



BISMARCK  
STATE COLLEGE

North Dakota's  
Polytechnic Institution

# RESIDENCE HANDBOOK

## 2025-2026



## WELCOME HOME

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Thank you for choosing to live on campus at Bismarck State College. We are thrilled you are here. I want you to know every member of the Office of Student and Residence Life will do our best to ensure your time living on campus is fun, safe, comfortable, enjoyable, and productive.

Now of activities and programs. The activities and programs provided within the residence hall communities will help you get connected to your neighbors, other residents, staff, and our BSC community. Also, we encourage you to get connected with the campus community by participating in Student Government Association, student organizations, activities, and other programs provided through our office. In the end, our biggest wish is for you to have fun, relax, be involved, learn more, and discover new ideas that help you grow.

While living in BSC residence hall communities, we encourage you to use good judgment and behavior. These are important qualities that are encouraged in any community you will live in. Respect, cooperation, and personal responsibility are essential in making sure our communities run smoothly. Our well-trained staff will be available to remind and guide you as we grow and live together.

From policies and procedures, as well as helpful hints, this handbook contains helpful information about living on campus. Every resident is responsible for information contained here and in the BSC Residence Hall Room and Board License Contract. By working together, your campus living experience will be liberating because you will achieve maximum results in your personal and academic lives. Please enjoy your time here and we wish you the best of luck.

Best,



Heather Sheehan

Director of Student and Residence Life

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## MOVING-IN

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### **Our Mission Statement**

Promote community, maturity, and personal growth in a safe and secure learning and living environment.

### **Prior to Moving-In**

If you are moving into a residence hall in the fall, make sure you view all your information via your [Housing Self Service](#). In July, you will receive a move-in day packet. Your move-in day packet should include all the information you need regarding your move-in day.

### **Move-In at Fall Semester**

Upon arrival, you will find a check-in station at each residence hall. The check-in station for Werner Hall is outside adjacent to parking lot. The check-in station for Swensen Hall is located outside by the first-floor entrance near the parking lot. The check-in station for Lidstrom Hall is located outside the main floor lobby. The check-in station for Mystic Hall is located outside by the first-floor entrance near the parking lot. The check-in station for Ritchie Hall & Gate City Hall is located outside each building. The check-in station for Health Sciences Hall is located outside the main entrance. In case of inclement weather, all check ins will be moved indoors.

Parking permits will be available through the BSC Campus Police Department. Their office is located on the lower level of the Student Union. You will have until September 1<sup>st</sup> to obtain your permit. Please bring your license plate number & information with you.

Other offices will provide open hours on Move-in days: See Move In Days Flyer for details. Weekend hours are provided as a convenience for residents and other BSC students to attend to any business or questions individuals may have without the regular campus traffic.

On move-in day, a mandatory meeting will take place in each residence hall. Attendance is taken. These meetings will go a little more in depth for expectations of rules and regulations as well as provide a time for you to ask questions. Please refer to your move-in packet for further information.

### **Move-In at Spring Semester**

If you are moving into a residence hall in the spring, make sure you view all your information via your [Housing Self Service](#). In January, you will receive information via your BSC email; this will include all the information you need regarding your move-in day.

The residence hall staff member will call and make an appointment time for you to move-in on the Sunday prior to spring semester and answer any questions.

The residence hall staff will meet with you at your scheduled time, go over move-in information, as well as help you find your new room. A mandatory meeting will take place at a designated time by your Residence Hall Coordinator. This meeting will go more in depth for expectations of rules and regulations, as well as provide a time for you to ask questions.

## Move-In 101: A Checklist

Moving can be stressful. Here is a list of recommendations.

### **Bed and Bath Items**

- mattress pad (\*required)
- extra-long twin sheets
- pillowcase(s)
- pillow(s)
- blanket(s)
- comforter
- bathrobe
- shower shoes
- shower caddy
- towels and washcloths

### **Kitchen and Food Items**

- pots and pans
- strainer/colander
- potholder(s)
- measuring cup(s)
- cooking utensils
- small containers and lids
- can opener
- dishes and silverware
- cups and mugs
- paper products
- -napkins, plates, cups, etc.
- snacks and extra food

### **Personal Items**

- hangers
- hair dryer
- toiletries
- medicines
- insurance card
- first aid supplies
- Kleenex

### **Laundry/Cleaning Supplies**

- paper towels
- all-purpose cleaner
- cleaning wipes
- Swiffer
- laundry detergent
- dryer sheets
- laundry bag/basket

### **Appliances/Electronics**

- alarm clock
- computer
- Keurig\*
- printer/supplies
- desk lamp
- power strip
- DVD/blue ray
- gaming equipment
- refrigerator (up to 4.5 cu ft.) \*
- TV\*

### **School Supplies**

- backpack
- binders
- notebooks
- highlighters
- calendar
- pens/pencils
- post it notes
- scissors
- scotch tape
- stapler
- small hole punch
- loose leaf paper
- paper clips
- rubber bands
- sticky tack
- desk organizer
- dry erase board
- push pins
- glue

### **Decorations**

- posters
- area rug\*
- family/friend pictures
- 3M products (to hang décor)

### **Discouraged Items**

- large sums of cash
- valuable jewelry

### **Mystic Hall Living Area Furnishings**

- couch/loveseat/recliner\*
- floor lamps\*
- TV stand\*
- end tables\*

### **Ritchie/Gate City Hall Living Area Furnishings**

- couch/loveseat/recliner\*
- floor lamps\*
- TV stand\*
- end tables\*
- Kitchen table\*
- Stools (counter height) \*
- Microwave\*

### **Miscellaneous Items/Other**

- wastepaper basket
- fan
- flashlight and batteries
- extra batteries
- sewing kit
- tool kit (small)
- umbrella

### **Prohibited Items**

- alcohol related items – such as alcohol, containers, beer bong, etc.
- aquariums over 10 gallons.
- candles, wax warmers, Scentsy, incense
- fireworks
- cinder blocks
- electrical cooking appliances (ex. George Foreman grill)
- firearms or weapons
- -including paintball/air guns/blowdarts
- halogen lamps
- illegal substances/paraphernalia
- nails/screws (Swensen & Werner)
- pets
- space heaters
- Microwaves (Swensen/Werner)
- Homemade lofts

\*Please consider coordinating these items with your roommate/suitemates.

**For a comprehensive list of prohibited items or other regulations, please review this handbook in its entirety.**

## **RESIDENCE LIFE STAFF**

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### ***Director of Student and Residence Life (DSRL)***

The DSRL is ultimately accountable for the office's delivery of programming, activities, policy, service (and the continued development and improvement) contracts, contract exceptions, and campus community standards. The DSRL oversees all aspects and staff in the Student and Residence Life areas. Additionally, the Office of Student and Residence Life is responsible for many other things, including, student government, student clubs and organizations, activities on campus, intramurals, assisting with residence hall meal plan management, and the Student Union game room which is located in the Student Union on the main level.

### ***Student and Residence Life Coordinator (SRLC)***

The SRLC works closely with the DSRL with day-to-day operations relating to all aspects managed by the office including contract processing, activity planning assistance, coordination of applicants and housing sign up of all semesters, summer housing conferences and housing functions.

### ***Residence Hall Coordinators (RHC)***

The RHC is a full-time professional that works closely with the Director of Student and Residence Life and supervises the Resident Assistants. A Residence Hall Coordinator's role is to establish and maintain an environment conducive to academic and personal growth. The RHC manages daily operations of their appointed residence hall, initiates programs and activities with the RAs, enforces policies and procedures, and handles problems and emergencies that may arise. The RHC is assigned certain other duties outside of the residence hall.

### ***Resident Assistant (RA)***

The RAs are students with excellent interpersonal skills and a genuine interest in helping others. They are valuable resources to answer questions or concerns regarding the residence halls and BSC. In addition, RAs plan programs and activities within the hall. Also, they assist the RHC in the daily operations of their appointed building including office and duty hours.

### ***Community Standards Coordinator (CSC)***

The CSC is a student-centered position dedicated to student success throughout various student conduct-related processes, serves as the chief judicial officer and campus conduct case manager, works on policies and practices, initiates programs supporting student accountability, serves a liaison to campus for students of concern, builds a culture that supports non-traditional student populations and inclusivity, as well as office objectives, programs or other initiatives during high traffic and recruitment times.

## Staff Roster and Phone List

### **Residence Hall Coordinators**

[Lidstrom & Mystic Hall](#)

[Swensen Hall](#)

[Werner Hall](#)

[Ritchie & Gate City Bank Hall](#)

Health Sciences Hall

### **Office Phone**

701-224-2554

701-224-5460

701-224-5455

701-224-2702

TBD

### **Office of Student and Residence Life**

[Director of Residence Life](#)

[Student & Residence Life Coordinator](#)

[Community Standards Coordinator](#)

### **Office Phone**

701-224-5464

701-224-2689

701-224-2540

## Staff Hours and Access

Throughout the regular week, the Residence Hall Coordinator will maintain regular office hours during the day. At various times throughout the regular week, Residence Hall Coordinators work in the Office of Student & Residence Life at the Student Union. This is a good time to contact the RHC regarding any questions, comments, concerns, etc. On holidays, when the campus is closed, a staff member is on duty to assist with hall lockdowns, residents that remain over break, and emergencies.

### **Health Sciences, Lidstrom, Swensen & Werner Halls**

Every evening in Health Sciences, Swensen, Werner and Lidstrom Halls, a residence hall staff member is on duty to keep office hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with emergencies. The schedule of staff on duty is posted in the residence hall main areas.

### **Mystic Hall**

The Residence Hall Coordinator of Mystic Hall is located in Lidstrom Hall. If you need to see the Residence Hall Coordinator, please make an appointment in advance by calling the office @ Lidstrom Hall.

Two Resident Assistants reside in Mystic Hall. They will keep on-call hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with other emergencies. Office hours will be posted but may vary week to week. If Mystic Hall staff is not available, residents of Mystic Hall may call the Lidstrom Hall office during the evening office hours with questions, concerns or special needs.

### **Lloyd Ritchie and Gate City Bank Halls**

The Residence Hall Coordinator and two Resident Assistants are located in Gate City Bank Hall and two Resident Assistants are located in Ritchie Hall. Every evening a residence hall staff member is on duty to keep office hours, facilitate lock outs, answer questions or concerns, mail requests, maintenance needs, and assist with emergencies. The schedule of staff on duty is posted by the offices at Gate City Bank Hall and the main entry areas of Ritchie Hall.

## COMMUNITY DEVELOPMENT AND EXPECTATIONS

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### **Residence Hall Programming**

The residence hall staff plans programs for the residence hall communities. We hope you will attend hall events as well as participate by suggesting ideas and helping staff with planning. The more you are involved; the more you will enjoy your residence hall experience.

### **Residence Hall Meetings**

Floor and/or building meetings may be held throughout the year. Attendance at these meetings is mandatory. You will be responsible for informing your RHC if you are not able to attend the meeting. Residents are responsible for all information discussed at any meeting they fail to attend. If you miss a meeting, be sure to talk to your RHC.

### **Campus Community Involvement**

Now that you are on campus and in college, you may decide to be involved with the campus community and pursue a variety of interests. We celebrate the opening week of school, Oktoberfest, Funuary, and host several other activities throughout the academic year.

The Office of Student and Residence Life is an excellent resource for ways to be involved outside of the classroom. A few things that you can partake in are:

[Student Government Association](#) – Run for a Senate seat during designated elections or be appointed. The Student Government Association helps promote student ideas, voices concern with issues on campus, community service, serves on committees, serves as a student fees oversight, and works with the operation of clubs and organizations registered on campus. You can earn a scholarship for all your work. Stop by the SGA office (room 219A) in the Student Union for more information.

