If you need help quitting, you can receive free counseling and tobacco replacement products by calling the South Dakota Quit Line at 1-866-737-8487 or call BHSU Health Services at 605-642-6520.

## Free Speech Policy

The University acknowledges the right of students and others to assemble in groups for peaceful purpose. These methods of expressing individual or group opinion are an important part of our American heritage and a legitimate means of exchanging thought and opinion. It is the right of the University to expect that such assemblies will be conducted in an orderly manner, with due respect to the rights of others. It is the policy of the University to permit such expression of opinion for lawful purposes in a manner that prevents the disruption of regular University business, including classes, study, residential living, and the operation of the institution. Further, the University has the responsibility to preserve the safety of the students, faculty, staff, visitors, and property on our campus, over and above any concerns or endeavors.

**Specifics to Consider:** Location: Black Hills State University has no designated area for free speech. Therefore, it is essential that those wishing to participate in a public forum or demonstration coordinate with the representative from the office of Public Safety and Security. This individual can be located in Woodburn 126. Security: Reasonable precautions for the safety of individuals and their audience are paramount. The Student Union and Activities representative will review the security needs of each group and determine if there is a need for additional security during the course of the event. Sound/Signage/Advertising: When planning the event with the Student Union and Activities representative, the group or individual will be referred to the University Posting Policy. This policy takes into consideration the prohibitions for the same as noted in civic ordinances and the student conduct code.

**Reminder:** The students are held to the tenets of the student conduct code, a copy of which can be found on the Black Hills State University website under “Current Students.” While responsible for compliance to the entire code, please note the sections on harassment and disruption of University business.

**Conclusion:** A University is a place in which dissenting and controversial views can be aired and discussed. These exchanges of views are not merely tolerated but are a source of diversity and strength for our society. The mere fact that some may find the content of a demonstration or expression of free speech distasteful is no reason to ban that activity from campus. Accordingly, the right of expression is not a license to violate the law or interfere with the rights or safety of others to conduct business or express themselves. When a demonstration becomes violent or represses the rights of others, it has no place on a university campus.

## Title IX and Non-Discrimination Notice

### **Title IX**

Title IX prohibits sex discrimination in educational institutions. All males and females are protected from other students, staff faculty and third parties from these defined categories of Title IX policy violations

### **Non-Discrimination Notice**

Black Hills State University is committed to providing a safe and nondiscriminatory environment for our students, staff, and faculty. To this end, the University takes seriously allegations of sexual violence, including sexual harassment, sexual assault and other forms of interpersonal violence including stalking, domestic violence and

dating violence. Black Hills State University seeks to keep all students, staff and faculty informed of the resources available to them to help prevent or, if the situation warrants, report and respond to an incident of sexual violence.

### **Prohibition of Retaliation**

Persons who bring complaints of discrimination, harassment or sexual violence to the attention of University officials and persons who participate in the investigation and resolution of such complaints will not be subject to harassment, interference, intimidation, or retaliation based on their participation in the investigation.

### **Reporting Options**

Individuals who experience harassment, discrimination, sexual assault, or other equal opportunity (EO) concerns have many options regarding who to tell, if anyone. All BHSU employees, except professional counselors and licensed medical professionals, are required to forward such reports to the Title IX/EO Office; which is obligated to investigate or respond to all such reports.

BHSU employees include, but are not limited to: RAs, hall directors, faculty members, academic advisors, coaches and administrators. In addition, the following employees have specialized training to provide individuals with resources and protective measures. These employees include:

