Southeast Technical Institute

Student Housing Handbook

2013-2014

STI student HOUSING

IMPORTANT NUMBERS

Housing Contacts

Director of Housing – Andy VanZanten **367-5769 (office)**
andrew.vanzanten@southeasttech.edu **940-2781 (cell - emergencies)**
housing@southeasttech.edu

Housing Coordinator – Anna Peterson **367-5769 (office)**
anna.peterson@southeasttech.edu **201-2878 (cell - emergencies)**
housing@southeasttech.edu

Housing Coordinator – Becky Cornell **367-5769 (office)**
becky.cornell@southeasttech.edu **595-5763 (cell - emergencies)**
housing@southeasttech.edu

Housing Security – Officer Kyle Jensen **323-9052 (cell)**
kyle.jensen@southeasttech.edu

Emergency Telephone Number **911**

- **Ambulance**
- **Fire**
- **Police**

Student Success Center (M-F 7:30-5:00) **367-7466**

HELP!Line Center of Sioux Falls **211**

Crisis Intervention
Financial Assistance
Helping a Friend in Need
Rape Victim Assistance
Substance Abuse
Suicide Prevention

STI Help and Assistance on Campus

STI Security	**941-9003 (cell)**
Confidential Counseling Services	**367-4821**
Rape/Victim Assistance	**367-4821**
Student Success Center	**367-7466**

Other Community Numbers

Medical

Avera McKennan Hospital Emergency Room	**322-2000**
Sanford Hospital Emergency Room	**333-6688**
Poison Control Center	**800-764-7661**
Ask-a-Nurse	**322-8000**

Road Conditions

For road condition information:

SOUTH DAKOTA, IOWA, MINNESOTA, NEBRASKA, NORTH DAKOTA 511

You may want to check on road conditions before making any trips outside of the Sioux Falls area.

This automated system asks you to identify your state, highway and mileage marker, and then provides a weather forecast and short-term forecast for your location. If you like, you can also request weather information for your destination. Charges for these calls vary with cellular providers. Contact your cell phone provider for details.

You can also find road conditions online at www.safetravelusa.com

TABLE OF CONTENTS

IMPORTANT NUMBERS **2-3**
Road Conditions 3
TABLE OF CONTENTS **4-6**
WELCOME **7**
AMENDMENTS **8**
ROOM AND BOARD CONTRACT **9**
How to Apply 9
Housing Eligibility 9
Housing Security Deposit 9
Release from Contract 10
Disclosure of Felony/Sex Offender Records 10-11
Housing Fees 11-12
Loss of Property/Renter's Insurance 12
Subleasing of Housing Units/Operating a Business 12
Roommate Assignments 12
Check-In Procedure 13
STI Identification and Vehicle Information Requirement 13
Room Changes 13
Check-Out Procedure 13-14
Entry into Resident Apartments/Rooms 14-15
What to Bring 15-16
Furniture 16
Lost and Found 16
RESIDENT CONDUCT **17-29**
Room Maintenance 17-18
Repairs 18
Behavioral Guidelines 18
Policy Enforcement 19-20
Pets 20

Guest and Visitation Policy 20
Cohabitation 21
Extended Absences 21
Postings 212
Electronic Equipment 22
Keys/Lost or Locked Out Of Building 22
Theft or Damage 23
Damage/Room Alterations 23
Alcohol/Drug Policy 24
Tobacco Policy 25
Weapons 25
Solicitation Policy 255
Vandalism/Respect for Facilities 255
Respect for Others 26
Candles/Potpourri/Incense 27
Common Areas 27
Controlled Access 27
Judicial Sanctions 277-28
Judicial Appeals 279
RESIDENT SAFETY 30-33
Security 30
Medical Emergencies 30
Storm Protection - Tornado Procedure 30
Tornado Watch 30
Tornado Warning 30
Fire Safety 31
In case of fire: 31
Fire Alarms and Equipment Abuse 32
STI Security 32
Missing Person Policy 32-33

LIVING IN STI HOUSING **324-37**
Courtesy Hours 34
Mail Service 34
Telephone Service 35
Laundry Facilities 35
Vacuum Cleaners 35
Parking 35
Snow Removal 355
Bicycles 355
Lofts 36
Sanitary Sewer 36
Internet 36
Cable 36
Recycling 36
Pest Control 36-37
10 Ways to be a Good Roommate 377
Roommate Bill Of Rights 377
INDEX **388-39**

WELCOME

Welcome to Southeast Technical Institute Student Housing!

An important part of any student's education is the environment in which he or she lives. A student's living experience can be one of the most important learning experiences in their lives. Southeast Technical Institute Housing understands the importance of a positive living environment, and works collaboratively with students to ensure that the student's living experience is a positive one.

Our goal is to provide our student residents with a clean, safe, and healthy environment that will help students meet their educational and career goals.

This handbook will provide you the information you need for a successful residential experience at STI**. It is the responsibility of each resident to read through this handbook and to understand the expectations of all residents.** If you should have questions on any section of the handbook, please contact housing staff (605) 367-5769 or housing@southeasttech.edu.

Please keep this handbook as a reference while you are residing in Southeast Technical Institute Housing.

Have a great year!

STI Housing Staff

AMENDMENTS

These guidelines and policies may be amended from time to time without notice. STI Housing staff will advise you of these amendments or additions as quickly as possible. Revisions become effective the day residents of the housing units are notified, unless otherwise dated.

ROOM AND BOARD CONTRACT

Violation of any of the provisions in this Student Housing Handbook may result in the student's immediate removal and dismissal from STI Housing and may lead to other judicial measures.

How to Apply

Applications are automatically sent to students once the student is accepted into a program. Applications may also be requested by writing to STI Housing, 2320 N Career Ave., Sioux Falls, SD 57107 or by calling Student Services at 605-367-7624. Online applications are also available for accepted students through STI Housing's website (www.southeasttech.edu/futurestudents/stihousing).

Housing Eligibility

Full-time Southeast Technical Institute students, (students taking 12 or more credits during the fall and spring semesters), are eligible for student housing. Students dropping below the required 12 credits may be removed from the housing complex. (You do not need to be enrolled during the summer semester.)

Students are required to maintain satisfactory academic progress and a 2.0 cumulative grade point average (GPA). Students not maintaining the required GPA may be removed from the housing complex.

Students are also expected to attend class regularly. STI Housing staff will periodically check the attendance records of all housing residents to ensure that class attendance requirements are being met.

Housing Security Deposit

A $350.00 security deposit is required of all residents and due prior to the student moving into student housing (see contract for security deposit due dates). The security deposit will not be used to pay damages or fines incurred for the duration of this contract. **Damage charges and fines will be assessed at the time they occur with payment required within two weeks. Late charges will be assessed for late payments.** When the resident vacates student housing**,** any damages that have occurred will be charged to the resident. The deposit, minus any damage charges, will be refunded after the completion of the contract. Residents failing to complete an official check-out with STI Housing staff automatically forfeit the entire deposit.

STI reserves the right to apply the secuirty deposit, minus any damage charges, to the student's account if the student has any unpaid fees, fines and/or charges.

Release from Contract

If a resident drops out of enrollment at Southeast Technical Institute, decides to leave STI Housing, or is asked to leave STI or STI Housing, the resident forfeits the rent paid and remains responsible for the balance of the rent due for the duration of the contract.

The resident will be charged for the full term of the contract until an acceptable replacement is found, as determined by STI.