[Clubs and Organizations](#) – Joining a club or organization is an excellent way to focus in on specific interests that you may have while attending Bismarck State College and learning more about yourself. A connection fair is offered in the fall to allow you access to these organizations and other opportunities on campus. You can even join Congress of Student Organizations to represent your organization. If you would like to know all the clubs and organizations that are available on our website.

[Intramurals](#) - Bismarck State College Intramurals provides several opportunities to stay active, healthy, meet new people, participate in a campus group, and have fun. Whether you are super active and competitive or just looking to participate and get a little exercise, we provide something for everyone, from flag football to bowling; our goal is for everyone to get moving.

## FACILITIES AND CAMPUS

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### Hall Descriptions



[Lidstrom Hall](#) - 1330 Edwards Ave, Bismarck, ND 58501

Completed in 2008, Lidstrom Hall was named after Dr. Kermit Lidstrom, the fourth President of the college. Lidstrom Hall is a co-ed residence hall. The hall is divided into two wings with two floors in each wing. Each floor has a suite style setting.



[Swensen Hall](#) - 1411 Schafer Street, Bismarck, ND 58501

Completed in 1972, Swensen Hall was named after Dr. Walter Swensen, the first dean of the college. Swensen Hall is a female residence hall. There are four floors in Swensen Hall. Each floor has a suite style setting.



[Werner Hall](#) - 1600 Edwards Ave, Bismarck, ND 58501

Completed in 1965, Werner Hall was named after Ralph Werner, the third President of the college. Werner Hall is a male residence hall. It is divided into two wings with two floors in each wing. Each floor has a traditional residence hall setting.



[Mystic Hall](#) -1309 Schafer St, Bismarck, ND 58501

Completed in 2010, Mystic Hall was named after the BSC mascot. Mystic Hall is a co-ed residence hall. The hall is divided into two floors. Each floor has four suite style rooms.





[Lloyd Ritchie Hall](#) – 1248 Edwards Ave Bismarck, ND 58501

Completed in 2015, Ritchie Hall was named after Mr. Lloyd Ritchie, BSC Alumni. Ritchie Hall has two floors and it is a co-ed apartment building.



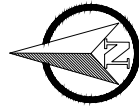
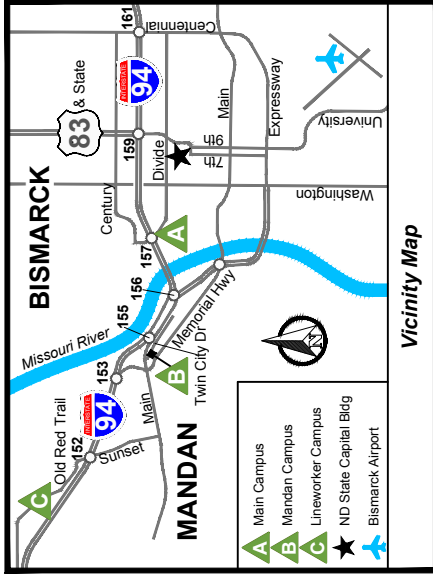
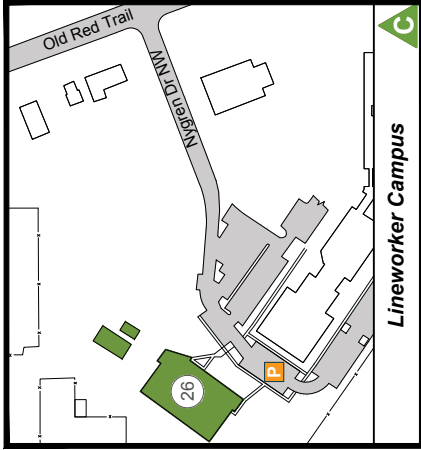
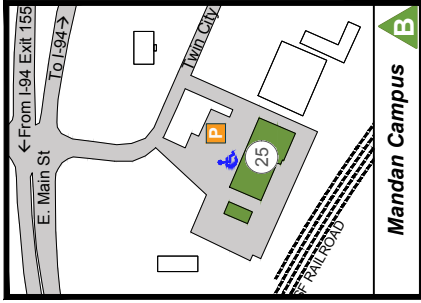
[Gate City Bank Hall](#) – 1226 Edwards Ave, Bismarck, ND 58506

Completed in 2016. Gate City Bank Hall was named after Gate City Bank. Gate City Hall has three floors and it is a co-ed apartment building.



Health Sciences Hall- 1133 College Dr. Bismarck, ND 58501

Conveniently located adjacent to the Health Sciences academic building, Health Sciences Hall offers the perfect blend of comfort, community, and convenience. With a warm, friendly atmosphere, this traditional-style hall features spacious community areas designed to help you connect with others. The 24-hour lounge, complete with a cozy fireplace, large TV, and ample study space, is the perfect spot to unwind or get some work done.



Bismarck State College is a tobacco free campus

**BISMARCK STATE COLLEGE**  
 1500 Edwards Avenue • PO Box 5587 • Bismarck, ND 58506-5587  
 701-224-5400 1-800-445-5073 • Bismarckstate.edu

## Facility Use/Campus Office Hours

<i>Armory Gym:</i>	Monday – Thursday	7 a.m. – 10:00 p.m.
	Friday	5:30 a.m. – 8 p.m.
	Saturday-Sunday	CLOSED
<a href="#"><u>JSC Computer Lab</u></a>	Monday – Thursday	7:30 a.m. – 5:00 p.m.
	Friday	7:30 a.m. – 3:45 p.m.
	Saturday-Sunday	CLOSED
<i>Office of Student and Residence Life:</i>	Monday – Friday	8 a.m. – 4 p.m.
	Christmas/Spring Break	8 a.m. – 4 p.m.
<i>Other Campus Offices:</i>	Monday – Friday	8 a.m. – 4 p.m.
	Christmas/Spring Break	7:30 a.m. – 4 p.m.
<a href="#"><u>Bookstore</u></a>	Monday – Friday	7:30 a.m. – 4 p.m.
	Christmas/Spring Break	7:30 a.m. – 4 p.m.
<a href="#"><u>Mystic Java</u></a>	Monday – Friday	7:30 a.m. – 4 p.m.
	Sunday-Thursday	4:00 p.m. – 7 p.m.
	Christmas/Spring Break	7:30 a.m. – 4 p.m.
<a href="#"><u>Aquatics &amp; Wellness Center</u></a>	Monday – Thursday	5:30 a.m. – 10 p.m.
	Friday	5:30 a.m. – 8 p.m.
	Saturday	7 a.m. – 7 p.m.
	Sunday	Noon – 7 p.m.
	<i>*Please note pool closes ½ hr before facility</i>	
<a href="#"><u>Library</u></a>	Monday- Thursday	7:30 a.m. – 8 p.m.
	Friday	7:30 a.m. – 4 p.m.
	Saturday	Closed
	Sunday	1 p.m. – 4 p.m.
	<i>*After hours, the library catalog, databases, and digital collections can be accessed via the library's website.</i>	

*\* Most offices close at Noon on Fridays during the summer months.*

## **Custodial**

Custodians and maintenance are supervised by the Chief Building and Grounds Officer located in the Robert A. Kuntz Building. Full time custodians are available in each hall from Monday through Friday.

Custodians clean the main areas in the residence halls including lobbies, lounges, bathrooms, laundry rooms, and hallways.

Lidstrom Hall:

- In Lidstrom Hall, the custodian will rotate a cleaning schedule for suite area bathrooms. Suite bathrooms will be cleaned once a week by custodians. Your bathroom area must have all items put away on cleaning days to ensure the custodian is able to clean the suite bathroom to the best of their ability. If items are not put away, the custodian will not clean, and the Residence Hall Coordinator will be notified.

A sanction may be assessed for students that do not comply with regular bathroom cleanings. Lidstrom Hall bathroom cleaning schedules are posted in each hall at the beginning of the year. Please contact a residence hall staff member if you have questions.

## **Maintenance**

If you require immediate maintenance assistance, notify the Residence Hall staff on duty. If you don't require immediate assistance, fill out a maintenance request form available on your housing self-service page.

- Bismarckstate.edu
- Click *Student Life*
- Click *Housing Options*
- Click [Housing Self-Service](#)
- Sign in using your NDUS credentials
- Under *Other tasks*, choose *Maintenance Requests*

Your request will be submitted to the maintenance department and your repair will be completed in a timely manner. Sometimes maintenance will need to enter your room to complete routine maintenance. We will do our best to notify you ahead of time but sometimes these repairs require immediate attention.

## SERVICES – RESIDENCE HALL AND CAMPUS

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### Internet Access

BSC has wireless internet connection for on campus students. These connections are identified as BSC Housing Secured and BSC HousingIoT. In order to receive access to the wireless secured network, go to: <http://www.bismarckstate.edu/students/resources/itsupport/wireless/>

### E-mail

Bismarck State College has established e-mail as the official means of communication with students. BSC Information Technologies Solutions & Services Department (ITSS) assigns BSC students an electronic mail or e-mail address. It is the student's responsibility to activate their e-mail account and read their e-mail messages. **Failure to activate your e-mail account cannot be used as an excuse for not knowing pertinent information such as payment due dates, last days to drop/add classes, etc.**

### How do I activate my e-mail account?

To activate your [BSC e-mail account](#), click link. If you need assistance, contact the BSC help desk at 224-5442.

### Laundry

Laundry facilities are available in each residence hall. In Swensen Hall, laundry facilities are available on first, third and fourth floors. In Werner Hall, laundry facilities are available off the common area lounges in conjunction with the kitchen area. In Lidstrom Hall, there is a laundry room provided in the center common area on the main floor. In Mystic Hall, top loading washer/dryers are located in each suite. In Lloyd Ritchie and Gate City Bank Halls, a washer and dryer are located in each apartment. In Health Sciences Hall, washers and dryers are located near the main entrance and towards the exit to Health Sciences academic hall.

All laundry machines are free to operate and for the **SOLE** use of residents of the hall.

If you have questions about basic laundry instructions, directions are posted in each laundry area in the residence hall to assist you. If you find a machine that is not working properly, please report to a residence hall staff member immediately.

### Vending

Vending machines are available in Swensen, Werner, Lidstrom and Ritchie Halls. In Swensen Hall, there is vending machines on first floor. In Werner Hall, machines are located on first floor, south & north wing. Lidstrom Hall has a main vending area located on the first floor in a room by the entrance. In Ritchie Hall, the machines are located on the main floor by the mailboxes.

### [SWANK](#) Streaming Services

SWANK is a streaming service available to students living in the residence halls. Stream movies and TV shows in the residence halls from your room or in the lounge with friends. SWANK delivers

award-winning movies, top TV shows, and informative educational content. Students can stream from tablets, computers, and more in the residence halls. Visit [Swank](#) or download Swank Media Player app to start streaming. You'll find new releases, classics, and everything in-between!

### **Cable TV and PS4**

Cable TV is provided in many of our common area lounges. Feel free to explore our lounges for the available areas. Also, some common area lounges provide a gaming system for resident entertainment.

### **Mail**

Mail is generally delivered in the afternoon to each mailbox except on weekends and holiday breaks. You will receive a notification in your BSC email once the package has been delivered to the Robert Kuntz Building. Note, there is usually a one-day delay due to on-campus sorting.