Title IX Coordinator	Dr. Mike Isaacson	Woodburn 214	642-6590	<a href="mailto:Michael.Isaacson@bhsu.edu">Michael.Isaacson@bhsu.edu</a>
Title IX Investigator	Roxanne Lewis	Facilities Bldg 202	642-6244	<a href="mailto:Roxanne.Lewis@bhsu.edu">Roxanne.Lewis@bhsu.edu</a>
Title IX Liaison	Colleen Mischke	Young Center 114	642-6259	<a href="mailto:Colleen.Mischke@bhsu.edu">Colleen.Mischke@bhsu.edu</a>
Director of Human Resources	Nick Oaks	Woodburn 202	642-6877	<a href="mailto:Nicholas.Oaks@bhsu.edu">Nicholas.Oaks@bhsu.edu</a>
Dean of Students	Dr. Jane Klug	Student Union 105E	642-6080	<a href="mailto:Jane.Klug@bhsu.edu">Jane.Klug@bhsu.edu</a>
Campus Safety & Security		Woodburn 126	641-6988	

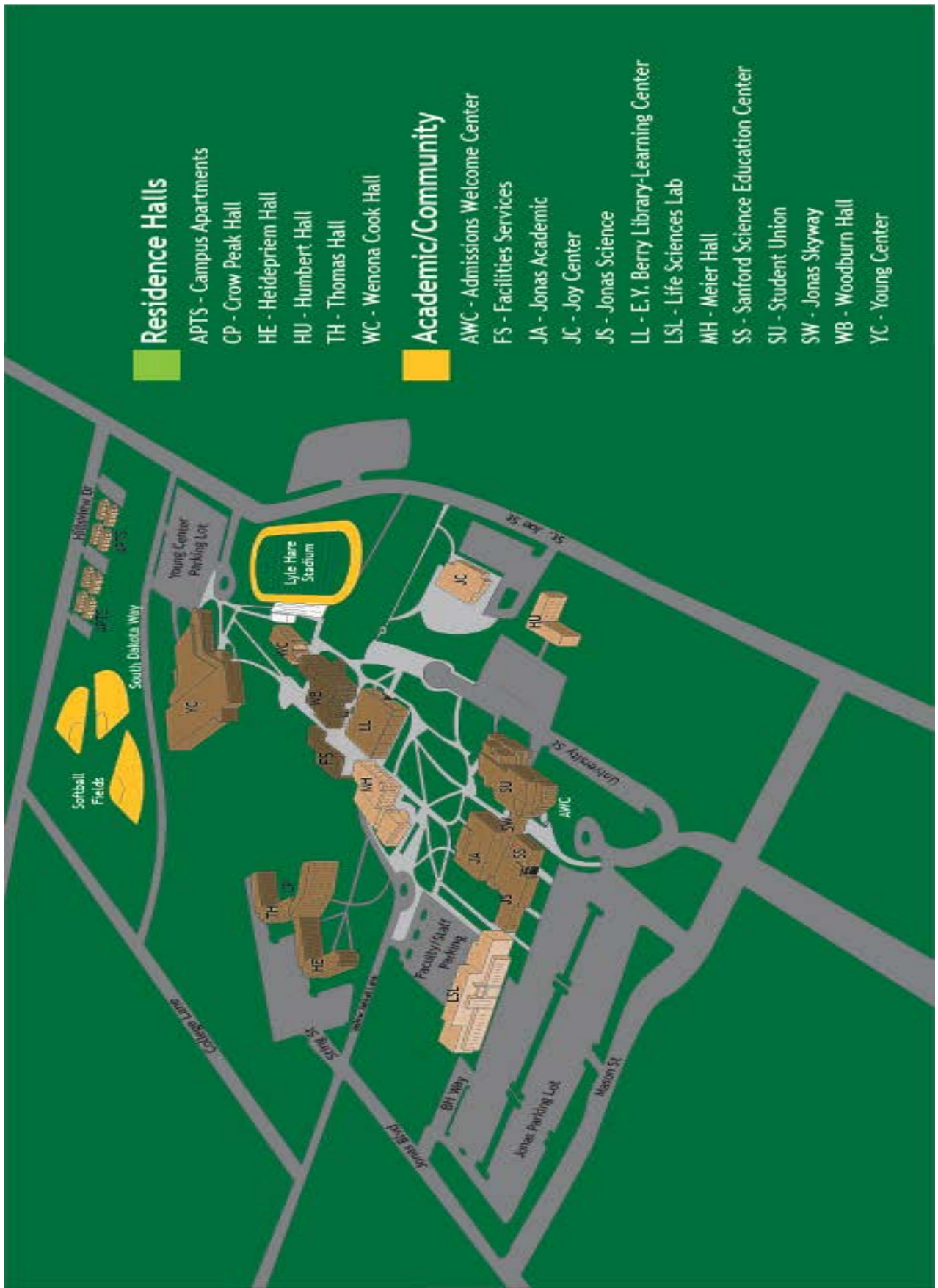
Report Online <https://publicdocs.maxient.com/incidentreport.php?BlackHillsStateUniv>