It is the resident's responsibility to find an acceptable replacement. The replacement must be acceptable to housing staff, may not have already applied for STI Housing, and may not currently have a signed contract for housing with STI.

In many instances, Southeast Technical Institute can assist in finding a replacement for students leaving housing. Residents are replaced in the order of the date housing staff was notified by the resident in writing that the student was leaving housing. (If the resident finds his/her own replacement, as stated above, that replacement goes directly for that student.)

Note: Because STI Housing staff reserves the right to assign resident replacements to any housing location, a new resident living in a specific apartment does not indicate that this individual has replaced the previous resident who left that specific apartment. Therefore, a new resident living in a vacated apartment <u>is not automatically</u> a replacement for the individual vacating the apartment.

Upon acceptance of a replacement for the resident's contract, the resident may be charged up to a $250 cancellation fee and then be refunded all prorated rent and any unused portion of the security deposit.

Students leaving the housing facility who would like to return at a later date will not receive preferential status and will be processed with all other housing requests.

In case of **military activation**, residents will be released from their contract upon official check-out from the housing facility. Any pre-paid rent for time beyond the date of official check-out from housing will be reimbursed to the resident. The deposit will be refunded once final damages have been determined and the amount owed deducted.

Disclosure of Felony/Sex Offender Records

Each student who applies to reside in STI Housing shall disclose on the application form whether the student is required or has ever been required to register as a sex offender pursuant to law. No person who is required by law to register as a sex offender may reside in any housing facility operated by STI. Students will be required to notify STI immediately if, after signing a housing contract, the student is convicted of an offense which requires registration as a sex offender and will be required to vacate student housing within 48 hours. Persons registered as sex offenders pursuant to state or federal law are deemed to represent a clear and present danger within the meaning of the preceding sentence, and, as such, may not live in STI housing.

Each student who applies to reside in STI Housing shall also disclose on the application whether any such person has a criminal history that includes conviction, guilty plea, no contest plea or suspended imposition of sentence involving a felony offense, together with details identifying the jurisdiction, date of the offense, circumstances of the offense, the sentence or parole conditions and other facts or circumstances that the student believes to be relevant.

Where the circumstances of the felony offense reasonably suggests that placement within STI Housing may place the individual into settings that are similar to those in which the original offense occurred, or increase the likelihood of an additional offense, or involve the use or sale of illegal drugs or involvement in a crime of violence which did or could have resulted in injury to a person, the institution may deny the individual the privilege of residing in any of its housing facilities.

Any person, other than a registered sex offender, who has been denied residence in STI Housing may request a review of the determination and shall be provided an opportunity to submit such writings as the person deems necessary and helpful to explain why the institution should permit the person to reside in its student housing facilities.

Individuals who pose a clear and present danger to other residents are not eligible to live in STI Housing. If STI becomes aware that a student has a criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the STI residential community, STI may immediately terminate the lease.

Housing Fees

Contracts for housing begin the Saturday before the start of each semester. Students leaving housing at the end of a contract must do so by the ending date of their contract. Payments for room and board are to be made at the STI Business Office, Mickelson Center, Room 204.

There are several contract options available to students (contract rent amounts and contract dates will appear on the contract):

Option 1: Fall/Spring Semester Contract (9 months) – available to all students

Option 2: Fall semester contract – available to returning students, students in their final year and graduating in December or completing required clinical in the spring semester.

Option 3: Summer contract – available to all students including recent high school graduates who are enrolling to STI in the following fall semester

Option 4: Spring semester contract – available to first year students beginning their program in the spring semester and second year students who want to move into housing

Preference for housing is first given to students returning to housing for an additional year, then to new students choosing the nine-month contract option.

Housing fees are paid per semester and are not refundable. Fees for the semester are due on the fee payment/financial aid delivery date and will be deducted from the resident's financial aid funds. Any remaining fees must be paid immediately unless arrangements have been made with the STI Business Office. Late fees will be assessed as indicated in the STI Catalog.

Services included in housing fees are: heat and air conditioning, electricity, water, basic cable, garbage pickup and wireless internet access. Students may request phone service from STI for local phone calls. A service charge will be added to the student's account. Long distance phone service is not available.

Loss of Property/Renter's Insurance

STI and/or STI Housing shall not be liable for theft, destruction, damage, loss of money, valuables or other personal property belonging to or in the custody of the resident for any cause, whether such loss occurs in the room, apartment, or the housing complex, or surrounding STI property. Residents are responsible and liable for insuring personal belongings, including losses due to fire, smoke, water, theft, or vandalism. Once again, STI and/or STI Housing shall not be held responsible for any loss or damage to personal belongings, and does not provide any insurance coverage for resident's benefit.

Residents are strongly encouraged to purchase renter's insurance to cover all of their personal belongings. In addition, residents in laptop-required programs are encouraged to purchase an additional rider on their renter's insurance policy to cover the laptop. Renter's insurance and the rider are inexpensive ways for residents to protect their belongings. Residents should also check with their parents' homeowners insurance for any additional coverage.

Subleasing of Housing Units/Operating a Business

Subleasing of rooms/apartments to other students or other individuals is prohibited. Any non-resident found living in STI Housing will be removed immediately. Residents responsible for permitting non-STI Housing tenants to live in their apartment will be subject to appropriate judicial action, which can include removal from STI Housing or additional rental payment.

Operation of a business from student housing is prohibited.

Roommate Assignments

Housing staff will make roommate assignments each year. Specific roommates may be requested on the housing application. Students will also be asked to fill out a Roommate Preference Sheet to assist in the roommate selection process.

Students are encouraged to request their own roommates. Every effort will be made to honor requests, but the final decision will be made by housing staff.

Once mutual roommate requests have been considered, housing staff will assign current residents to available spaces before new residents are assigned. Room assignments will be made approximately one month prior to the start of the fall semester.

Should vacancies occur within a housing unit or complex during the academic year, housing staff reserves the right to assign new roommates or consolidate students as needed. When possible, housing staff will work with students in making these arrangements.

Check-In Procedure

Check-in procedures consist of completing the STI Housing contract, paying the security deposit, receiving apartment/room keys and completing an Apartment Inspection Report. Residents continuing in housing will repeat the check in procedure each time a new apartment is occupied.

When completing the check-in process, the Apartment Inspection Report is particularly important. This report will be checked against the condition of a room/apartment when a resident vacates, and **residents will be financially responsible for any damage not cited on the form.** Residents who do not complete the Inspection Report will be responsible for all damage found in his or her room/apartment Please report any maintenance or other problems with your room to housing staff as soon as possible so repairs can be made. Maintenance requests can also be completed on the STI Housing website.

STI Identification and Vehicle Information Requirement

Residents must have a valid STI identification card and have registered their vehicle information with STI Student Services and housing staff within one week of moving into STI Housing. Housing staff will request vehicle information at the time of move-in.

Room Changes

Room changes are granted on a space available basis. Residents who want a room change must contact housing staff concerning the reason for the change. A legitimate effort must be made by the roommates to solve conflicts/problems. Housing staff is there to help you work through roommate conflicts and will assist in resolving issues when needed. No room changes are to be made without the approval of housing staff.

If a resident has difficulty living with others and getting along with roommates or if it is decided that the resident's presence in the STI Housing complex negatively affects other residents, the resident may be required to vacate STI Housing.