The mailing address on campus should be written as follows:

#### General Mail

Your Name  
Your Hall Name  
PO Box 5587-BSC  
Bismarck, ND 58506-5587

#### Package/ Other Mail

Your Name  
Your Hall Name  
Your Hall Address (see pages 10-11)

If you are expecting a package that will not fit in the mailbox, you will receive a note in your mailbox. You can pick up your package during RHC office hours or staff on duty office hours.

### **Storage**

Due to space and liability concerns, we do not store items for residents unless a special situation is approved by the Residence Hall Coordinator and noted in the Office of Student and Residence Life.

### **Mystic Marketplace Meal Plans**

The Mystic Marketplace Board Contract is required for on campus housing residents. The meal plan is a declining dollars balance plan. Each time you use your BSC Mystic Identification card (Student ID), the total dollars used is subtracted from the balance of your declining balance account. It is important to utilize all dollars by the last day of each semester designated on the academic calendar. At the end of each semester, any remaining balance will be forfeited. The academic year runs from the residence hall move in day through the last day on the academic calendar for spring semester.

For updates regarding meal service for holiday or weather-related information see [Bismarckstate.edu/students/campuslife/dining](http://Bismarckstate.edu/students/campuslife/dining) or watch your BSC email for details.

The complete contract is listed in Appendix A, Section 2. Please refer to this appendix to review the specific contract in its entirety and it is subject to changes.

## **APPLYING, ROOM AND ROOMMATE ASSIGNMENTS**

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### **Contract Term**

Contract Terms are designated for the full academic year. The term of the contract for 2025-2026 is August 22, 2025 to May 15, 2026.

### **Room and Roommate Assignments**

Move-in packets are sent to students starting in July. Returning residents go through a room selection process for their placements, once completed, incoming residents room selection process will begin. Unfortunately, the number of student requests may exceed the number of available beds in a given residence hall or room type.

### **[My College Roomie \(MCR\)](#)**

My College Roomie is a web-based student social networking platform that guides students to self-select their roommates. MCR allows students to interact and engage with other students within a closed, private environment. MCR uses Interpersonal Compatibility Elements technology which assists students in finding truly compatible roommates based on 17 elements of Interpersonal compatibility.

### **Roommate Hints and Tips**

It is important to communicate openly and honestly with your roommate. When moving in with your roommate, a roommate contract and questionnaire will be available for you to fill out with your roommate. It is important to go through the topics to help you discuss living together.

### **Roommate Conflict and Mediation**

If you're having issues with your roommate, we encourage you to first talk with your roommate about the situation. If further assistance is needed, stop by and talk to a Resident Assistant or your Residence Hall Coordinator. All meetings between yourself and a Resident Assistant or Residence Hall Coordinator are confidential. Hall staff can help you find the best solution for your situation as each situation is generally unique.

Residents may not behave in such a way to force a roommate to move out of their room or to prevent a new roommate from moving in.

### **Room or Roommate Change**

Roommate changes will not be made until two weeks after the fall move in day unless extenuating circumstances are identified. Room change requests must be requested through the Residence Hall Coordinator of the building. Requesting a room or roommate change will not necessarily result in a room or roommate change because space is limited. Room change requests may not be honored for reasons of convenience or preference of roommate. If your room or roommate change request is approved, the resident must make arrangements to expedite the process quickly.



## **Occupancy/Consolidation**

Full time BSC students (12 credits or more) will receive priority for placement in the residence hall. Collaborative and part time students may reside in a residence hall if space allows. Students who apply as full time but become part time (less than 12 credits) for academic reasons must notify the Student and Residence Life Coordinator.

Upon move in, students must occupy the assigned room and may not sublet or reassign the room. Room or roommate exchanges as well as checkouts must be pre-approved by the Residence Hall Coordinator.

Students may occupy their room at 10 a.m. on the designated contract move in day and must vacate within three hours after their last final exam, unless participating in the graduation ceremony or arrangements have been made with the Residence Hall Coordinator.

In case one of the residents vacates a room, the remaining student agrees to accept another roommate as assigned or move into another room if requested.

The Office of Student and Residence Life reserves the right to consolidate and re-assign residents and/or vacancies when the occupancy is below 100 percent to achieve optimal utilization of the residence hall.

## **Returning Students Reapplying for Housing for Next Academic Year**

It is important to apply for housing as a returning student as soon as you know that you will be returning to campus for the next year. In spring 2026, those returning students applying for housing in the 2026-2027 academic year will be given preference based on order of application received through March 15, 2026, and barring any sanction restrictions noted in the Office of Student and Residence Life. Though we cannot guarantee that we will be able to fulfill everyone's preference, we will do our best to fulfill as many requests as possible.

You will be able to apply online through [Housing Self Service](#) October 1<sup>st</sup> – March 15<sup>th</sup>. Pick the Returning Students Housing Application.

## **Summer Housing**

Residence halls are open in the summer for summer housing. You must be enrolled in summer classes or working as a resident assistant to stay in the residence halls. If there is a waiting period after the end of spring semester before the start of your summer classes, please discuss this with the Residence Hall Coordinator. Applications for summer housing are online via [Housing Self Service](#).

If you have other questions or concerns, email [bsc.housing@bismarckstate.edu](mailto:bsc.housing@bismarckstate.edu)

## HOUSING REGULATIONS AND CONTRACTUAL ISSUES

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*The following rules, regulations, and contractual issues are specific to residence halls, the campus, or excerpted from the Student Conduct Policy. The following items may not include everything listed in the contract for housing or Student Conduct Code. If you have further questions, please contact a staff member; refer to the contract copy in the appendices, or the Student Conduct Policies excerpted in the appendices or on the BSC website.*

### **Abandoned Property**

BSC Student and Residence Life does not provide storage when students vacate unless a special circumstance is approved by the Residence Hall Coordinator or the Office of Student and Residence Life. Property left behind after checkout or if a student is deemed to have improperly checked out will be considered abandoned within 48 hours of the appointed checkout time or improper checkout notification. This includes bicycles. As a result, the residence hall staff will pack and log all abandoned items. These items will be donated after 28 days from the designated improper checkout date. If you leave behind items upon checkout or if you are improperly checked out, property valued less than \$2500 will be disposed of after 28 days in compliance with North Dakota state law.

### **Alcoholic Beverages and Illegal Drugs**

**The possession, consumption, distribution & manufacturing of alcoholic beverages, alcohol related items (i.e., beer bongs, pong tables, etc.), and illegal drugs is prohibited in campus housing and all other areas of the campus.** Students are expected to abide by State Board of Higher Education and Bismarck State College Policies, local ordinances and state laws regarding the possession, consumption distribution & manufacturing of alcoholic beverages or the possession or use of illegal drugs or paraphernalia. Violations of this policy and/or other policies impacting your fellow residents may result in sanctions and/or possible removal from on-campus housing. Non-College students, not of legal age, found in violation of the alcohol or drug policy or law in on-campus housing are subject to arrest and/or sanctions as are their hosts. Refer to Campus Drug and Alcohol Policy for follow up.

### **Amnesty Clause**

All students are encouraged to protect the wellbeing of students and others. If a person needs emergency medical attention, particularly resulting from the use of alcohol and or drugs, it is important that the student act by calling 911, staying with the person until help arrives and working with responding staff and emergency personnel.

Students that help other students will not be subject to the Student Code of Conduct process for charges relating to drugs and/or alcohol use. However, all students (including the student that needed assistance and reported may be required to have a meeting with the Community Standards Coordinator for educational and resource purposes).

## **Bicycles & Hover Boards**

Bike racks are available for use outside of most residence hall as well as near campus buildings. All students who own bikes are encouraged to use strong locks and chains. Bikes cannot be stored in the residence hall common areas or in the suite spaces unless approved through the Residence Hall Coordinator. Other recreational equipment with wheels or Hover Boards is not permitted for use in the residence halls. Any bikes left in the bike racks that are not identified with the Residence Hall Coordinator of the building, by which they are located, will fall under the same guidelines for abandoned property.

## **Breaks (Thanksgiving, Christmas & Spring Break)**

For a number of reasons, housing closes during all major breaks-Thanksgiving, winter & spring break of the school year. These breaks are not included in the BSC Residence Hall Room and Board License Contract. Those staying for college related reasons must notify the Residence Hall Coordinator and provide confirmation from either a coach or instructor before filling out the appropriate "Holiday" [Break Request](#) form under "My forms". Those not staying for college reasons or travel issues related to weather are to discuss your reason for staying with the Residence Hall Coordinator. Those staying for work related reasons must provide a work schedule. The College reserves the right to charge a \$50 fee if a late registration is accepted. Late registrations will only be accepted once. Please refer to [Housing Self Service](#) "Residence Hall Break Closures" for all break information.

## **Cancellation and Refund Policy**

If you move out of the residence hall during the term of this contract and you are not entitled to a refund as provided under [SBHE Policy 830.2](#), you will forfeit the rent for the entire contract term, EXCEPT that if BSC is able to assign your contract to another student, you will be entitled to a refund for that period of time that your contract is assigned to another student. The Office of Student and Residence Life will fill each vacant contract based on the reasons for the cancellation which led to that vacancy. For example, vacancies created by individuals withdrawing from the College and by individuals who are graduating will be given first priority and will be filled first. Individuals applying for a contract cancellation but maintaining enrollment in the College will have their vacancies filled chronologically when possible. BSC reserves the right to reassign the vacancy created by the request for early contract termination to another unit. This ensures BSC's ability to accommodate incoming students with specific requests or special needs. **This means that even if the particular unit you previously resided in but vacated with early termination of contract becomes occupied by an incoming student, this may not result in your ability to be released from the liability for the vacancy you created.**

## **Change or Damage to Property**

Furniture provided by BSC may not be removed from the residence hall room and/or suite or moved from the common areas to the rooms. Residents may not modify the function of residence hall furniture in their assigned rooms or common areas. This includes homemade lofts, raised couches, etc. Nails and screws are also prohibited within Swensen & Werner Halls.

Liability – BSC assumes no responsibility for loss or damage to residents' personal property. Residents should inquire with their parents or guardians regarding insurance coverage they may have to cover loss of personal property.

### **Common Areas and Appropriate Behavior**

It is our expectation that residents use respectful and appropriate manners in the common areas of the residence halls, including the lounges, hallways, corridors, bathrooms, etc. Students are expected to be appropriately attired and use appropriate language in these areas as to not offend those who also utilize these areas. Common sense is an important intuition. It is not appropriate to rollerblade or bicycle in the residence hall as an example. Students are expected to act appropriately in the treatment of things provided in the common areas such as the utilization of furniture, rooms, and other items in the residence hall facilities.

### **Cooking**

#### *Health Sciences, Lidstrom, Mystic, Swensen, and Werner*

There are kitchen spaces available in each residence hall for cooking. You will need to provide your own cooking and eating utensils. Please refer to the move in checklist for help on cooking and eating items to bring.

Use of electric cooking appliances or heating elements is prohibited within a resident's room. Toasters, electric fry pans, hot plates, etc. may only be used in the main kitchen areas. Storage of these items in resident rooms is permissible, but it is recommended to store these items in the common kitchen area. If keeping these items in your room, they must be stored in a box, tote, or original packaging. Residents must stay with their food while cooking. Kitchens may be closed if residents neglect clean up. Appliances or equipment may be confiscated until the end of the semester, or the resident checks out of the hall.

#### *Gate City Bank and Lloyd Ritchie*

The apartments are provided with standard kitchen appliances within each unit. Observation of fire safety standards posted in the residence hall is especially important. Cleaning and maintaining the apartment kitchen units regularly is expected and important for health and safety.

### **Deer, Pheasant – Other Game Cleaning**

We realize that hunting is an important and rewarding endeavor in our culture that many like to participate in; however, you may not clean your game in the residence hall. Arrangements for cleaning game must be made at other locations in the Bismarck/Mandan area.