# Campus Directory

Visit [www.BHSU.edu/Phone](http://www.BHSU.edu/Phone) for a complete list of campus telephone numbers.

Academic Affairs Office	642-6262	ROTC/Military Science	642-6122
Admissions Office	642-6343	RSVP	642-5198
Aquatics Center (pool)	642-6196	Student Financial Services	
Athletics Office	642-6882	• Cashier	642-6531
Bookstore	642-6636	• Financial Aid	642-6145
BHSU Theatre	642-6268	• Payment Plan/Perkins Loans	642-6480
Buzz Card Office	642-6513	• Student Accounts/Tuition Billing	642-6527
Center for American Indian Studies	642-6578	• Student Employment	642-6113
Dining Services (A'viands)	642-6896	• 1098T Information	642-6512
Disability Services	642-6099	Student Affairs Office	642-6599
Educational Outreach	642-6258	Student Senate	642-6281
Facilities Services	642-6244	Student Support Services	642-6294
Graduate School/Assessment	642-6262	Student Union Information Center	642-6062
Health Services & Counseling	642-6520	Testing Center	642-6908
Human Resources	642-6549	BHSU-Rapid City Campus	718-4112
International Relations	642-6942	Veterans Affairs	642-6415
<i>Jacket Journal</i> Newspaper	642-6389	Vice President for Student Affairs	642-6599
KBHU-FM	642-6265	Weather Line	
Library-Learning Center	642-6834	a. Spearfish campus	642-6059
Little Jackets Learning Center	642-6322	b. Rapid City campus	718-4118
Mail Services	642-6396	Young Center Information	642-6096
Marketing & Communications	642-6215		
Network & Computer Services	642-6580		
President's Office	642-6111		
Printing Center	642-6861		
Public Safety	642-6297		
Recreational Sports	642-6103		
Registrar's Office	642-6092		
Residence Life Office	642-6464		
• West Complex			
Thomas Hall	641-0161		
Heidepriem Hall	641.3561		
Bordeaux Hall	641-3550		
• East Complex			
Wennona Cook Hall	641-6228		
Humbert Hall	641-3552		
Apartments	641-3549		



**Residence Halls**

- APTS - Campus Apartments
- CP - Crow Peak Hall
- HE - Heidepriem Hall
- HU - Humbert Hall
- TH - Thomas Hall
- WC - Wenona Cook Hall

**Academic/Community**

- AWC - Admissions Welcome Center
- FS - Facilities Services
- JA - Jonas Academic
- JC - Joy Center
- JS - Jonas Science
- LL - E.Y. Berry Library-Learning Center
- LSL - Life Sciences Lab
- MH - Meier Hall
- SS - Sanford Science Education Center
- SU - Student Union
- SW - Jonas Skyway
- WB - Woodburn Hall
- YC - Young Center

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.

### **Spearfish**

Located on Interstate-90

#### **Population**

Approximately 11,107 (2013 census)

#### **Elevation**

3,640 feet above sea level

#### **Climate**

Average Summer Temperature: 65.1°F

(Average Daily High 78°F)

Average Winter Temperature: 29°F

(Average Daily High 40°F)

Average Annual Precipitation: 22"