If a bedroom in an apartment is vacant, the other residents in the apartment are not permitted to use the vacated room. If residents are found using the vacated room, they will be charged the monthly rental fee for the use of the room.

Check-Out Procedure

Below you will find the procedure for checking out of your apartment:

Checkout procedures are as follows:

1) If you are vacating your apartment at a time other than the conclusion of the academic year, please notify housing staff at least two days in advance of your anticipated departure.
2) Remove all personal belongings.

3) Clean your room and the common living area, and vacuum and shampoo your carpets. For a small fee, housing staff will shampoo carpets for the tenants. Vacuum cleaners are available for residents to use upon request. Clean your desk and dresser drawers, and close and lock all windows. A minimum of a $50 fine will be charged for any cleaning completed by housing staff or the staff's designee.
4) Bag all garbage and take it to the dumpsters on either end of the housing complex. Please recycle appropriate materials.
5) Ensure that all STI Housing-owned furnishings are returned to their original position.
6) Check your mail and notify appropriate business/individuals of your address change.
7) COMPLETE A CHANGE OF ADDRESS CARD FOR THE POST OFFICE. These cards can be found at your local Post Office or online at www.usps.com.
8) Make an appointment with housing staff to check out. At the agreed-upon time, you will complete the check-out portion of your Apartment Inventory and turn in your keys/key fob (a $40 fee will be assessed for each key that is not returned.) ***Residents are not considered officially checked out until the Apartment Inspection Report has been signed by housing staff and the resident.***

Disposal of Furniture and other Large Items:
Residents wishing to dispose of furniture or other large items are required to transport them to the local landfill or arrange for the disposal of the items. For more details, please contact housing staff. Large dumpsters will be provided at the end of the spring semester to accommodate any large items that need to be discarded before a resident checks out of his or her apartment.

If the above items are not completed, the resident's $350.00 security deposit will be forfeited. If necessary, the resident may also face additional fees or judicial measures. Vacant rooms should be left clean and in good condition.

Personal items left in an apartment after all residents have vacated will be held for 30 days and then will be discarded or given to charity.

Entry to Resident Apartments/Rooms

STI housing staff and STI personnel will use the procedures below regarding entry into resident apartments/rooms:

Entry with Notice

1) When housing staff seeks access to apartments for routine improvement, maintenance or repairs, the residents of the apartments shall be notified of such actions at least 24 hours in advance.
2) STI housing staff will also complete pre-arranged room/apartment checks to ensure that health, fire and safety regulations are maintained. These checks typically occur during breaks/holidays. Written notice of these checks will be given before residents leave for the designated break/holiday.

3) With permission from a resident for entry by a non-resident/guest to retrieve item(s) left behind in the apartment/room after housing staff has contacted the resident by phone, text or email The resident must provide permission for the non-resident/guest to enter the apartment/room either verbally or in writing (responsive text or email). In addition, the resident must explain/identify exactly what the non-resident/guest is allowed to take from the room.

Entry without Notice

Entry into and/or search of apartments/rooms without notice may be conducted under the procedures detailed below.

Entry by STI Housing Staff/STI Personnel

1) In emergency situations to protect health and welfare of students, residents, guests, and/or STI staff.
2) When an unattended alarm clock or TV/stereo is causing a disturbance to other residents.
3) When there is reasonable suspicion to believe a violation of STI Housing Handbook, STI Catalog, or a STI Policy/Regulation has occurred.
4) For repairs which have been reported and requested by the resident(s).

Entry by STI Security and other Law Enforcement Personnel

1) When consent is given by a resident after the officers have knocked and identified themselves.
2) In performance of statutory duties and in accordance with legally defined procedures governing search and seizure.

See Policy JIH

What to Bring

Living with others in a limited space means that not all of your belongings should make the trip. It is a good idea to communicate with your roommates before bringing and large items (furniture, TVs, etc.) Some of the basics that shouldn't be forgotten and that most residents bring include:

Appropriate clothing - the weather ranges from warm and sunny at the beginning of the fall semester to cold, and snowy, by the end. Please bring an umbrella or raincoat for spring and fall rain, and boots, hat and gloves for winter snow.

Laundry Supplies – laundry bag or basket, detergent and fabric softener, hangers, an iron and mini ironing board, needles, thread, and scissors.

School Supplies - writing utensils, paper, stapler, ruler, scissors, computer, calculator, calendar, notebooks, binders, desk lamp.

Room Supplies – microwave, towels, alarm clock, radio, toaster, television, headphones, vacuum cleaner, salt and pepper shakers, dishes, glasses, mugs, silverware, pots and pans, cooking utensils, dish towels, cleaning supplies, and dishwashing liquid or dishwasher detergent.

Bedding – sheets (twin extra-long mattress), pillowcases, pillow, blankets, and bedspread.

Items that are **NOT PERMITTED** include:

- Alcohol
- Illegal drugs
- Hookahs or other water pipes
- Pets (other than fish)
- Personal Air conditioners
- Candles or incense (no open flames allowed – candle warmers are acceptable)
- Fireworks or explosives
- Any type of firearm, or items resembling firearms, including air soft pistols and paintball guns
- Lofts
- Beds – STI Housing provides a bed for each tenant. Only residents providing a doctor's statement indicating their need for a different bed will be allowed.
- Halogen lamps
- Combustible liquids (gasoline, kerosene, etc.)
- Natural Christmas trees – other natural trees must be approved by housing staff
- Grills (indoor or outdoor) – George Foreman or similar grills are acceptable
- Space heaters
- Street/Traffic signs of any type

Furniture

STI Housing provides basic furnishings. Residents may not remove STI Housing furniture, nor shall any furnishings or equipment from general purpose areas (study rooms, common areas, etc.) be moved to the resident's room. Residents may bring additional furniture excluding those prohibited in this handbook.

Lost and Found

If you find or lose items, please contact housing staff and STI Security.

RESIDENT CONDUCT

Residents are expected to conduct themselves in a responsible and mature manner, taking into consideration the rights and welfare of other residents in the housing complex. A resident may face judicial action, including suspension or expulsion for improper conduct.

Notification of fines, student judicial measures, and other conduct and communication issues will be completed through the STI e-mail system using the STI student e-mail account. Residents are reminded to check their STI e-mail account frequently to make sure no communication is missed.

Residents are required to observe the regulations of STI Housing, Southeast Technical Institute and all city, state, and federal statutes.

Note: All roommates within an apartment may be held responsible for any infraction(s) that occurs in their apartment. Therefore, all roommates may be fined or face judicial action. In addition, all housing residents and STI students who are found in an apartment during a judicial action may be fined or face other judicial sanctions.

Room Maintenance

Residents are responsible not only for cleanliness of their own rooms but also are expected to cooperate in the cleaning/maintenance of living rooms, kitchens, and bathrooms. **Periodically, housing staff will check rooms/apartments for cleanliness and overall maintenance.** Residents must comply with any directives regarding bedroom, living room, kitchen and bathroom cleaning/maintenance.

Only thumbtacks or small nails may be used on the walls of the rooms. Plasti-tac only should be used to hang items on doors or closets. No tape, large nails, hooks, or contact paper can be used.

Writing or painting on the walls is prohibited.

Residents are responsible for providing their own light bulbs. Housing staff will be responsible for replacing the fluorescent bulbs in the kitchen and the bulb in the shower light fixture.