### **Discrimination**

Bismarck State College is an Equal Opportunity Employer. It is against College policy to knowingly discriminate. Residents who feel they are subject to discriminatory behavior should contact a residence hall staff member.

## **Financial – Payment of Room, Board, Fines, etc.**

Charges for room, board, and any miscellaneous charges related to the residence hall will be billed to you directly through your Student Center under your Finance account in [Campus Connection](#). **Your account balance will be due in full the first day of each semester.** If you incur charges after the first day of the semester these charges are due at the time incurred.

Payment must be made by the due dates as indicated on your student account in your Student Center. Balances not paid by the designated due date will be charged a 1.75% late fee on any balance 30 days past due. Balances not paid by the due date will also create a negative service indicator preventing future class enrollment, release of transcripts, and receipt of your diploma. It is important that you respond to communication from this office in a timely manner. If you have questions regarding your account, please contact the Office of Student Finance in Schafer Hall.

If the Office of Student and Residence Life receives notification of outstanding charges on your BSC student account related to unpaid room, board, and/or housing fines, the office will make an attempt to visit with you about these matters or notify you via letter about these concerns. Please remember this does not void all contract terms, but every effort will be made to mitigate and evaluate your contract appropriately.

## **Gaming – Registering Devices**

Used for gaming, streaming, and other Internet of Things (IoT) devices, users can connect to “BSC-HousingIoT.” This network requires registering your device [here](#). Users login with their NDUS credentials, and can add up to 10 devices. To add a device, follow these steps:

1. Click **New Device**.
2. Select and describe the type of device.
3. Find the wireless MAC address and enter it in the **MAC Address** field. The MAC address is typically found in the network settings of the device. You may need to Google how to find this for your specific device.
4. Enter your email and phone number.
5. Enter how long you would like the device to remain registered (up to two years).
6. Enter any optional information you would like to include.
7. Click **Submit Device Request**.
8. Once the device is registered, you will see **Device Ready**.
9. Connect your device to **BSC-HousingIoT**.

## **Visitors in the hall**

Visitation is enforced with the following priorities in mind:

- The need to maintain a safe environment in the halls.
- The need to respect student’s desire for privacy and the roommate’s rights in sharing a space.
- The need to recognize the value of visitors.
- The need to provide a policy to students and visitors who have different desires regarding visitation.

A visitor can be defined two ways:

1. Any resident of the hall or community who is not assigned to the room being visited.
  - Does not need to be escorted.
  - Responsible for own behavior within the residence hall.
2. Any individual who is not a resident of the hall/community being visited.
  - Must be escorted to and from the entryway doors and in the common areas by host only.
  - Host is responsible for visitor conduct within the residence hall.

Host definition:

1. A resident of the hall who invites, accompanies, or grants access to anyone entering the hall. The host is responsible for ensuring the visitor adheres to the hall's rules and regulations during their visit.

A resident who does not comply with the guest and visitor's policy may have his/her guest/visitor privileges revoked or suspended.

Visiting hours are posted in each hall. Open Hours are 8:00 a.m. – 1:00 a.m. Sunday-Thursday, and 8:00 a.m. – 3:00 a.m. Friday through Saturday.

If there is a variation of Open Hours during a holiday, those changes will be posted by the Residence Hall Coordinator.

Overnight guests of the same gender are permitted to remain in the residence hall if arrangements are made with your roommate and the residence hall staff on duty by 4:00 p.m. that night. There is a \$20.00 charge per night for guests. Guests, regardless of gender, who are in a romantic relationship with their host, are not permitted to stay overnight.

## **Hall Expectations**

As a member of the residence hall community, each student is expected to behave in an appropriate manner. Expectations for students are to:

- Be respectful
- Be resourceful
- Be real

More detailed descriptions of these three core expectations can be found within the residence halls. See your RHC for more information.

## **Hall Sports**

The common areas are not designed for sports and may not be used for sporting activities. All sports and physical activities, excluding activities provided within the hall (i.e. pool, ping pong, air hockey, etc.), are not permitted inside the building. Rollerblading, biking, hoverboards, and other wheeled forms of transportation are not allowed in the building. Residents should carry their rollerblades,

hover boards, and skateboards (or related items) to/from the building doors. As stated in the above section, bicycles can be stored and locked at the provided outdoor bike racks. Residents participating in sporting activities outside of the building may be asked to move or cease activity if they are causing a disturbance within the residence hall. Water fights and Nerf guns are prohibited within the residence halls.

## **Harassment and Hazing**

A student shall refrain from infringing on the rights of other students, harassing, hazing or in any way harming or damaging the dignity of a fellow student.

Harassment is defined as unwelcomed and offensive conduct that is persistent, severe, or pervasive as to interfere with or limit the ability of an individual or group to participate in or benefit from college sponsored programs or activities including employment and academic pursuits. Hazing is defined as abusing or humiliating initiation into a group or affiliation (BSC Student Code of Conduct).

Violation of this regulation will result in a meeting with the Community Standards Coordinator and the possibility of counseling and/or dismissal from the residence hall.

## **Health and Safety Inspections**

Residence hall staff will perform health and safety checks during each semester. During these checks, staff look for over-loaded outlets, unhygienic living environments, as well as anything that would be considered a violation of the fire code. If there are other policy violations that are found during this time, they will be dealt with accordingly.

## **Improper Checkouts**

Checking out of the residence hall for any reason must be done with a Resident Assistant or a Residence Hall Coordinator. Failure to properly check out with a RA or RHC will result with an improper checkout and possible key charges. Arrangement should be made at least 24 hrs. in advance for checkouts.

## **Keys**

### *Lock Out*

To help maintain a safe and secure residence hall environment, residents should carry their keys with them at all times. If you do forget your keys and are locked out of your room, please notify the staff member on duty. The following procedure will be followed:

1. First request: Verbal reminder from staff member who assisted with the lockout procedure
2. Second request: \$25 service fee billed to the student's BSC account.
3. Third and Additional request(s): service fees increase by \$25 per request and billed to the student's BSC account.

### *Lost or Stolen Room Keys*

If you lose your keys, please notify a Resident Assistant or Residence Hall Coordinator immediately. The Residence Hall Coordinator will be able to assist you in replacing lost keys. There is a \$50.00



key replacement charge for each key lost or stolen. In the event that locks need to be re-cored, the student who lost the keys may be responsible for the cost of replacement.

### Lending Keys

An individual who is assigned specific keys for residence hall access and allows any other individual to use the above-mentioned keys would be in violation.

### **Medical Marijuana**

Marijuana for medical purposes is prohibited in the residence hall and cannot be used or stored.

### **Non-Compliance with a College Official**

It is unacceptable to disregard the instructions or directives of a college and/or emergency officials while performing their duties. These acts may include, but are not limited to, recklessly obstructing, or delaying College proceedings, providing misleading or false information during an investigation, resisting or fleeing a police officer, failing to comply with assigned College conduct sanctions, or verbally and/or physically assaulting any College personnel.

While living on campus it is important to comply with reasonable requests from a college official, especially during times of incidents, emergency, or other situations where the residence hall staff member may be trying to enforce policy or maintain order. Non-compliance will result in an incident report and a meeting with the Community Standards Coordinator.

### **Parking**

The Campus Police Department handles all parking matters on campus. All students living in the residence halls must display a BSC residence hall permit in their vehicle. Parking permits are available at no initial cost. Replacement permits may be assessed a replacement fee and they are issued through the Campus Police Department which is located on the lower level of the Student Union.

If you are seeking a parking permit, you must complete the parking permit form. Please remember your license plate number when visiting that office. If you have further questions or need immediate assistance, please stop by their office in the Student Union lower level.

Students that live on campus should park in their respective parking lots adjacent to their halls.

You are expected to operate your car in a manner that conforms with all traffic regulations as well as campus and city parking regulations.

On the BSC campus, you can be ticketed and fined for the following violations:

- Parking in the crosswalk
- Parking in "No Parking" spaces
- Parking on lawns
- Failure to park between the painted lines
- Parking in a designated visitor parking space

- Parking in a “Handicapped Parking Zone” without a handicapped permit. This violation will result in a fine from BSC and the city of Bismarck

The price of the parking ticket is \$20. If the fine is not paid within 20 calendar days, transcripts may be withheld, and you may not be able to register for classes.

If you are changing your registered vehicle on campus, you must notify the Campus Police Department regarding this change.

Bismarck Police Dept. will drive through campus to check for violations. Violations of city parking laws are handled by the city and generally result in a fine.

The small parking lot on the south side of Swensen Hall is a service parking lot. Please refrain from parking in this lot.

Failure to comply with parking permit procedures and general safety in parking lots can result in the removal of your parking permit and residence hall parking permit privileges on campus.

### **Pets/Service and Emotional Support Animals**

We do not allow pets in the residence halls; the exceptions are fish in small tanks (10 gallons or less). Individuals with service or emotional support animals should review the [Service and Emotional Support Animals on Campus Operational Procedure](#) and complete an accommodation form on [Housing Self Service](#).

### **Physical Fitness Equipment**

We do not allow weightlifting equipment in the residence halls. We allow small aerobic weights. We encourage your physical fitness. If you would like to bring other types of fitness equipment, please discuss it with your Residence Hall Coordinator. Please utilize your [BSC Aquatics and Wellness Center](#) membership.

### **Quiet Hours and Noise**

- Quiet Hours begin in each hall at 11 p.m. and end at 11 a.m.; Courtesy hours enforced 24/7
- Violations of the quiet hours and noise policy will result in a meeting with a Residence Hall Coordinator and/or the Community Standards Coordinator with possible sanctions.

### **Room Inspection & Search**

To find out more information about Room Inspection & Search please refer to the Residence Hall Room and Board License contract. (Section 16)

### **Sanitation and Trash**

All personal trash should be taken to the dumpsters located in the parking lot outside the residence hall. It is not appropriate to dispose of your personal garbage from your room into the common area garbage cans including the lounge, bathroom, laundry, and kitchen areas. Under NO circumstances should trash be placed outside your room door.

## **Security Cameras**

BSC respects the privacy of the entire campus and the residence hall community as well as a students need to feel safe and secure. Cameras are placed at the entryways, parking lots and some common areas of the residence halls. Security cameras are meant to ensure the protection of BSC and personal property, promote personal safety as well as compliance with BSC policies. Information obtained from the cameras shall be used exclusively for law and/or policy enforcement, including, where appropriate, college judicial functions. All camera installations are subject to federal and state laws. A record will be kept in the duty log manual of those viewing the cameras and recorded material.

## **Social Networking Responsibility**

It is a student's responsibility to conduct themselves appropriately when representing his/herself or the college online. If evidence of a policy violation is documented on social networking web sites (Facebook, X, Fade, confession sites, etc.) and brought to the attention of the college, the student(s) may be held accountable for the violations and/or conduct. Such a decision will be made by the Director of Student and Residence Life and/or the Residence Hall Coordinator.

## **Solicitation**

To maintain privacy and security, door-to-door solicitation is not allowed in the residence halls. Any commercial company representatives wishing to conduct business should contact the Office of Student and Residence Life. A resident that wishes to act as a salesperson or representative for a company or business should discuss this with the Residence Hall Coordinator. If the Residence Hall Coordinator approves, you can sign a written permission agreement which will be placed in your file. All signs, notices, etc., must be approved by the Residence Hall Coordinator if you wish to post them in any area in the hall(s) other than your personal room door.