Average Annual Snowfall 40" in town; 70" in Spearfish Canyon

#### **Recreation**

BHSU Fitness Center and Indoor Pool

Tubing in Spearfish Creek

Wildlife Sanctuary

D.C. Booth Fish Hatchery

Spearfish Arts Center

Termesphere Gallery

1 Waterpark

17 City Parks

14 Tennis Courts

8 Ball Fields

1 Skateboard/Bike Park

4 Running/Walking tracks (2 indoor)

1 Bike/Walking Path (7.75 Miles)

10 Outside Basketball Hoops

2 Public golf courses (1 9-hole; 1 18-hole)

2 Disc Golf Courses

2 Bike Shops

1 Bowling Alley & Mini Golf

9 Football/Soccer fields

1 outdoor Ice Rink

20 Horseshoe Courts

6 Campgrounds

7 Banks

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

# Student Code of Conduct

This publication provides the BHSU Community with the South Dakota Board of Regents proscribed conduct for students and recognized student organizations (reference SD BOR Policy Manual Section 3:4). It is the responsibility of all students as individuals and as organization members to know this information. Policies herein are subject to change, the electronic version at <https://www.sdbor.edu/policy/Documents/3-4.pdf> contains the institution's and the Board of Regent's most current policy information. Review the entirety of the South Dakota Board of Regents Policies at [www.sdbor.edu/policies](http://www.sdbor.edu/policies).

## 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 Resident Assistant (RA) or Complex Director (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, 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 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;
- To follow the rules and regulations as stated by the South Dakota Board of Regents and Black Hills State University;
- To support the educational mission of Black Hills State University and to sustain an environment conducive to living and learning in the hall, 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.):
  - Open flame devices including candles, incense and smoking;
    - E-cigarettes and Vape Pens use is considered smoking. The use of either is prohibited inside the residence halls and campus apartments.
  - Open coil appliances such as hot plates and space heaters;
  - Negligent cooking includes cooking that is left without supervision and/or is the cause of a fire alarm;
    - Negligent cooking may include supervised cooking even though the cooking/food causes or triggers a fire alarm;
  - Halogen lamps; and
  - 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:
  - 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.
  - 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.
  - 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.
  - Tampering/abuse of fire equipment and/or any life/safety equipment.
  - 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.
  - Intentionally starting a fire or causing an explosion that places another person in danger of death or serious bodily injury.
- No more than 8 people are permitted in each room/apartment at a time. Exceptions can be made with the approval of the CD.

### 2) Personal Safety

- 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.
- 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. See item 53 for BHSU Residence Life's Service or Assistance Animals.

### **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 (one day prior to the first week of finals). 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**

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 CD/ACD. 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 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.

### **9) Cooking/Food Preparation**

- a. 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).
- b. Microwave ovens are allowed (only for simple convenience foods) but must be used responsibly.
- c. Coffee makers are also permitted.
- d. All appliances must be Underwriter Laboratories (UL) approved. The University reserves the right to remove cooking appliances.
- e. 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 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 and campus apartment 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 assistance with connection and internet access contact the HELP Desk at 605-642-6580 or at BHSUHelpDesk@bhsu.edu.

### **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.
- c. Do not lend your room key or access card (Buzz Card) to another person.
- d. Duplication of room keys violates occupants' rights to safety, and will result in a charge for a lock change and possible disciplinary action.
- e. Report problems with locks/keys to an RA immediately.
- f. Intentional jamming of doors and locks may result in disciplinary action and payment for damages.
- g. The University is not liable for personal property loss or damage.

### **19) Mail**



Each resident is assigned his/her own personal campus mailbox, located in the lower level of the Student Union. Mail is delivered Monday through Friday, excluding federal and state holidays. If a package, certified or registered mail is received, a notice will be e-mailed to you via your student account (@yellowjackets.bhsu.edu) 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, 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.
- b. Quiet hours are also in effect 24/7 during final exam week (beginning the day prior to the first day of final exams). Extreme quietness during quiet hours is expected.
- c. 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.
- d. 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 CD. Stereos may not be played through open windows; they may disrupt other residents and faculty in academic buildings.
- e. 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 CD 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. Residence Life will pro-rated where applicable.
- 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:
  - you may remain in your room without a roommate, but must pay extra;
  - you may find another person to be your roommate; or
  - 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 Double-As-a-Single (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:
  - if there is reason to believe a personal safety risk and/or life-threatening situation exist;
  - to investigate an infraction of University policies;
  - to conduct a room search with a properly executed Administrative Search Permit; and
  - to perform necessary maintenance or housekeeping work.
- b. Here are some examples of necessary maintenance/housekeeping:
  - To inspect for cleanliness and safety; ensure health standards are maintained;
  - To determine the condition of University property;
  - To perform maintenance as required and/or requested;
  - To conduct preventative maintenance during break periods; and
  - 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 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 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, and vape pens etc. are considered smoking devices and are 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 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 could be viewed as non-compliance with a school official.