Walls may be spot-cleaned with a damp cloth and mild soap. Doors and woodwork should be cleaned with furniture polish. Sinks should be cleaned with mild detergents. Strong soaking detergents should not be used on fixtures.

Carpet stains should be removed promptly. If a carpet stain cannot be removed, damage charges will be assessed.

To ensure the health of our residents, all garbage should be removed on a regular basis.

To conserve energy, keep windows and doors closed when the heat or air conditioning is in use.

Mini-blinds are provided for all bedroom and living room windows. Residents are not permitted to make holes in the window sills to hang draperies or valances. Tension rods may be used if a resident wishes to have curtains.

Windows and all potential fire escape routes must remain unblocked at all times.

Repairs

When repairs are needed, please contact housing staff as soon as possible. Maintenance requests can also be completed online through STI Housing's website. Please be specific with the location of needed repairs (building, apartment number, bedroom location, etc.), as well as a general description of what needs to be repaired. Housing staff will notify the appropriate individuals and will ensure that the repairs are completed in a timely manner.

When residents make a request for repair work, they automatically give authorization for housing staff and/or repair technicians to enter their apartment, whether or not residents are present, to complete the repairs.

Behavioral Guidelines

In any residential community, policies are provided as guidelines to promote an environment conducive to community living where cooperation, responsibility and protection of individual rights are ensured. Like any community, each resident must be accountable for any infractions against the residential community. Incidents that violate the guidelines developed by STI Housing may result in immediate dismissal from on-campus housing. STI Housing staff may determine that immediate dismissal is necessary to protect persons violating the policies, impeding the rights of other residents, destroying STI or STI Housing property, or to maintain an environment conducive to continued social and academic growth.

It is not possible to list every action that may result in discipline and STI Housing reserves the right to respond to conduct or behavior not specifically listed in this handbook when such conduct threatens disorder, causes public disturbances, damages property, presents a danger to a resident or others, is of such a nature that continuation of the resident in STI Housing would be detrimental or contrary to STI Housing's mission or detrimental to the educational environment, welfare, or safety of the resident or other residents.

STI Housing reserves the right to immediately dismiss any resident without notice for violations of these guidelines. If a student desires reinstatement into housing, the student may request a hearing with the Vice President of Student Affairs. Because the resident has been dismissed from housing, the hearing will take place and resolution made within 48 hours, whenever possible.

Policy Enforcement

Students are required to show proper STI identification or other identification when requested by STI staff members.

Fines may be levied by housing staff for infractions of the policies. When a fine is levied, the student has two weeks to pay the fine to the STI business office. **If the fine is not paid in that two-week period or payment arrangements are not made, additional late fees may be assessed.** If the fine is not paid by the end of the semester, the student will not receive grades for that term nor be allowed to register for the following term, nor be able to have records transferred to another school or to an employer.

The following are some of the infractions for which discipline, up to and including immediate eviction, may be imposed upon students:

1. Possession or use of any firearm, explosive, dangerous chemical, or other weapon;
2. Keeping pets (other than fish) in the housing complex;
3. Possession of, sale or use of alcohol or a controlled substance and/or their containers;
4. Tampering with the mail service;
5. Tampering with the fire alarm and other safety equipment, including smoke detectors and security cameras;
6. Thievery, breaking and entering or vandalism;
7. Removing furniture;
8. Removing screens from the windows;
9. Entering prohibited areas;
10. Assault and battery or any physical harm to another individual;
11. Activities prohibited within the building include: throwing Frisbee, rollerblading, riding scooters, bikes, etc., and playing such games as soccer, football, softball, basketball, golf, etc.
12. Failure to comply with the request or directive of any STI staff member, including all housing staff and STI Security;
13. Situations in which the resident's misconduct is of such a nature that continuation of the student in housing would clearly be detrimental to the physical safety, education, or welfare of the resident or other housing residents.
14. Violation of any of the laws of the municipality of the city of Sioux Falls, state of South Dakota, or the United States of America;
15. Violation of any other policies or guidelines established by this manual, the housing contract, or the STI Catalog.

The Director of Housing, designee in the absence of the Director of Housing, STI Security Officers, or any STI administrator has the authority to immediately suspend a student from STI Housing for violations of housing rules, regulations, or policies. Any student temporarily removed (suspended) from housing may appeal that decision to the A hearing with the VP of Student Affairs will be held as soon as possible, preferably within 24 hours; however, the student is still prohibited from entering the housing complex until the hearing is held and a final decision is made.

Permanent removals (evictions) of residents from STI Housing are carried out by the Vice President of Student Affairs. The resident has the right to appeal an eviction decision to the STI president by submitting a written request within ten (10) calendar days of receiving the decision on permanent removal.

For first or second-time violations of STI Housing policies, and/or violations resulting in fines of $100 per individual or less, the decision of the Director of Housing is final. For third-time policy violations or violations resulting in fines of more than $100 per individual, the decision may be appealed to the Vice President of Student Affairs.

For more information, please lee STI Policy and Regulation JK/STI and JK-R/STI.

Pets

For health and sanitary reasons, pets/animals of any type, except fish, are not permitted in the apartments. Fish tank capacity may not exceed 10 gallons per room and must be approved by housing staff prior to operating.

Guest and Visitation Policy

STI Housing has an open visitation policy. Guests are expected to observe the same policies as residents, and residents are responsible for the behavior of their guests. Residents may be visited by guests (male or female) at any time; however, visitation to the extent of cohabitation is not allowed.

For the purposes of this policy, a "guest" is considered any person not assigned by STI Housing staff to live in the apartment.

Guests may be removed from the housing facility by housing staff as needed. Guests may be issued a "Notice of Trespass" and permanently denied entrance to STI Housing.

Non-resident STI students who break STI Housing policies may face judicial actions including fines.

All overnight guests must be approved by all roommates. Guests are allowed a maximum stay of three nights within a seven (7) day period.

Residents may have a maximum of 2 overnight guests at any given time. Any resident found with more than 2 overnight guests staying in his/her apartment is considered to be in violation of the guest policy and will face judicial action.

In special cases, housing staff may permit additional overnight guests beyond the 2 person maximum. In such cases, residents should seek permission from STI housing staff prior to their guests' overnight stay.

Cohabitation

For the purposes of this policy, a "guest" is considered any person not assigned by STI Housing staff to live in the apartment.

Cohabitation is defined as any circumstance which would prompt a reasonable person to believe a guest has a continuous presence in a room or apartment. Cohabitation is not permitted at STI-owned or STI-controlled facilities. Any person receiving mail, regular phone calls, keeping personal effects (clothes, etc.) in the apartment or using the apartment's facilities(bathroom, shower, etc.) more than three days out of any seven day period is considered to be in violation of the cohabitation policy.

In addition, any "consistent pattern of presence" by the guest may also be considered a violation of the cohabitation policy. Examples of a "consistent pattern of presence" include, but are not limited to:

1) A guest residing in housing three days out of ANY seven day period.
2) A guest staying in one apartment for a three-day period, then residing in a different apartment for an additional three-day period.
3) A guest residing in housing every weekend.

Complaints from parents, roommates, or other students will also prompt investigation.

A first-time violation of the cohabitation policy will result in a $50 fine for every night exceeding the allowable time period (three nights within a seven day period).
A second-time violation will result in a $100 fine for every night exceeding the allowable time period and the guest will no longer be allowed to enter the STI Housing complex.