## **Tobacco Free Campus**

BSC is a Tobacco Free Campus. Smoking, vaping, and the use of chewing tobacco are prohibited in BSC buildings, on BSC property and/or BSC rented property by employees, students, and visitors. For a healthy and safe environment for everyone on campus, we ask that you refrain from using tobacco. If you are planning to smoke, we ask that you go to your personal automobile. For a complete list of prohibited items, please refer to the [Tobacco and Smoke Free Campus Operational Procedure](#) located on the BSC website.

Violations of the Tobacco and Smoke Free Campus Operational Procedure will result in a meeting with the Community Standards Coordinator and possible sanctions.

## **Spiritual Use of Sweet Grass, Sage, and Cedar in BSC Housing**

Bismarck State College is committed to the recognition and support of diversity and its celebration. The College recognizes that the spiritual use of smoke from sage, sweet grass, and cedar is an important element in American Indian/Native Alaskan purification and prayer ceremonies.

The basic right of all Americans to religious freedom is protected by the U.S. Constitution. As members of an educational community, BSC students are encouraged to recognize and respect the religious rights of all persons.

The spiritual use of sage, sweet grass, and cedar is allowed at BSC in residence hall rooms by residents living in that hall only when its use is for the purpose of purification and prayer; is consistent with the time-honored, cultural, traditional, and spiritual observances, and complies with protocols that BSC has outlined.

A resident wishing to use sage, sweet grass and cedar for purification and/or prayer must submit a written request to the Residence Hall Coordinator of their hall listing the date, time, length of ceremony and location in which the resident wishes to conduct this ceremony. This request must be submitted at least five business days prior to the requested date of the ceremony. The resident requesting to utilize sage, sweet grass and cedar must prove that they have appropriate equipment and safeguards in place to ensure the safety of both the individual and others living in the building. Acceptable equipment includes a fireproof bowl containing an adequate amount of sand. The students must open a window and utilize a fan for ventilation during the ceremony. Because the fire alarm system in the residence halls must remain engaged at all times, the amount of materials to be burned during the ceremony must be relatively small, to minimize the chances of smoke activating the fire alarm system. The residence life staff in the hall will post notices regarding the pending ceremony to allay concern with any odor or smoke which may develop. Students may not use alcohol or illegal drugs during these ceremonies, a mandate that echoes traditional indigenous teachings as well as the policies of Bismarck State College. Any student who does not comply with this policy is subject to discipline, including the loss of the privilege to engage in this Native American purification prayer ceremony. It is emphasized that submission of the request to engage in this ceremony does not automatically result in approval of the request. Denial or modifications to a request of this policy may be required to ensure that safety and health concerns are protected, and the policy is in compliance with other relevant policies of Bismarck State College and the State Board of Higher Education.

## **Weapons and Firearms**

The use or possession of firearms or weapons is prohibited in the residence hall and on the Bismarck State College campus. Firearms, pellet guns, paintball guns, ammunition, fireworks, explosives, hunting knives, bows, and crossbows are prohibited. Please refer to the [Possession of Firearms and Dangerous Weapons Operational Procedure](#) for specific information which is applicable in the residence halls.

## **Vandalism**

Vandalism is defined as an act of willful destruction or defacement of property. Each time an item is stolen or vandalized and replaced by a new one, it directly affects the overall cost of operating the residence hall. If the responsible student cannot be identified, damages may be billed as common area damages between those individuals living in the room or suite where damages occurred.

If non-routine cleaning is necessary because of a resident's vandalism, charges will be billed to the resident. If you witness an act of vandalism, please notify a residence hall staff member immediately.

## SANCTIONING PHILOSOPHY

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**Purpose:** This philosophy is intended to provide recommendations for violations of the BSC Code of Conduct and to ensure a level of consistency among campus conduct managers and panels when issuing sanctions. It is sound practice for conduct managers and hearing panels to sanction within the established guidelines; however, the following recommendations are not prescriptive. Conduct managers and hearing boards are empowered by the BSC Code of Conduct to utilize their professional judgement when weighing the aggravating and mitigating factors that may exist in each incident to determine the most appropriate sanctioning for the development of the individual student and the common good of the campus community.

**Goals:** Sanctions are designed to achieve the following goals:

- To reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of a student from the college community;
- To repair the harm for those impacted;
- To restore a student to good standing within the college community, provided the safety of the community is jeopardized by the individual's presence;
- To address the cause of the violation and to allow students to reflect upon their actions and their impact on themselves, others, and the college community.

### Sanctioning Considerations:

The following factors may be considered to guide the range and variation of sanctions.

- The BSC Sanction Philosophy;
- The nature and severity of the incident;
- The development needs of the student;
- Any prior conduct history of the student;
- The need to remedy the effects of the incident on others;
- The level of accountability and cooperation taken by the student;
- The level of risk and/or harm of the student to the campus community;
- Any other aggravating, mitigating, or relevant factors.

### Aggravating factors:

An aggravating factor is a circumstance, or a set of circumstances, that may result in more significant sanctions for a violation of the BSC Code of Conduct. Examples of an aggravating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing multiple violations of the Code during a single incident;
  - Committing a violation of the Code that results in significant injury, trauma, and/or harm to another person, property, and/or the college community.

- Alcohol and Other Drugs
  - Committing a violation of the Code while under the influence of alcohol and/or other drugs;
  - Committing a violation of the Code in connection with participating in a high-risk drinking activity, such as binge drinking, drinking games, and/or using alcohol-related paraphernalia.
- Prior Student Conduct History
  - Committing multiple violations of the Code throughout the student’s tenure at the College;
  - Committing a violation of the Code while an active sanction (until any sanction is completed, it is still considered “active”).
- Bias-Related and Retaliatory Conduct
  - Committing a violation of the Code with bias or retaliation against another individual;
  - Committing a violation of the Code against another individual that is motivated by that individual’s involvement in the filing or investigation of a student conduct complaint.

### **Mitigating Factors:**

A mitigating factor is a circumstance or circumstances, that may merit consideration of a lesser sanction. Examples of a mitigating factor(s) may include, but are not limited to:

- Nature and the Severity of the Incident
  - Total number and severity of Code violations
  - Committing a violation of the Code that was in self-defense and/or defense of others.
- Accountability and Responsibility
  - Committing a violation of the Code but exhibiting a significant amount of cooperation with the College and public officials responding to the incident.

### **Bias-Related and Retaliatory Conduct:**

#### **Bias-Related Conduct**

Bias-related conduct is especially intolerable in view of the College’s commitment to respect for all members of the community and may be considered an aggravating factor for any violation of the Code, regardless of the seriousness of the violation.

Bias-related conduct refers to language and/or behaviors which demonstrate bias against an individual (or group of individuals) because of, but not limited to, and individual’s actual or perceived: age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or status as law enforcement.

#### **Retaliatory Conduct**

Retaliatory conduct refers to conduct that adversely and unjustifiably affects another’s terms and conditions of employment, educational experience, or quality of life and that is motivated by an intent

to cause harm because of the targeted individual's involvement in the filing or investigation of a student conduct complaint.

It is contrary to College policy for any individual to engage, whether directly or indirectly, in retaliatory conduct directed against a person who files a complaint or participates during an investigation of such a complaint. Retaliatory conduct may be considered an aggravating factor.

## **Types of Sanctions:**

### **Reestablish and Repair**

Students may receive sanctions focused on reestablishing order within the community and repairing caused harm. The sanctions follow different tracts related to a student's enrollment and housing status at the College.

Specifically, these types of sanctions may include:

- Written Warning
- Community Service
- Mediation
- Conduct Probation
- Supervised Conduct Probation
- Trespass from All, or Portions of, Campus
- Eviction from College-owned Housing
- Suspension
- Temporary Emergency Suspension
- Indefinite Suspension
- Recommendation to the VPAA to Withhold or Rescind Degree
- Participation in a Specific Activity or Project
- Restricted Access
- Loss of Privileges
- No Contact Order
- Confiscation
- Registration/Graduation Hold

### **Restore**

Fines and restitution may be used to restore a student to good standing within the college community and/or compensate those impacted by a student behavior.

- Restitution
- Fines

### **Reflect**

Consistent with BSC's mission to promote community and individual student well-being, reflection and developmental sanctions can be used alone or in conjunction with other sanctions to balance individual accountability with educational opportunities for a student.



Reflection and developmental sanctions cannot be assigned via a “one size fits all” standards since each student possesses a unique set of characteristics that may contribute to his/her behavior. These sanctions are structured by the conduct officer or hearing board to allow each student the best opportunity to reflect, gain new information, and consider more deeply how his/her behavior impacts him/herself and the community. As a result, these sanctions, include educational projects, may include, but are not limited to:

- Consultation
- Referral to Special Classes or Counseling Sessions
- Parental Notification

## **RESIDENCE HALL CONDUCT PROCESS**

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The process followed within the residence halls and apartment area is as follows:

1. Behaviors that appear to be violations of BSC policy are reported in an incident report by residence hall staff or students.
2. Incident reports are reviewed and are referred for investigation. The nature of the violation as well as any prior violations of policy may determine the route of the report. In general, Residence Hall Coordinators will review cases that involve first-time violations of policies impacting residence hall behavior. Other cases will be managed through the Community Standards Coordinator.
3. The Residence Hall Coordinator or Community Standards Coordinator will contact the involved parties via email with a date and time for a meeting. This meeting is the opportunity for the parties involved to share their recollection of behaviors leading to the allegations.
4. Based on the information shared in the meeting, the Residence Hall Coordinator or Community Standards Coordinator will resolve the case through a finding of “responsible” or “not responsible” for violation of policies. If a resident is found responsible, they will likely be issued sanctions to complete as part of the informal resolution.
5. If the resident does not appear for their meeting, a decision will be made based upon the information available in the incident report and the resident will be responsible for any outcomes that follow from the meeting.

An appeal must be made in writing within 5 business days following the date of sanction and/or decision. All appeals are submitted to the Vice president for Student Affairs.

Vice President for Student Affairs  
[Bsc.studentaffairs@bismarckstate.edu](mailto:Bsc.studentaffairs@bismarckstate.edu)  
701.224.5638  
Jack Science Center, Room 307  
Bismarck, ND 58501

The written appeal must contain the reason for the appeal. Appeals must meet one of three criteria:

1. New evidence exists, which was not presented at the hearing because it was not reasonably known to the accused student at the time, and which is sufficiently relevant such that it could alter the decision.
2. The College's failure to follow its own processes and procedures, or
3. The severity of the sanction was not consistent with the severity of the offense.

BSC's Vice President for Student Affairs will review the written letter of appeal from the student and materials from the original meeting. In reviewing the appropriateness of sanctions, the student's entire conduct file may be considered. Upon review of the letter of appeal and materials from the original meeting, BSC's Vice President for Student Affairs will schedule a Student Conduct Appeal Meeting with the student to review the appeal. Should the student decline the meeting or not attend, the Vice President for Student Affairs will close the case using the information provided within 10 business days of attempting to schedule the Student Conduct Appeal Meeting.

The decision may be upheld, overturned, or modified. Determination shall be made based on the ground for appeal and by a preponderance of the evidence.

### **Confiscation of Prohibited Items**

Residence Life staff have the right to confiscate prohibited items contained in residence hall rooms. Items may include but are not limited to candles, appliances, and alcohol/drug paraphernalia. Items that are confiscated may or may not be returned to residents depending on the Residence Hall Coordinator's and/or the Community Standards Coordinator's assessment of the situation.

Confiscated personal items will be labelled with resident name and room number and held for 30 days. Residents must pick their items up before the 30-day period and remove them from campus or they will be labeled as abandoned property and donated as per the abandoned property section of this manual. If pick up arrangements cannot be made by the 30-day deadline, residents may set up an alternate plan with their Residence Hall Coordinator.

