

BLACK HILLS STATE UNIVERSITY
Policy and Procedures Manual

SUBJECT: Student Not Registered but Assigned Housing
NUMBER: 3:8

Office: Office of Enrollment Management
Source: [SDBOR Policy 3:6](#)

1. Purpose

This policy implements [SDBOR Policy 3:6](#) and sets forth the guidelines for students who are not registered for classes but assigned to a residence hall at the University.

2. Policy

- a. During the first two (2) years from the time they were or would have graduated from high school, all unmarried students who enroll in six (6) credit hours or more are required to enter into a housing agreement and designated meal plan for the specific living environment with the University, unless special permission to room or dine elsewhere is received from the University.
 - i. Special permission ordinarily will be granted to students with dependent children, to students who reside full time during the academic year with parents or legal guardians within the designated commuting radius, or students enrolled primarily at off campus locations.
 - ii. The University may also grant exemptions for students whose residence hall occupancy exceeds manageable capacity.
- b. Individuals not enrolled at the University are not permitted to live in the residence halls during the fall or spring semester. ESL students are considered enrolled at the University for the purposes of this policy.
- c. During the summer, individuals may be permitted to reside in residence halls if they do not have a past due balance greater than \$750 at the University, they agree to abide

by all University policies while maintaining residence, and if at least one (1) of the following criteria is met:

- i. The individual is enrolled in at least one (1) course at the University for a summer session; or
- ii. The individual is enrolled in classes at the University for the fall semester immediately following the summer term; or
- iii. The individual is employed on campus; or
- iv. The individual is completing an internship through the University, but otherwise not enrolled; or
- v. The individual is from another institution completing an internship locally and provides appropriate documentation of such.

3. Procedures

- a. The Office of Residence Life will use lists from the Cashier's Office to compare student housing assignments with registration status on multiple occasions prior to the start of each term to prevent students from moving into residence halls without registration for classes. The Cashier's Office will provide updated lists to the Office of Residence Life and Card Services on the following schedule:
 - i. The day after the last day to withdraw and receive a "W" for each term;
 - ii. December 1st and weekly through the start of spring semester;
 - iii. August 1st and weekly through the start of fall semester; and
 - iv. Daily, the week prior to classes starting for the fall and spring term.
- b. The Cashier's Office will provide a list of students not enrolled, but are assigned housing for the fall and spring semester on the Thursday before classes begin and the last day to drop/add classes for the fall and spring semester to the following offices: VP for Enrollment & Student Affairs, Card Services, Financial Aid, Office of Residence Life, Provost, VP for Finance & Administration, or their successor units.
- c. The Office of Residence Life will identify students living in the residence halls without registration and contact the student(s) to arrange for a check-out date. Contact will be made with each student within one (1) working day of receipt of

the list from the Cashier's Office. Check-out dates will be arranged with the students, with the expectation of having the student vacate within 72 hours.

- d. The Office of Residence Life will notify Card services of the date of check-out for each student. Card Services will shut off door, event, and meal plan access as of the date of check-out provided by the Office of Residence Life.
- e. The Office of Residence Life will compare student housing assignment with registration status on multiple occasions to prevent students from moving in to the residence hall without registration for classes.
- f. Fall process:
 - i. One (1) month prior to move-in and on a weekly basis until move-in, the Office of Residence Life will notify all students assigned a residence hall room without registration based on the list provided by the Cashier's Office that they will be unable to check-in to the residence hall unless they are registered for classes.
 - ii. The Office of Residence Life will notify Card Services of any student(s) who are assigned a residence hall room, but not registered for classes, by the Thursday prior to move-in. Card Services will deactivate the door, event, and meal plan for each student.
- g. Fall to Spring process:
 - i. For students living in a residence hall in the fall with no registration for spring, on or about December 1st, the Office of Residence Life will notify students that they are required to move out of the residence hall at the end of finals week unless they are registered for spring classes by the end of finals week.
 - ii. The Office of Residence Life will follow-up with these students the Friday prior to finals week if they are still not registered for classes, reminding them to schedule their check-out with the appropriate staff member by the end of finals week.
 - iii. One (1) week prior to move-in, the Office of Residence Life will notify all students assigned a residence hall room without registration that they will

be unable to check into the residence hall unless they are registered for classes.

- iv. The Office of Residence Life will run another comparison the Thursday prior to move-in and notify students not registered that they will be unable to check into the residence hall unless they are registered for classes.
 - v. Should a student have belongings in the assigned room, the Office of Residence Life will make arrangements with the student to move belongings from the room prior to move-in dates.
 - vi. The Office of Residence Life will notify Card Services of any students who are assigned a residence hall room, but are not registered for classes, by Thursday prior to move-in. Card Services will deactivate the door, event, and meal plan access for each student within one (1) working day of receipt.
 - vii. Should a student re-enroll for the spring term, the Office of Residence Life will ask for the student to provide proof of registration by logging into their Banner account and showing registration. The Office of Residence Life will assign the student housing and communicate with Card service to reactivate door, event, and meal plan access on the same day as housing is assigned.
- h. Summer process:
- i. The Office of Residence Life will review each applicant and request information from the following offices and/or the student directly:
 - 1. Cashier's Office: determination of a past due balance.
 - 2. Registrar's Office: determination if student is registered for summer term and/or fall semester.
 - 3. Student: documentation showing internship employment in the Spearfish area and/or work assignment on campus from the supervisor.
 - ii. Following receipt of information from these sources, the Office of Residence Life will determine if the student is eligible to live in the

residence halls during the summer term and communicate a decision to the individual requesting housing and Card Services.

4. Responsible Administrator

The Vice President for Enrollment Management, their successors or designees, is responsible for the annual and ad hoc review of this policy and annual review of procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 6/8/2020.