Students who have questions regarding the enforcement of the cohabitation policy should contact housing staff prior to allowing their guests to stay in housing for an extended period of time. In some instances, an emergency situation may arise in which housing staff will grant an extension to allowable time period for overnight guests. Residents must receive permission from all roommates and housing staff prior to any extended stay.

Extended Absences

Each resident should keep roommates, friends, and housing staff advised of any extended absence from the housing complex. Any resident leaving their apartment overnight or for a weekend is urged to leave a telephone number with roommates. Any resident leaving for longer than a week is urged to leave a telephone number with housing staff as well in case of an emergency.

Postings

The hanging or posting of signs and notices is prohibited unless approved, initialed, and dated by housing staff. It is against the law to have a public road sign in your possession; therefore, these types of signs are not permitted in the housing complex. Electric advertising signs or posters should not be hung so as to be visible from outside the complex.

The public display of any obscene, profane, or sexually-explicit materials, graphics, or photographs, or alcoholic products is strictly prohibited, including displays in living rooms and bedrooms.

Postings are permitted on hall doors; however, all posting are subject to approval/removal by housing staff.

Electronic Equipment

Residents may have television sets, stereos, and other small appliances. Items not permitted include electric/space heaters, portable dishwashers, and clothes washers or dryers.

Keys/Lost or Locked Out Of Building

Each resident is provided with his/her own keys and key fob. Lock your door at all times. Residents should keep their keys in their possession at all times. A lost key/key fob should be reported to housing staff **as soon as possible**. To receive another key/key fob or mail key, residents will be assessed a fee of $20.00.

Residents who are locked out of their room/apartment should contact a housing staff member to gain entrance. Housing staff reserves the right to ask for identification before granting entrance to an apartment/room. Housing staff will not allow entrance into an apartment/room by anyone other than the occupant(s) of the apartment/room unless given permission by a resident of that apartment/room.

Lockouts that occur during staff hours (8am – 10pm Monday through Thursday and 8am – 5pm Friday) will be free of charge. Residents that lock themselves out of their apartment after staff hours or on weekends and holidays will be charged $10 per lockout. Lockout fines will be totaled and assessed to student accounts on a regular basis.

Residents are not to share their keys/key fobs. Residents responsible for giving their keys to non-residents may face judicial action, including removal from STI Housing.

Keys/key fobs are not to be duplicated.

Theft or Damage

STI Housing accepts no responsibility for the theft or loss of money, valuables or personal property of the tenants for any cause whatsoever. However, any theft or loss of money or property should be reported to housing staff and STI Security immediately.

It is strongly advised that residents purchase renter's insurance to protect possessions. It is also important to have possessions marked and recorded so that they can be identified.

Theft, embezzlement, misappropriation, possession, or attempt to do same of property owned or maintained by STI, by any person on the campus, or by any person attending a STI-sponsored event is prohibited. Theft by a resident is a basis for judicial action, suspension, or expulsion as well as removal from housing.

Damage/Room Alterations

All residents will be required to sign an Apartment Inspection Report. At the time a resident moves out, he or she will be checked out by a housing staff member. The resident is responsible for the condition of his or her room/apartment when vacating. If no resident accepts responsibility for the damage, the charges will be equally assessed to all the residents of the apartment.

- The resident shall permit no damage to be done to his or her room, apartment, the apartment complex, or any equipment, fixture, or furnishing located therein, and shall return in the same condition as at the beginning of the contract, excluding normal wear and tear.
- Room damages of undetermined origin will be assessed to the residents currently assigned. The resident will not be responsible for and STI Housing waives all right of recovery against the resident for, damage for which STI Housing is reimbursed under any fire and extended coverage insurance policy in effect at the time of loss.
- The resident shall make no room alterations, including painting or construction.

Damages beyond the expected wear and tear of facilities, furnishings, or equipment will be assessed. Residents are responsible for such damages. These damages include, but are not limited to, the following examples:

- Burns on room furnishings, counters, or floors, etc.
- Damage to walls by nails, screws, tape, etc.
- Broken windows, damaged or removed screens
- Stains on walls, floors, countertops, furniture, etc.
- Removal of broiler pan, window blinds, etc.
- Broken equipment (light fixtures, mirrors, etc.)
- Damaged appliances
- Trash left in student housing
- Missing building, room and/or mail keys and key fobs
- Failure to leave housing unit clean, including stove, refrigerator, dishwasher, bathroom, cupboards, closets, floors, ceilings, and windows
- Failure to replace burned out light bulbs (excluding bulbs in the kitchen and showers)

Alcohol/Drug Policy

STI Housing is committed to maintaining an academic and social environment conducive to the intellectual and personal development of residents and to the safety and welfare of members of the STI community. Accordingly, the possession of, distribution of, or consumption of alcoholic beverages in any form is strictly prohibited anywhere on campus, including the housing complex and areas surrounding the complex.

If alcohol is found in an apartment, all residents in that apartment, whether present or absent, may be held responsible. Guests determined to have been present for any or all of the violation may also be held responsible. Empty alcohol containers are not allowed in the housing complex or anywhere else on campus and will be considered a violation of the alcohol/drug policy.

The unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of same as defined by existing South Dakota statutes is prohibited.

Students violating this prohibition will be reported to local law enforcement as the situation warrants.

Any resident found consuming or found in possession of alcohol or illegal drugs or drug paraphernalia will be disciplined according to policy (see Policy Enforcement and Judicial Sanctions in the Housing Handbook and Student Discipline and Grounds for Suspension or Termination in the STI Catalog). This may include immediate dismissal from housing without advanced notice. **This prohibition covers all residents and all guests, including residents or guests who are of legal drinking age**.

The odor of marijuana or any other controlled substance is sufficient to warrant an alleged violation of this policy

In an effort to maintain a drug-free environment, STI administrators and housing staff are authorized to make searches of rooms/apartments without student notice or consent, and without a search warrant, when there is reason to believe that a resident or a resident's guest is in possession of illegal, unauthorized, or contraband items.

STI reserves the right to conduct routine patrols of all parking lots, including the housing complex lot, and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator or housing staff if the administration or housing staff have reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

STI reserves the right to utilize a drug dog in surveying the housing complex along with parking areas near housing. Designation of specific rooms/apartments or vehicles by the dog will provide reasonable suspicion to allow the search of that unit or vehicle for the illegal substance by STI administration or housing staff.

Tobacco Policy

Southeast Technical Institute is a tobacco-free campus. Tobacco use is not allowed inside or outside STI-operated buildings and grounds. Tobacco use is permitted **outside** of the STI Housing complex in designated smoking areas.

Weapons

Possession or use of firearms, archery equipment, ammunition, fireworks, explosives, incendiary devices, or other dangerous weapons, substances, chemicals or materials on campus is prohibited. Students are to find safe storage off campus for the above items, as well as knives (with a blade of 4 inches or longer), swords, Tasers, martial arts weapons, nightsticks, soft-pellet air guns, paintball guns, BB guns, slingshots, hunting bows and arrows, etc. These items are not to be stored on campus, either in STI Housing or vehicles.

Solicitation Policy

Solicitation of any type, including Internet and door-to-door sales in the housing complex, are prohibited. Students may not operate a commercial business from the housing complex.

A commercial business is classified as any of the following:

1. A showplace or advertising headquarters for a product.
2. A place for producing a product.
3. A storage area for a product to be sold.
4. A facility for child care.

Solicitation is defined as the sale, or offer for sale, of any property or service. Solicitation also includes the recruitment of a person for any organization or business.