### **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) 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. 17, 2018.
- b. Residence Halls are closed (the Yellow Jacket Apartments will remain open) during Christmas Break (as of 6 p.m. on Dec. 12, 2018 through 8 a.m. on Jan. 6, 2019); and Spring Break (as of 6 p.m. on March 1, 2019 through 8 a.m. on March 10, 2019).

- 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 605-642-6464.
- d. The contract term ends for all residence hall and campus apartment students as of 6 p.m. on May 3, 2019.

### **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) 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 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 people are permitted in each room/apartment at a time. Exceptions can be made with the approval of the CD.
- e. The resident must register (via a registration log) each visitor with the hall’s RA 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 CD.
- h. Visitors are required to follow the same conduct policies of the University/Residence Life Living Standards as residents.
- i. It is important residents receive approval from their roommate(s) for any visitation.
- j. Residents are responsible for the actions of their guests.

### **38) Restrooms/Showers**

- a. 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.
- b. Restrooms are subject to periodic security inspections.
- c. For sanitary safety reasons, do not walk barefooted in the rest rooms nor showers... we recommend the use of slip-resistant shower slippers.

### **39) 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.

### **40) Laundry Facilities**

Each residence hall has dedicated laundry facilities, students must utilize their Buzz Card to operate university owned machines.

- 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.

#### **41) Community Damages**

Damage/vandalism which occurs in a community space and 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 CD.

#### **42) 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.

#### **43) 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](http://www.BHSU.edu/Dining).
- f. Students who have special meal needs should contact Director of Dining Services at 605-642-6060.
- g. BHSU Dining services will close during specific University sanction break periods (i.e. Thanksgiving, Winter, Spring and Summer Breaks). Additionally there are selected long weekends where Dining will close. Please visit [www.BHSU.edu/Dining](http://www.BHSU.edu/Dining) for more information
  - BHSU Dining will work with students to provide meal service during sanctioned break periods. Please contact Dining Services at 605-641-6896 or 605-641-6060 for more information

#### **44) 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.

#### **45) 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.

#### **46) 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 (605) 605-642-6520.

#### **47) Parking**

Parking permits are required for all vehicles and can be purchased during registration, online, or from the Parking & Public Safety Office in 126 Woodburn Hall. 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.

#### **48) 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.

#### **49) Community Council**

- a. The Community Council is a student organization run by the students of each hall to help the staff guide the community. 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.

#### **50) Sales**

- a. The Office of Residence Life reserves the right to limit the sale of any product(s) within the residential facilities in order to prevent disruption and to protect the personal privacy of students.
- b. Those who are interested in posting information in the residence halls should contact the Student Engagement and Leadership Center. The SELC staff will distribute all information.
- c. Student election campaign efforts are usually welcomed in the residence halls, please contact your RA, CD or ACD for more information.

As a reminder only registered residents, their registered guests, and authorized University personnel are allowed to enter the residential facilities. The hosting 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.

#### **51) 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.

#### **52) Ceremonial Burning**

Ceremonial burnings are permitted in the Residence Halls, provided the request is submitted properly and can be accommodated. Please contact your RA, CD or ACD for more information

#### **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 Services, Residence Life will assign and notify the 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 the approved animal will be residing their shared living space, if necessary.

#### **54) Conservation**

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.

- a. 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.
- b. 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.
- c. 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.

