



## Black Hills State University - Office of Residence Life

### Spring 2020 Optional Move-out Process

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After submitting a [request for a checkout time](#). All students will receive e-mail communication via their BHSU e-mail (@yellowjackets.bhsu.edu) within 48 hours confirming their checkout date and time.

To ensure the health and safety of the campus community the following measures will be in place:

- A maximum of 20 students per building per timeslot will be scheduled.
- Students are allowed a maximum of two (2) people/guests to assist with their move-out.
- An “[express check-out](#)” system will be utilized for your room check-out and key return.
  - This process will help ensure that proper social distancing practices are being observed and expedite the check-out process.
- Beginning March 27, 2020 Residence Life will restrict access to the residence halls to those students who currently reside in the halls and to the scheduled students for that day.
  - Students must notify Residence Life that they intend to live in the residence halls after March 27, 2020. Students can do so utilizing this [link](#).

#### Frequently Asked Questions

Q	If I move out of the residence halls, will I receive a refund?
A	Yes, BHSU residence Life will follow the amended BOR <a href="#">refund policy</a> to ensure students receive a refund should they choose to leave campus living. Students who vacate their residence halls before April 9, 2020 will receive a 50% refund on their room charges.

Q	What about my meal plan, will I receive a refund on that too?
A	Yes, students will also receive a <a href="#">refund</a> for their meal plan. Meal plan refunds are based on the number of meal you used. Students who vacate their residence halls before April 9, 2020 will receive a 50% refund on their meal plan charges.

Q	What if I need to stay on campus?
A	BHSU realizes that campus living is the only housing option for some students. If this is the case, accommodations will be available. Students should contact <a href="#">Residence Life</a> for more information. Students need to notify Residence Life that they intend to continue to live on campus – this can be done <a href="#">here</a> .

Q	What if I choose to stay, what will the residence halls look/feel like?
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A	<p>Student who choose to stay in the residence halls will be consolidated into Bordeaux Hall or the Yellow Jacket Apartments. BHSU Residence Life, with direction from the CDC, take necessary steps to ensure proper social distancing practices are upheld.</p> <p>Active residential programming and large group gatherings have been canceled for the remainder of the semester. Residential staff are on hand to help students with their needs as they arise. Staff can, and will engage with students digitally and through reactive (passive) programming.</p> <p>BHSU Residence Life is committed to providing an educationally centered living and learning environment that is safe for students and residential staff.</p>
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Q	I would like to check-out, how do I do that?
A	<p>You must <a href="#">schedule a time</a> to check out of their residence hall room. A confirmation will be sent to your “@yellowjackets.bhsu.edu” e-mail within 48 hours. To ensure proper social distancing practices, BHSU is limiting the number of students who can be in the building at one time. You are limited to 2 people/guests to help you move out. If you have not scheduled a time, please do not show up unannounced. We all must do our part to ensure the health and safety of our campus community.</p> <p>Scheduled checkout times are from 8:00am – 12:00pm and 1:00pm – 5:00pm starting Friday, March 27, 2020, and extending to April 9, 2020.</p> <p>Once you have removed all of your belongings from your residence hall room, please submit the <a href="#">express check-out</a> form and return your keys in the main lobby of your residence halls. Residential staff will review your form and inspect your room after you’ve left. You will be notified of any charges, damages, or excessive cleaning fees within 48 hours.</p>

Q	None of those times work for me, can I get a different time?
A	Request for exemptions (alternate times, alternate days, etc.) can be made. Please contact <a href="#">BHSU Residence Life</a> . All requests are assessed on a case-by-case basis. You will receive a response, via your @yellowjackets.bhsu.edu e-mail with in 48 hours.

Q	If I stay on campus, will I have to move?
A	Starting April 13, 2020 BHSU Residence Life will start consolidate remaining on-campus students into Bordeaux Hall and the Yellow Jacket Apartments. Students currently residing in Bordeaux Hall and the Yellow Jacket Apartments will not be asked to relocate.

Q	I cannot make it to campus to retrieve my belongings. Will BHSU store them for me until I can make it to campus?
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A	BHSU has a very limited capacity to store student/s belongings. We strongly encourage you to retrieve your belongings if you are not planning on staying on campus for the remainder of the semester. Please contact <a href="#">BHSU Residence Life</a> for special circumstances and requests.
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Q	I live in family/faculty/staff housing in the Yellow Jacket Apartments, do I have to move or relocate?
A	No, BHSU Residence Life will not ask you to move. Any questions concerning family housing should be directed to <a href="#">Nathan Feldt</a> or <a href="#">John Ginther</a> .

#### Contact Information

BHSU Residence Life 605-642-6464	John Ginther Associate Director <a href="mailto:john.ginther@bhsu.edu">john.ginther@bhsu.edu</a> 605-641-3553	Nathan Feldt East Complex Director <a href="mailto:Nathan.feldt@bhsu.edu">Nathan.feldt@bhsu.edu</a> 605-641-6228	Brittany Bell West Complex Director <a href="mailto:Brittany.bell@bhsu.edu">Brittany.bell@bhsu.edu</a> 605-641-3550
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