Vandalism/Respect for Facilities

- Residents must report any vandalism to housing staff within 24 hours of its discovery. If not reported within 24 hours, the residents of the unit will be charged for the repairs.
- Unauthorized entry, occupation, or use of STI facilities is prohibited.
- Unauthorized use or possession of keys and key fobs is prohibited.
- Destruction of property or the attempt to destroy property belonging to STI or a member of the STI community, or on-campus guest of STI is prohibited. STI property includes not only equipment rented, leased, or otherwise placed on the campus by STI, but also STI-owned equipment not located on campus.

Respect for Others

The following actions or behaviors committed against a student, staff or faculty member, or a visitor are prohibited and will result in judicial action:

- Abuse: An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. These may include racial, ethnic, or sexual comments that demean or defame others.

- Assault: Conduct which threatens or endangers the health or safety of another person.

- Assault and Injury: An act intended to cause, and which does cause, injury to another person.

- Harassment or Hazing: An act which intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See the Harassment Policy in the STI Catalog.)

- Sexual Harassment: An attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. (See the Harassment Policy in the STI Catalog.)

- Sexual Offences: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Discrimination: Any disparaging remarks, actions or displays which have as their basis age, race, color, religion, sex, sexual orientation, disability, or national origin. Also, to knowingly discriminate or to knowingly display/distribute discriminatory material.

- Obscene Conduct: Any indecent exposure or action of an obscene, lewd, or indecent nature.

- Disorderly Conduct: Any conduct, including but not limited to drunkenness, which disturbs the peace and tranquility of the campus, and reckless endangerment. Excessive noise or public nuisance disruptive to the campus and surrounding neighborhoods is prohibited.

- Pornographic Materials: Possession of sexually exploitive material, including sexually explicit videos or use of web-sites, is banned on STI-owned property.

Candles/Potpourri/Incense

Burning of candles (as indicated by burnt wicks) and burning/simmering of potpourri and incense is prohibited in housing due to the danger of fire. These items will be confiscated if found and the student will be subject to judicial action. Candle warmers may be used as an alternative to burning candles. STI Housing encourages the use of alternatives to candles and potpourri, such as Glade Plug-Ins. Decorative candles that have clearly never been lit are acceptable.

Common Areas

Your help in keeping common areas such as hallways, study rooms, laundry rooms and common areas clean and in good repair is both expected and necessary. Study room and common area furnishings may NOT be removed from their location. Any student found with study room or common area furnishings in their apartment will be subject to judicial action. Individual floors will be held responsible for any damage to STI property or common areas on their floor.

Controlled Access

For the safety and security of all residents, housing entrance doors are locked 24 hours a day. Residents should use their key fob to gain access to the building. **Residents are not allowed to give their key fob to a friend.** Anyone found to be gaining access with your keys will be escorted out of the building, your keys will be confiscated, and you will be subject to judicial action.

Tampering with, propping open, continual knocking, or pounding on entrance doors is prohibited and will result in judicial action.

Students are not allowed to tape apartment doors open or alter the function of the door's locking mechanism.

Students are not allowed access to the roof of the building for any reason.

Judicial Sanctions

Residents who violate STI Housing policies will be contacted by housing staff to arrange a meeting to discuss the violation of the policy or policies in question, and to discuss appropriate judicial actions. If a resident does not respond to the meeting request, housing staff will move forward with the appropriate judicial sanctions as outlined in the STI Student Housing Handbook.

The following options for action are a part of the judicial procedures. However, judicial action may begin at any level and does not have to follow sanctions sequentially.

Warning – An official sanction given verbally, in writing, or both, notifying the resident of his/her misconduct, and warning that subsequent infractions must not occur.

Housing Probation – An official sanction in writing that places the resident in a position that any subsequent misconduct during the period of probation will result in additional discipline, including but not limited to, suspension or dismissal from STI or the STI Housing. The term of the probation is determined by the Director of Housing. Parents/guardians may be notified of this decision.

Dismissal – An official determination canceling the resident's registration at STI from classes, STI Housing, or both for at least the remainder of the semester in which the offense occurred, and additional semesters as the sanction warrants.

In the instance of dismissal from STI Housing, the dismissed student forfeits all rent paid up to the date of dismissal. The dismissed student is also responsible for the rent owed for the duration of their contract unless a replacement can be found (See "Release from Contract" on page 10). Parents and guardians may be notified of this decision as well as appropriate STI personnel. Students who wish to return to STI Housing after the dismissal period has ended must submit a written request to the Director of Housing, or designee, prior to applying for the semester in which they hope to re-enroll.

In the instance of dismissal all academic grades will revert to 'F' grades and monetary reimbursements will be made according to the reimbursement policy outlined in the STI Catalog, but when appropriate, no monetary reimbursements will be made. Parents and guardians may be notified of this decision as well as appropriate STI personnel. Students who wish to return to STI after the dismissal period has ended must submit a written request to the Vice President of Student Affairs, or designee, prior to registering for the semester in which they hope to re-enroll. Failure to do so may result in delayed admission.

Expulsion – An official determination permanently prohibiting the student from attendance at STI. Parents or guardians may be notified of this decision.

Requirements and Conditions – STI and STI Housing staff reserve the right to impose additional or alternative requirements or conditions at their discretion in the judicial process. Such requirements may include, but are not limited to:

- Fines or restitution (Housing fines double during student class breaks such as Christmas Break and Spring Break. Housing fines are to be paid within two weeks after which late fees may be assessed.)
- Work or community service projects
- Counseling evaluation sessions by STI or off-campus professionals
- Attendance at educational program sessions
- Letter of reprimand
- Restrictions from participation in campus activities
- Eviction from STI Housing
- Intervention from local, state, and federal agencies

- Relocation to a different STI Housing apartment.
- Verbal/written reports or presentation/activities

STI reserves the right to impose emergency removal from STI Housing when it becomes evident that a resident's actions or behaviors pose an immediate danger to self or others.

Judicial Appeals

Students may appeal the judicial decision and should discuss this with the Director of Housing. Appeals must be made within 10 days of the judicial action.

For all judicial actions not resulting in dismissal from STI Housing, the appeal decision of the Director of Housing is final. Judicial actions resulting in dismissal from STI Housing may be appealed to the Vice President of Student Affairs, whose decision on the dismissal is final.

STUDENT SAFETY

Security

Do not open your apartment door unless you know the person who is requesting entrance. STI Housing staff and security carry ID badges. If you are unsure if an individual is part of the STI Housing staff or security, ask to see their identification.

Medical Emergencies

As part of the check-in procedure, students are required to submit an Emergency Information Form to housing staff before moving into the housing unit. The form is useful in emergency situations and can help identify specific health care needs. This information is considered confidential. Students may request access to their files through the Director of Housing or the Vice President of Student Affairs.

Residents needing help should dial 911 and contact a housing staff member.

Storm Protection - Tornado Procedure

In the case of a tornado or severe storm, residents will proceed to the first floor hallway. Stay away from windows and sit as quietly as possible. It is the responsibility of the tenant to make themselves aware of dangerous weather conditions and evacuate when necessary.

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. Residents should monitor television and radio weather bulletins and begin taking precautionary measures.

Tornado Warning

A tornado warning means that a tornado has actually been sighted in the immediate area. City sirens will sound at a steady blast and tone for three to five minutes. All residents should proceed to the first floor hallway immediately. A person found not proceeding to the first floor during a tornado warning will face judicial action.