Confiscated alcohol, alcohol containers, alcohol related items, and drug paraphernalia will not be returned to residents under any circumstances.

## **CAMPUS REGULATIONS AND POLICIES**

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It is important to be familiar with all policies, procedures, and/or regulations in the residence hall room and board license contract, residence hall handbook and the student handbook. All student policies are available at [Student Policies](#).

Students are responsible for familiarizing themselves with these policies.

## **HEALTH, SAFETY AND SECURITY**

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### **Campus Police**

BSC Campus Police Department is located in the Student Union lower level. Their contact number is 701-224-2700. BSC Campus Police handles security situations on campus, provides a campus escort when needed, parking, risk management reporting, safety programming, campus video camera systems, and other matters assigned based on campus need.

Bismarck State College recommends putting 701-224-2700 in your cell phone. If you have an incident on campus, such as theft, car accident, vandalism, assault, or other situations requiring law enforcement, it is important to notify Campus Police or reach out to your Residence Hall Coordinator to help you connect with them. If there is a criminal activity in progress, dial 911 first then reach out to Campus Police or residence hall staff on duty, if possible.

#### *General Campus Safety Tips*

1. Lock your door – even if you are just going to the bathroom or your neighbor's room. It takes approximately 8 seconds to walk into someone's room and steal something valuable. It's not worth the risk.
2. Lock your door when you are asleep.
3. Do not prop open locked exterior building doors. These doors are locked for the protection of all residents.
4. DO NOT EVER LOAN YOUR KEYS OUT, ESPECIALLY TO A NON-RESIDENT.
5. Do not put your name and address on your key rings as they may be used to steal your property.
6. Be alert about your surroundings.
7. Always lock your car and never leave your keys in the vehicle.
8. Avoid walking alone or running at night in areas that are not well lit.
9. Call campus police if you notice or see something suspicious.

### **Health Concerns or Needs**

Residents are asked to inform the Residence Hall Coordinator or the Office of Student and Residence Life of any health concerns, allergies, or medical conditions at the beginning of the year so that we have this information on file. This information will be important if there is ever an emergency. Also, residents should inform the Residence Hall Coordinator of any suspected cases of contagious disease. (A contagious disease is considered but not limited to measles, mumps, hepatitis, meningitis, and chicken pox.) Students with special accommodations requests may be required to complete the BSC Residence Life Accommodations Request Form.

## Disposing of Needles and Other Medical Supplies

For the health and safety of all residents and staff, students who use needles, syringes and/or finger prick devices for health-related reasons must use an approved sharps container. If you do not have access to a container, please contact your Residence Hall Coordinator and they will help you locate one.

## Bed Bugs Policy

Residence hall staff and Buildings and Grounds are committed to effectively responding to residents who suspect they may have bed bugs. For the safety and comfort of all students living in BSC residence halls, students and staff should adhere to the following guidelines:

1. As soon as a student suspects they may have bed bugs, contact the RA on duty or the Residence Hall Coordinator. This staff member should notify the RHC (if not already a part of this process) and the responsible staff member will call our local pest control provider for inspection and assessment. Do not remove any item from the room.
2. Notes:
  - a. If a student notifies the residence hall staff on a weekend or holiday, the weekend Residence Hall Coordinator will be notified; however, it may be difficult to have an exterminator dispatched on weekends or holidays.
  - b. Also, students who report suspected bed bugs when the exterminator can be dispatched are expected to follow the guidelines provided by the Residence Hall Coordinator regarding the inspection and assessment phase with local pest control as well as the actual process of removal. You should not remove any items from your room unless absolutely necessary. This is **CRUCIAL** so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings.
3. A student may not, at any time, deny the exterminator or BSC staff access to their living space during this process.
4. Exterminator Findings
  - a. If the exterminator finds that there are no bedbugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify residence hall staff immediately if there are further problems.
  - b. If the exterminator concludes that bed bugs are present in the room or suite, residence hall staff will provide the affected student(s) with a detailed list of instructions for heat treatment control. **Residence Life does not pay for this treatment.** You will be assessed this cost.
  - c. Only the exterminator can confirm or deny the presence of bed bugs.
5. Bed bugs are a serious community issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

## **Fire Safety**

In case of a fire drill or real fire, students should:

1. Stay calm.
2. Try to dress for weather (time permitting).
3. Open blinds, close window, leave light on.
4. Lock your door. Take your keys.
5. When exiting, check for heat.
6. Exit the building using the nearest stairway and exit. In Lidstrom Hall, DO NOT USE THE ELEVATOR.
7. Remain outside across the street from the building or at least 150 feet away from the exit until given clearance to return.
8. Do not attempt to re-enter building until fire department allows re-entry.
9. Let a member of our staff know that you are ok and accounted for.

Residence hall staff may check rooms during fire alarms to ensure the safety of all residents.

Failure to leave during a fire alarm will result in a fine or disciplinary action. Alarm pull stations are located throughout the hallways and should be pulled when fires involve a large area or produce a large amount of smoke. Common sense will play a large role in the above information, and you should remember not to put yourself in a potentially dangerous situation.

## **Sick – Medical**

If you are not feeling well or have a medical need to see a physician, there are a number of different facilities available in the Bismarck/Mandan community. It is important to discuss your facility options with your parents or guardians as there may be a preference for them with regards to insurance. A copy of your insurance card is helpful when making an appointment at these facilities to help expedite the process of checking you in quickly.

[UND Center for Family Medicine](#)

[Sanford Clinic](#)

[Essentia Health-Mid Dakota Clinic](#)

[CHI St. Alexius Health](#)

If you are experiencing severe illness or medical needs, it is important to seek help immediately. You can attend either hospital's emergency rooms, dial 911 or notify the residence hall staff member on duty to help you.

## Severe Weather

North Dakota weather can be unpredictable. We ask that you use the following guidelines during times of uncertain weather conditions.

### Tornado Warning

When a tornado is indicated by radar, sirens will sound. Residents should vacate their rooms and open areas to move to the basement or lower level of each building. You should stay in the central areas away from the windows of the lower level until you know the warning or weather is over.

Please avoid any common area hallway spaces.

- Lidstrom Hall: Everyone on the 2<sup>nd</sup> floor is to gather in the 1<sup>st</sup> floor public restrooms and laundry area. First floor residents are to remain in their restroom or common living space. If possible, have 2<sup>nd</sup> floor residents join first floor residents in restroom or common living space until storm has passed.
- Mystic Hall: Residents on the first floor in the building should take shelter in their bathrooms with the door shut. Second floor residents should take shelter in the kitchen on the lower level.
- Swensen Hall: Everyone in the building should take shelter in the ground floor lounge area and restrooms.
- Werner Hall: Everyone in the building should take shelter in the restrooms, shower room and lower level of the building.
- Lloyd Ritchie Hall: Residents on second floor should move to the lower level. If possible, 2<sup>nd</sup> floor residents may join first floor residents in bathrooms or common living space until a storm has passed.
- Gate City Bank Hall: Residents on upper-level floors should move to the basement or ground level. If possible, 2<sup>nd</sup> floor residents should move to common space or join lower-level residents in bathrooms or common living space within their apartments until a storm has passed.
- Health Sciences Hall: Everyone in the building should take shelter in the lounge area and restrooms.
- Outside: Should a tornado threaten while you are outside, try to find shelter immediately in the nearest substantial building. If no buildings are close, take cover by lying flat in a ditch or depression. Protect your head with your hands and arms.

Never try to drive away from the storm. If you are in your car and cannot find shelter in a building, leave the car and lie flat in a ditch or depression with your head covered. Do not take shelter under your car.

### Winter Storms/Winter Weather

It is normal for BSC to maintain its regular schedule by remaining open and offering classes as scheduled. The BSC President in consultation with the BSC Crisis Management team will make any decisions relating to college closings due to weather. It is important that an individual judge his or her individual circumstances and make the best decision regarding their situation. For weather information or college closing information, you can check the local television and radio stations.

BSC will utilize the notification system to notify students of this information via email, text message or phone.

### **Elevator – Lidstrom Hall**

Lidstrom Hall is the only residence hall with an elevator. The passenger elevator is used regularly. To avoid injury and decrease the chance of breakdowns, please use the following guidelines to ensure elevator safety and longevity:

- Do not hold the elevator by holding open the door with your hand.
- If you need to hold the elevator door open, use the OPEN DOOR button (<>).
- Do not push elevator doors open after they begin to shut, use the OPEN DOOR button (<>) or simply let them close.
- Do not overcrowd the elevator cab.
- If you damage the elevator, you may be accountable for repair costs affiliated with the damage.

#### In case of emergency

If the elevator stops between floors or gets stuck, do not climb out. Wait for help. The elevator has an intercom connection. You can push the elevator alarm or use your cell phone and dial 911 for help.

## APPENDICES

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### Appendix A

#### SECTION 1- Residence Hall Room License Contract

The Residence Hall Room License Contract creates a license for the student to use campus housing and is not a lease. Residence halls on the BSC campus are Gate City Hall, Lidstrom Hall, Mystic Hall, Ritchie Hall, Swensen Hall, Werner Hall & Health Sciences Hall. The relationship between BSC and the student is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for you to use residential housing subject to the conditions of this contract and College policies and procedures.

##### 1. APPLICATION PROCESS AND PAYMENTS

- A. **A total fee of \$25.00 must be submitted with the Residence Hall Room License Contract. This is a non-refundable application fee.**
- B. Hall reservations will be made only after the student has filed the necessary application materials with the Office of Admissions & Enrollment Services and has been accepted for admission.
- C. **Room and board charges are transferred to your BSC Student Finance account. Make sure you check BSC Student Finance guidelines and due dates for making payments.**
- D. Bismarck State College has the right to refund any payment, to refuse assignment to any applicant and to make all final decisions as to assignments for room or room and board. Contact the Office of Student and Residence Life for information and current prices. (701-224-5464)
- E. Roommate assignments are determined through the room selection process for fall placement during spring semester in the previous academic year. Any assignments outside the identified room selection process are completed by a member of the Student and Residence Life Office staff. If there are no vacancies in the residence halls, the student will be notified and automatically placed on a waiting list until a vacancy does occur.
- F. **Immunizations**
  - Any student enrolled at any NDUS institution must provide documentation of immunity against measles, mumps, rubella (MMR) and meningitis (meningococcal). Please refer to the Admissions process for information or with any questions. <https://bismarckstate.edu/admissions/howtoapply/new/>  
It is important to note that a student who is not vaccinated for reasons other than medical or religious can be restricted from living in student housing.

##### 2. CONTRACT TERM

- A. **The term of this contract is for the academic year, August 22, 2025 - May 15, 2026.**

##### 3. FOOD SERVICES

- A. All students living in a residence hall on the BSC campus **must complete a BSC Board Contract** with BSC Food Services for the College dining area, Mystic Marketplace, and the associated auxiliary services within this contract. The Mystic Marketplace meal plan options are clarified within the BSC Board Contract.
- B. If you have special diets or special needs requiring accommodations, we ask that you complete a Residence Life Accommodations Request form. See #12 Special Accommodations section of this contract.
- C. All College student conduct policies are enforced in the Mystic Marketplace and subjected to BSC Code of Conduct. Food Service expectations are posted within the Mystic Marketplace.