Fire Safety

In case of fire:

1. The signal is a continuous sounding alarm
2. When the fire alarm sounds, evacuate immediately

   Feel the door first, top to bottom. If it is hot, do not proceed; go back. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you don't inhale smoke and fumes.
3. Turn on lights, and close doors as you leave.
4. Each resident should have a coat, hard-soled shoes, and carry a towel for smoke inhalation prevention.
5. **WALK; DO NOT RUN**, to the appropriate exit.
6. Never use the elevator. (If you are in the elevator when the fire alarm sounds, the elevator will proceed to the first floor. Carefully exit the elevator around the fire shield, which will come down during a fire alarm. Gently push against the shield to exit. Any damage to the fire shield will be charged to the resident damaging it.)
7. If you encounter heavy smoke in a stairwell, go to the other stairwell.
8. Continue outside the building until you are clear from the building. All residents will meet in the parking lot.
9. Do not re-enter the building until the all-clear signal has been given by the appropriate authorities.

If you are trapped in your room, do the following:

a. Stuff wet towels or clothing under the door to keep the smoke out.
b. Open windows. Wave something out of the window and yell for help.
c. If possible, call housing staff and/or STI security.
d. Keep a soaked towel over your head.
e. Stay low; breathe fresh air near the window.

Fire extinguishers are located at the center and ends of each hallway. Residents are expected to review and understand the proper use of fire extinguishers outlined below:

1) Hold upright
2) Pull ring pin
3) Stand back 10 feet and aim at base of flame
4) Squeeze lever
5) Move extinguisher in a sweeping motion from side to side.

Fire extinguisher boxes are equipped with an alarm to discourage unauthorized use. Any resident who discharges an extinguisher for any event other than a fire will face judicial action.

Fire Alarms and Equipment Abuse

Fire alarms and smoke detectors are required by state law for the safety and protection of the residents. If the alarm is sounded, residents **MUST** vacate the building immediately. A person found not leaving the building during an alarm will face judicial action.

Tampering with fire alarm systems and equipment is a violation of state law. Any person unnecessarily setting off or tampering with the fire alarm system will be subject to the laws of the city and state, a fine and severe judicial action, including immediate dismissal from STI Housing and likely expulsion from STI.

STI Security

STI provides security officers to monitor on-campus activities and works closely with the Sioux Falls Police Department. The officers are on-call at 323-9052 or 941-9003 for emergency situations.

Missing Person Policy

For the purposes of this policy, a "missing person" is defined as a housing resident who has been reported as absent for an extended period of time (24 hours or more) with no visual, verbal, or written confirmation of the individual's whereabouts.

If there is any evidence of foul play or suspicious circumstances involving the disappearance, STI Housing staff and/or STI personnel may contact local law enforcement and implement the following procedures before 24 hours have elapsed.

If a student or staff member believes a resident is missing, they will do the following:

- **Report the missing resident to the appropriate STI/Housing staff members:** The missing resident should be reported to STI Housing Staff and/or STI Security. If housing staff and security are unavailable, the report should be made to the Vice President of Student Affairs. If the report is made to STI Housing Staff or the Vice President of Student Affairs, STI Security will be notified immediately.

  When reporting the missing resident, include as much information about the nature of the disappearance as possible (last time the resident was seen and/or spoken to, a physical description of the resident and what he/she was wearing (if known), a description of the resident's vehicle, any known circumstances surrounding the disappearance, etc.).

- **Once the missing resident has been reported:** STI Security will coordinate with local law enforcement to begin an investigation into the missing resident. Once local law enforcement has determined that the individual is missing:

1) STI will notify the emergency contact identified by the resident on their Emergency Information Card within 24 hours of the determination that the individual is officially “missing”. If the missing resident is younger than 18 years of age and not an emancipated minor, the institution will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the resident. If STI/Housing staff deems it necessary, the parents of the resident will also be contacted in addition to the emergency contact identified by the resident.

2) STI/Housing staff will coordinate with local law enforcement to provide any additional information or support to assist in the investigation of the missing person.

LIVING IN STI HOUSING

Courtesy Hours

As STI Housing is an academic environment, **Courtesy Hours** are in effect 24-hours a day. Residents are expected to be aware that their actions and behaviors do affect other residents, regardless of established courtesy hours. At no time should there be loud talking, loud music, or TV that could be disruptive to other residents.

As a resident, you are responsible for confronting others whose behavior is unreasonable by asking them to cooperate when a resident is being disturbed. If a resident is disturbed by your actions and asks you to quiet down, it is expected that you will immediately comply with the request. Housing staff will assist in reaching solutions in the event of a conflict.

Speakers are not to be placed in open windows, doorways, or outside the building. Housing staff reserve the right to determine if a resident is creating excessively loud noise. Excessively loud noise created by residents and/or their guests may result in judicial action.

Mail Service

U.S. mail is delivered Monday through Saturday. Mail is not delivered on national holidays. Outgoing mail service is also provided. The U.S. Postal Service has requested that street numbers, zip code, and apartment number be put on all incoming mail.

If a package or oversized piece of mail comes for you, the mail worker will place the package into the PACKAGE box and will leave a key in your mailbox that will access the PACKAGE box. Once the key is used it will not be able to be removed.

Each housing unit is provided a mailbox and key. A fine of $5 will be assessed to each tenant in the apartment if a mail key is lost.

Addresses for the complex are:

For Hummel-Nicolay Hall:

Student Name
2221 N Career Ave. Apt #
Sioux Falls, SD 57107

For Andera Hall:

Student Name
2209 N Career Ave. Apt #
Sioux Falls, SD 57107

Do not include the name of the hall when sending mail to a student.

All mail that is addressed to residents who have vacated STI Housing will be returned to the Post Office. It is then readdressed if a forwarding address has been filed with the post office. It is returned to the sender if no forwarding address is available.

Telephone Service

Residents can request that local phone access be activated in their apartment by contacting STI Housing staff. A telephone will be provided by STI, and a service charge will be added to the student's account. Long-distance phone service is not available.

Laundry Facilities

Coin-operated laundry facilities are available for the use of residents only. STI Housing is not responsible for articles stolen or damaged. Please do not leave clothes in washer or dryers after the cycle has completed.

A change machine is located in the Link if students need quarters for the laundry and/or vending machines.

Vacuum Cleaners

Residents are encouraged to bring their own vacuum cleaners. Vacuum cleaners are available for student use by contacting housing staff.

Parking

Parking is available in the lot adjacent to housing. Residents are responsible for all items left in their cars.

Do not park in handicapped parking without the proper handicapped identification.

Do not park in any marked fire lane (on the north and south ends of the housing complex).

All residents are required to provide vehicle license plate number to housing staff for security and parking lot maintenance reasons.

Snow Removal

When a major snowfall occurs, the first priority is to remove snow from the sidewalks/entry ways, followed by the parking lots. If possible, notice will be given and signs posted prior to snow removal from the parking lots. Students will be directed to park in alternate areas to assist in snow removal.

Bicycles

Bikes can be stored in the bike racks outside of the housing complex. No storage is available in the hallways, stairwells, or apartments.

Use of bicycles and other wheeled devices (scooters, skateboards, rollerblades, etc.) inside the building is prohibited for the safety of residents and property.

Lofts

Lofting of beds is not permitted. Residents may not bring their own beds without a letter from a doctor which documents the medical need for an alternative bed.