#### 4. OCCUPANCY

- A. Full time BSC students will receive first priority for placement in BSC residence halls. Students classified as non-degree seeking are not permitted to stay in housing. If space allows, collaborative and part time students may reside in a residence hall. Students who apply as full time but become part time (less than 12 credits) for academic reasons must notify the Director of Student and Residence Life.
- B. Upon move in, students must occupy the assigned room and may not sublet or reassign the room. Room or roommate exchanges as well as checkouts must be pre-approved by the Residence Hall Coordinator or the Office of Student and Residence Life.
- C. A student may occupy their room upon the scheduled hall move-in date and their scheduled check-in time and must vacate within three hours after their last exam, unless participating in graduation ceremony or arrangements have been made with the Residence Hall Coordinator.
- D. In case one of the residents vacates a room, the remaining student agrees to accept another roommate as assigned or move into another room if requested.
- E. The Office of Student and Residence Life reserves the right to consolidate and re-assign residents and/or vacancies when the occupancy is below 100 percent to achieve optimal utilization of the residence halls. Notification of consolidation and guidelines will be given out at least 5 business days prior to the process.

#### 5. ROOM USE AND FURNISHINGS

- A. Lidstrom, Mystic, Swensen, and Werner Hall rooms are furnished with closets, mirrors, desks, chairs, extra-long single beds with mattresses. Gate City and Ritchie Hall rooms are furnished with closets and extra-long single beds with mattresses. Mystic Hall suites are equipped with a stackable washer/dryer and extra-long single beds with mattresses. Gate City and Ritchie Hall apartment suites are equipped with a stove, refrigerator, washer and dryer. All furnishings and equipment must stay in the room.
- B. Residents must provide personal items. Examples of these items are bed linens, blankets, pillows, towels, toiletries, bedspread/blankets, mattress cover, desk lamp, and wastebasket. Televisions, DVD players, gaming and music devices (Xbox, PlayStation, iPod, and Bluetooth speakers), and refrigerators, up to 4.5 cubic foot are allowed in the rooms. A more complete list of items to bring for moving into your residence hall room is located in the BSC Residence Hall Handbook.
- C. The use or possession of the following is prohibited in residence halls:
  - 1.) Firearms, pellet guns, paintball guns, dart guns, ammunition, fireworks, explosives, hunting knives, bows, and crossbows. Please refer to the Student Policy on Possession of Firearms or Dangerous Weapons Operational Procedure Weapons for specific information regarding prohibited weapons.
  - 2.) Cooking or heating appliances and equipment such as electric fry pans, microwave ovens (unless otherwise noted), hot plates, toasters, space heaters. The previously listed appliances may be used in the provided kitchen area.
  - 3.) Electric cords outside of the building.
  - 4.) Antenna masts or aerials for radios or TV's.
  - 5.) Open fires and burning of candles, incense or potpourri pots.
  - 6.) Pets. (Small fish tanks, up to 10 gallons, are allowed.)
  - 7.) Weightlifting equipment
- D. All campus residents are responsible for cleaning their own rooms/suites/apartments and repair reporting. Please review the BSC Residence Hall Handbook and notification letters from the Office of Student and Residence Life. Residents will be billed for labor costs if the room requires cleaning. Residents are not permitted to make room alterations, install

equipment, paint rooms or make repairs. BSC Residence Life staff will make quarterly announced maintenance and cleaning checks for property reporting and needs purposes. Residents in Lidstrom Hall will have weekly cleaning service provided for their bathroom suite areas, but not for their own rooms. The cleaning procedures pertaining to Lidstrom Hall are covered within the BSC Residence Hall Handbook.

#### 6. VACATIONS

- A. Residence halls are closed during Thanksgiving break, winter break and spring break. There may be an exception for academic, extenuating and employment reasons. Students must follow the break closure process prior to the identified closure date and time. Residents are responsible for this information and must follow this process. Please see Housing Self-Service, the BSC Residence Hall Handbook, break letters, break emails and/or talk to BSC Residence Life staff for more information. Contract rates do not cover these periods; residents may be subject to charges.

#### 7. SERVICES

- A. Washers and dryers are furnished in Werner, Swensen, Health Sciences, Lidstrom Halls. Mystic Hall, Gate City Hall and Ritchie Hall have washers and dryers available in each suite/apartment. BSC will provide guidelines for use.
- B. Vacuum cleaners and cleaning supplies are available from the residence hall staff. Generally, each hall will have a designated area where these items are kept.
- C. Swank is a digital streaming service available to residents on the BSC Campus in the residence halls. Residents can stream movies, TV shows, and other content through [Digitalcampus.swankmp.net/Bismarck](http://Digitalcampus.swankmp.net/Bismarck)
- D. Wireless network is available for free in the residence halls. Residents that have compliant network cards in their computers may complete appropriate procedures through the Help Desk to gain access to this network. More information is available at [bismarckstate.edu/students/resources/itsupport/wireless/](http://bismarckstate.edu/students/resources/itsupport/wireless/)
- E. Mail service is provided on weekdays. There is no mail service on weekends and holidays.
- F. BSC Campus Police will provide your residence hall parking permit. This permit is yours to keep as long as you reside on campus.
- G. Cable television is available in common area lounges.

#### 8. GUESTS AND VISITORS

- A. **Visitors are welcome during the designated open hours of the building.**
- B. Guests are permitted to remain overnight in the residence hall if arrangements are made with your roommate and the residence hall staff by 4:00 p.m. A fee of \$20.00 per night will be charged. Residents are responsible for registering their guests with residence hall staff or the Residence Hall Coordinator and for their guests' behavior. (There is a limit on the number of nights that a guest may stay.)
- C. **Outside doors are locked 24 hours.** Students are issued keys. Phones to gain admittance are available in main entrances of Gate City, Lidstrom, Ritchie, Swensen and Werner Halls.
- D. **Open Hours: 8:00 a.m. - 1:00 a.m. Su. – Th.  
8:00 a.m. – 3:00 a.m. Fr. – Sat.  
(Residents are subject to sanctions if not followed.)**

- E. **Quiet hours must be observed from 11:00 p.m. to 11:00 a.m.** All residents are expected to abide by this regulation. Consideration of others is expected at all times. **(Residents are subject to sanctions if not followed.)**

#### 9. DAMAGES

- A. Residents will be billed for damage and loss of property resulting from negligence or misuse.
- B. When responsibility within a room cannot be determined, the roommates will be jointly responsible.
- C. Willful or reckless damage shall be cause for disciplinary action, which may result in dismissal from campus housing and/or College.
- D. Malicious, reckless or negligent damage will not be tolerated in common areas. Any resident or residents responsible for common area damage will be assessed charges for damage and are subject to discipline and/or removal. When responsibility within a hall cannot be determined, residents in the hall may be held jointly responsible.

#### 10. STANDARD REGULATIONS

- A. **Alcoholic Beverages and Illegal Drugs:**  
**The possession, consumption, distribution & manufacturing of alcoholic beverages, alcohol related items (i.e., beer bongs, pong tables, etc.), and illegal drugs is prohibited in campus housing and all other areas of the campus.** Students are expected to abide by State Board of Higher Education and Bismarck State College Policies, local ordinances and state laws regarding the possession, consumption distribution & manufacturing of alcoholic beverages or the possession or use of illegal drugs or paraphernalia. Violations of this policy and/or other policies impacting your fellow residents may result in sanctions and/or possible removal from on-campus housing. Non-College students, not of legal age, found in violation of the alcohol or drug policy or law in on-campus housing are subject to arrest and/or sanctions as are their hosts. Refer to Campus Alcohol and Illegal Drugs Policy Procedure for follow up.
- B. **BSC is a Tobacco Free Zone.** Smoking, vaping, and the use of chewing tobacco are prohibited anywhere in BSC buildings, on BSC property and/or BSC property rented or controlled by BSC. Violators are subject to sanctions and/or possible removal from housing. Refer to the Tobacco & Smoke Free Campus Operational Procedure.
- C. As one of the terms of the contract for accommodation in on campus housing each resident agrees to abide by these regulations, by other regulations which are not specifically set out in this License Contract but are applicable to the College and its students, and by other regulations which may be imposed by the College as the College, in its sole discretion, deems necessary or appropriate.
- D. No student may create excessive noise, disturb, or infringe on the rights of other students, harass, haze or in any way malign or injure the dignity general welfare of a fellow student. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.
- E. Violation of policies, rules and regulations or any other conduct determined to warrant the removal of the offending student from on campus housing for the best interests of the other residents shall be grounds for termination of this agreement. In case such termination is required, the resident is still subject to the costs of the housing associated with this license contract and the terms administered under the Board section of this contract.
- F. Any enrolled BSC student, not living on campus, is subject to the Campus Conduct Code if in violation of the policies of the residence hall.

## 11. LIABILITY

- A. The College assumes no responsibility for loss or damage to residents' personal property. Residents should consider purchase of insurance or an extension of your parent's insurance to cover loss or damage to personal property. In addition, you agree not to hold responsible the College and its employees and agents from any claims for damages or injuries sustained by you or others in the residence hall as a result of your acts or omissions relating to any changes or modifications made by you to your room or furnishings. This means that you are agreeing to release the College from liability in the event of damage or injury caused in whole or in part by your acts or omissions relating to changes which you make in your room or its furnishings.

## 12. SPECIAL ACCOMMODATIONS

- A. Federal law prohibits pre-admission inquiry about disabilities. Information regarding physical, emotional, or dietary disabilities voluntarily given or inadvertently received is confidential and has no influence on your admissions to BSC. If you require disability accommodations, please fill out the Residence Life Accommodation Request Form available on [Housing Self-Service](#) (Campus Connection) and return it to the Office of Student and Residence Life. If you have any questions, please contact us at (701)224-5464

## 13. HOUSING CONTRACT CANCELLATION

- A. Reservation Cancellation Fee - It is the policy of the Office of Student and Residence Life to approve cancellations if notified thirty days prior to the designated move in date. Cancellations made within 30 days of the designated move in date are subject to a cancellation fee of \$100.00; however, terms under SBHE Policy 830.2 may apply in cancellations made within 30 days prior to the designated move in day and if BSC is unable to find someone to take over the reserved and contracted space. The Office of Student and Residence Life may make an exception for individuals cancelling due to waiting list status. These cancellations will be considered on a case-by-case basis. Locate this form at: <https://bismarckstate.edu/students/campuslife/housingoptions/>
- B. If you move out of the residence hall during the term of this contract and you are not entitled to a refund as provided under SBHE Policy 830.2, you will forfeit the rent for the entire contract term, EXCEPT that if BSC is able to assign your contract to another student, you will be entitled to a refund for that period of time that your contract is assigned to another student. The Office of Student and Residence Life will fill each vacant contract based on the reasons for the cancellation which led to that vacancy. For example, vacancies created by individuals withdrawing from the College and by individuals who are graduating will be given first priority and will be filled first. Individuals applying for a contract cancellation but maintaining enrollment in the College will have their vacancies filled chronologically when possible. BSC reserves the right to reassign the vacancy created by the request for early contract termination to another unit. This ensures BSC's ability to accommodate incoming students with specific requests or special needs. **This means that even if the particular unit you previously resided in but vacated with early termination of contract becomes occupied by an incoming student, this may not result in your ability to be released from the liability for the vacancy you created.**
- C. Cancellation request processes (for reasons other than these outlined) during the academic year and prior to spring semester follow a group of guidelines set in the Office of Student and Residence Life.
- D. You are responsible for properly checking out of the residence hall according to established procedure. (Contact the Residence Hall Coordinator) Additional charges will be assessed for room and commons damages, missing keys and cleaning of the room. If you leave behind items upon checkout or if you are improperly checked out, property valued less than \$2500 will be disposed of after 28 days in compliance with North Dakota state law.