Sanitary Sewer

Do not place food waste, rags, refuse, coffee grounds, tissues, sanitary napkins, or other such material in the sanitary sewer system, as it may cause it to become plugged. Residents will be charged to unplug the sewer if it is determined that one of the above mentioned items caused the problem.

Internet

Wireless Internet access is available to all residents at **no charge**. However, residents will need to purchase any necessary hardware to connect to STI's wireless network for access.

STI Housing uses an Internet filter to block certain inappropriate/harmful websites from being accessed by residents. If you have questions about the Internet service, contact the Computer Help Desk at (605) 367-4461.

Federal law prohibits the unlawful duplication or distribution of copyrighted material. Students should not distribute authorized copyrighted material through the STI or STI Housing networks. Additionally, illegal reproduction of multimedia protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Cable

Cable TV access is available in the main living area and in each bedroom. If you wish to add premium channels to your room (at additional cost to you) contact Midcontinent (800-888-1300) directly.

Recycling

In adherence to the law, and to preserve our environment, recycling containers have been placed next to the trash dumpsters for your convenience. You are responsible to place recyclables in the appropriate container.

Pest Control

The best way to avoid having a problem with pests is to keep your room/apartment clean. Avoid leaving open food containers, garbage, etc. in your room, as these attract insects, rodents, or both.

Residents may request pest control measures for their apartment by contacting housing staff. Please identify the type of pest and if possible collect a sample in a plastic bag to help with extermination. Pest control personnel will service the residents' apartment on their next scheduled visit.

STI personnel may schedule apartments for pest control preventative measures, if deemed necessary. When a problem exists with such pests, it may be necessary to service every apartment in the area. Tenants will be given a minimum of 12 hours advance notice prior to any scheduled control service.

10 Ways to be a Good Roommate

1. Do your share of the work in keeping the complex clean and orderly.
2. Promptly pay your share of the grocery, cleaning supplies, and other bills.
3. Do not borrow any possessions of your roommates without asking them first.
4. Be considerate of those who wish to study or sleep.
5. Be interested but not nosy in your roommates' pursuits, welfare, friends, and family.
6. Do not gossip about your roommates with others or through social media.
7. Control your own emotions, desires, and actions.
8. Respect the privacy of your roommates' telephone conversations, personal letters, or pursuits.
9. Do not take offense where none is intended nor bear a grudge that clouds your relationships with others.
10. Be cheerful and kind, always being lavish in praise and sparing in criticism.

Roommate Bill Of Rights

1. The right to read, study and sleep free from undue interference.
2. The right to expect that roommates and their guests will respect personal belongings.
3. The right to a clean, healthy, and safe environment in which to live.
4. The right to free access to one's room/apartment without pressure from roommates or their guests.
5. The right to personal privacy.
6. The right to expect reasonable cooperation in the use of shared equipment, such as the TV, stove, refrigerator, and anything brought to be used by all roommates.
7. The right to voice concerns and to have housing staff assist in mediation.
8. The right to choose his or her own lifestyle, unless it interferes with roommate rights.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to host guests with the expectation that guests will respect the rights of other residents and adhere to the policies and procedures in the STI Student Housing Handbook.

Remember: To be a mature adult you must accept the responsibility of your own actions and be concerned about the rights and welfare of your roommates and other housing residents.

INDEX

Abuse 2, 26, 32
Air conditioners 16
Air Conditioning 12, 17
Alcohol 16, 19, 21, 24
  Distribution 24
Amendments 8
Applications 9
Appropriate clothing 15
Assault 19, 26
Basketball 19
Bathroom 17, 21, 23
Battery 19
Bedding 16
Behavioral Guidelines 18
Bicycles 35
Burns 23
Cable 12, 36
Candles 16, 27
Check-In Procedure 13
Check-Out Procedure 9, 10, 13, 14
Cleaning 14, 16, 17, 37
  Carpet Stains 17
  Doors and Woodwork 17
  Sinks 17
  Walls 17
Cohabitation 20, 21
  Defined 21
Combustible Liquids 16
Commercial Business 25
Community Service 28
Construction 23
Copyrighted Material 36
Contract 9, 10, 11, 13, 19, 23, 28
  Release 10
Controlled Access 27
Counseling 3, 28
Courtesy Hours 34
Cupboards 23
Damage 9, 10, 12 13, 23, 27, 31, 35
Damage Charges 9, 17
Discrimination 26
Dismissal 9, 18, 24, 28, 29, 32
Dishwasher 16, 22, 23
Disorderly Conduct 26
Drug Dog 24
Drug Policy 24
  Paraphernalia 24
Educational program 28
Electricity 12
Electronic Equipment 22
Eligibility 9
Emergency Removal 29
Equipment Abuse 32
Entry into Resident Apartments/Rooms 14, 15
Entry (Unauthorized) 25
Eviction 19, 20, 28
Explosives 16, 25
Expulsion 17, 23, 28, 32
Extended Absences 21
Felony 10, 11
Fines 9, 17, 19, 20, 22, 28, 36
Fire Alarms 32
Fire Escape 18
Fire Safety 31
Firearms 16, 25
Fireworks See Explosive
Football 19
Frisbee 19
Furniture 14, 16, 19, 23
Golf 19
GPA 9
Grills 16
Guest 15, 20, 21, 24, 25, 34, 37
Halogen Lamps 16
Hanging Signs See Posting
Harassment 26
Hazing See Harassment
Heat 12, 17
Housing Fees 11, 12
Housing Probation 28
Illegal drugs 11, 16, 24
Incense 16, 27
Internet 12, 25, 36
Judicial Sanctions 17, 24, 27
Keys/Key Fobs 13, 14, 22, 23, 25, 27
Laundry Facilities 35
Laundry Supplies 15
Light Bulbs 17, 23
Lofts 16, 36
Loss of Property 12
Mail/Mail Service 14, 19, 21, 34
Mailing Address See Mail Service
Maintenance Request 13, 18
Medical Emergencies 29
Military Activation 10
Mini-blinds 18
Missing Person Policy 32, 33
Narcotics 24
Obscene Conduct 26
Painting 17, 23
Parking/Parking Lots 24, 31, 35
Pest Control 36, 37

Pets 16, 19, 20
Phone/Phone Service 12, 15, 21, 35, 37
Pornographic Materials 26
Postings 22
Recycling 36
Refrigerator 23, 37
Removal (from STI Housing) 9, 12, 20, 22, 23, 29
Renter's Insurance 12, 23
Resident Conduct 17
Road Conditions 3
Rollerblading 19
Room Alterations 23
Room Maintenance 17
Room Supplies 16
Roommate 12, 13, 15, 17, 20, 21, 37
Assignments 12
School Supplies 16
Security Deposit 9, 10, 13
Sex Offender 10, 11
Sexual Harassment 26
Sexual Offences 26
Sewer 36
Snow Removal 35
Soccer 19
Softball 19
Solicitation 25
Space Heaters 16, 22
Stove 23,37
STI Security 3, 14, 15, 19, 23, 31, 32
Subleasing 12
Theft 12, 23
Tobacco 25
Tornado Procedure (Tornado Watch/Warning) 30
Vacuum Cleaners 14, 16, 35
Vandalism 12, 19, 25
Visitation 20
Water 12
Weapons 25
Windows/Screens 14, 17, 18, 19, 23, 30, 31, 34