14. WITHDRAWAL FROM COLLEGE

- A. Students who withdraw from College are expected to notify the Student and Residence Life Office. Your withdrawal from College will result in your immediate dismissal from the residence halls. Refund of room and board charges for students who withdraw, drop out, or are expelled or otherwise fail to complete the academic/program are governed by federal law and **SBHE Policy 830.2**.

15. SAFETY

- A. You are required to comply with safety and reservation procedures and may not tamper with locked doors or admit unauthorized people into the residence halls. People setting off false fire alarms, tampering with or removing fire equipment and vandalizing are subject to disciplinary action including termination of this Contract.
- B. You must leave the building by the designated exit whenever the fire alarm sounds. In the event of a fire alarm requiring residents to vacate the residence hall, your windows and doors should be closed, and room lights left on.
- C. Each resident is issued a room and outside door key. Access is limited to you and any authorized guest. College keys may not be duplicated or shared. Lost keys require a cylinder/program change and issuance of a new key. You will be assessed replacement costs.
- D. Screens and Roofs: Due to safety and facility concerns, window screens are not to be removed from windows or put in open position for any reason. Damages will be assessed for screen tampering or removal. Windows are not to be used for entrances or exits to and from buildings unless an emergency exists. Residents are responsible for any objects thrown from windows and face serious disciplinary action. Residents and their guests are not allowed on roofs for any reason.

16. ROOM INSPECTION AND SEARCH

- A. The College and the Office of Student and Residence Life consider privacy and security of a resident's room a chief concern; however, entry of a student's residence hall room, apartment or suite may be necessary at times. A College official may enter a room, apartment, or suite under the following general conditions:
  - 1. A resident or residents has/have agreed to the terms of acting as tour room for the BSC Enrollment Services Office.
  - 2. Regular health and safety inspections performed by the residence hall staff throughout the semester.
  - 3. Routine maintenance or cleaning. The College will post a schedule for suite cleaning by the custodian and variations on that schedule in Lidstrom Hall.
  - 4. When there is reason to believe that an emergency situation exists which poses immediate danger to the occupants and/or to the facility.
  - 5. To deal with disturbances which are in violation of College regulations, the Residence Hall Room Licensure Contract, Student Conduct Code policies listed in the Student Handbook, violations of regulations for internet/computer services use, and/or the violation of rights of another student or students within the hall.
  - 6. Materials found during entry as described in this section may be used in a College disciplinary action if said materials are found in plain sight or during the course of performing the objectives described in this section. Materials found during an entry may be impounded.

The right to inspect rooms, apartments, or suites without notice is reserved by the College for purposes of maintenance, cleaning, fire, and personal safety and for purposes of administering provisions of this contract. The College will provide reasonable notice, when possible. Such entry by the College shall not be regarded as a search but is separately agreed to and authorized by the student party to this Contract.

- B. The College and Office of Student and Residence Life Office recognize that searches of College residences may be required to occur. The College requires that the Director of Student and Residence Life be notified of all searches to be undertaken by residence hall staff members and/or by law enforcement agencies. Entry and search of College residences will be conducted in the following instances:
1. A student resident consents to a search of the room.
  2. Law Enforcement may conduct a search of a room upon obtaining a legal warrant or with consent from a resident and/or resident(s). Whenever possible, BSC Police will be accompanied by other College officials, preferably from the BSC Campus Police and/or the Office of Student and Residence Life staff, when a search is conducted pursuant to a warrant.
  3. The College will not intervene between students and searches authorized under law by any law enforcement agencies, including BSC Police. Law enforcement officials may search a room with consent of a student, with or without the presence of a College official. It will be the College's practice to involve a College official, preferably a member of the Student and Residence Life office staff, whenever possible during a room search by law enforcement officials. Based on information obtained or provided by law enforcement officials as a result of the search of the student's room/apartment/suite, the College reserves the right to initiate action under the Student Conduct Code and residence hall policies.

## **SECTION 2 – Mystic Marketplace Board Contract**

The BSC Mystic Marketplace Board Contract is required for on campus housing residents. This is a declining balance meal plan. This contract creates a privilege for you to use the services outlined subject to the conditions of this contract and College policies and procedures.

1. **CONTRACT TERM**
  - A. **The term of this contract is for the academic year, August 22, 2025 - May 15, 2026**
2. **BOARD PLAN EXPLANATION AND STANDARD REGULATIONS**
  - A. The meal plan is a declining balance plan. Each time you use your BSC Mystic Identification card (Student ID), the total amount used is subtracted from the balance of your declining balance account. It is important to utilize all dollars by the last day of each semester designated on the academic calendar. At the end of each semester, any remaining balance will be forfeited. The designated semester start and end dates for the contract term designated in this contract are:  
August 22, 2025 – December 19, 2025  
January 13, 2026 – May 15, 2026
  - B. If the student's meal contract has not been paid within 30 days the student is eligible for late fees and holds on the account, unless the student enrolled into a Payment Plan option at BSC and is in good standing with the terms of the Payment Plan. Students who are enrolled into the BSC Payment Plan may pay their charges on the installment due dates. The meal plan is non-refundable. At the end of each semester any remaining balance will be forfeited.

- C. The BSC Mystic ID is the encoded card for your selected plan. The student must use their Mystic ID when using their declining balance dollars. No purchases can be made without the Mystic ID or student being present. Lost cards must be reported immediately to BSC Student Finance. A class schedule and picture identification must be presented for BSC Campus Info to issue a replacement Mystic ID at a charge of \$15.00.
- D. Residents in Lidstrom, Mystic, Swensen, Health Sciences and Werner Hall **must choose** between the following two options:
- Mystic Gold
  - Mystic Standard
- E. Residents in Ritchie and Gate City Hall or Resident Assistants must choose between the following options.
- Mystic Gold
  - Mystic Standard
  - Mystic Green
  - Mystic Light
- F. Your declining balance meal plan may be used at the following locations on campus:
- a. Mystic Marketplace – Student Union
  - b. Mystic Java – Student Union
  - c. Well Bean – Health Sciences
  - d. Power Bean – Advanced Technology Center
  - e. Food Spot Vending Machines – Student Union and Health Sciences
- G. Students may utilize the Grab and Go section for consumable items at the Mystic Marketplace or Mystic Java outside of meal service. No bulk or catering orders are allowed.
3. PAYMENT, REFUND, and CANCELLATIONS
- A. By signing this BSC Board License Contract, the student agrees this creates an obligation to pay in full all charges on the assigned student account at the time of move in and at the start of the second semester, whether used or not, except as otherwise permitted in this Contract. Failure to meet payment requirements may result in an account hold and limits to usage.
- B. **Refunds and cancellations** –All refunds are applied to your student finance account in Campus Connection and processed according to student finance refunding processes. The requirement for payment as set forth above may be waived or modified under the following circumstances:
- Prorated refund will be calculated based on the Refund of Institutional Charges schedule or the remaining balance of your meal plan if it is less than the prorated calculation. If your contract is ended outside of the regular contract term due to a scheduled/documented internship and/or you are checking out of the residence hall.
  - You will receive a 100% refund if one or more of the following applies;
    1. Cancellation of the BSC Residence Hall Room and Board License Contract has been completed to the start of the academic year.
    2. Cancellation of your Mystic Marketplace Board Contract prior to the start of the academic semester for returning students still under the BSC Residence Hall Room License Contract with a cancellation request filed.
    3. Students who officially withdraw to zero credits from the College will be refunded based on the prorated calculation of Institutional Charges schedule or

the remaining balance of your meal plan if it is less than the prorated calculation of the declining meal plan balance not utilized.

- C. Meal Plans cannot be adjusted after the following dates for each semester:
  - i. Fall 2025 – September 2, 2025
  - ii. Spring 2025 – January 19, 2026
- D. “Get Mystic Dollars” option on the Mystic Dollar Website at [bismarckstate.edu/students/resources/MysticID/](http://bismarckstate.edu/students/resources/MysticID/) . There is a requirement of a minimum \$20.00.

4. SPECIAL ACCOMODATIONS

- A. If you have a special diet or special needs requiring accommodations, please complete a Residence Life Accommodations form, which is available on housing self-service (Campus Connection).
  - a. Log in to [Housing Self Service](#)
- B. This information is sent to the Office of Student and Residence Life for initial review. Supporting information or documentation may be requested.



## Appendix B

### Housing Repair/Replacement List 2025-2026

Armoire - Repair (Lidstrom)	Labor + parts
Armoire - Replacement (Lidstrom)	\$450.00
Bed - Repair (All Halls)	Labor + parts
Bed - Replacement (All Halls)	Up to \$450.00
Closet - Repair (Mystic, Swensen, Werner)	Labor + parts
Loft Kit - Repair (Lidstrom)	Labor + parts
Loft Kit - Replacement (Lidstrom)	\$200.00
Bed Rail - Replacement (Lidstrom)	\$125.00
Mattress - Cleaning (All Halls)	Labor + supplies
Mattress - Replacement (All Halls)	\$249.00 + delivery
Screen - Repair (All Halls)	Labor + parts
Screen - Replacement (All Halls)	\$100.00
Window - Repair (All Halls)	Labor + parts
Window - Replacement (Lidstrom & Mystic)	Labor + parts
Window - Replacement (Swensen & Werner)	Labor + parts
Window Blinds - Replacement (All Halls)	\$130.00
Ceiling Tile (Lidstrom)	\$12.00
Ceiling Tile (Werner)	\$10.00
Fire Extinguisher - Replacement (All Halls)	\$100.00 + Labor
Fire Extinguisher - Refill (All Halls)	\$100.00 + Labor
Emergency Lights (All Halls)	\$150.00
Door - Repair (All Halls)	Labor + parts
Door - Replacement (Lidstrom)	Labor + parts
Door - Replacement (Mystic, Swensen, Werner)	Labor + parts
Thermostat - Repair (All Halls)	Labor + parts
Thermostat - Replacement (Lidstrom, Mystic)	Labor + parts
Thermostat - Replacement (Swensen, Werner)	Labor + parts
Desk Chair (Lidstrom, Swensen, Werner)	\$100.00
Desk Chair (Mystic)	\$125.00
Shower Head (All Halls)	\$25.00
Floor Tile - Repair (All Halls)	Labor + parts
Exit Signs (All Halls)	\$150.00
Labor - Campus Maintenance (All Halls)	\$50 per hour
Labor - Outside source (All Halls)	\$75 per hour
Shower Door (Werner)	\$400.00
Shower Surround Repairs (All Halls)	Labor + parts
Fire Detector (All Halls)	Parts + labor
Fire Alarm (All Halls)	Parts + labor
Mirror, Large (All Halls)	\$150.00
Mirror, Small (Swensen, Werner)	\$50.00
Shower Surround Replacement (All Halls)	Labor + parts

\*This repairs and replacement list is not meant to be a comprehensive or complete list. Damages are imposed under certain conditions as set forth here and elsewhere in the licensure and handbook. The resident agrees that the noted damages are reasonable and are presumed to be the amount of damage sustained by the College. The College will assess and charge for damages to mitigate loss appropriately. Shortages due to supply & demand could influence prices.

## Appendix C

### Room and Board Rate Sheet 2025-2026

#### Room Rates\*

	<u>Semester</u>	<u>Year</u>
Swensen Hall (Co-ed)	Double - \$1698.00	\$3396.00
	Single - \$2462.00	\$4925.00
Werner Hall (Male)	Double - \$1677.00	\$3354.00
	Single - \$2462.00	\$4925.00
Lidstrom Hall (Co-Ed)	Triple- \$1781.00	\$3562.00
	Double - \$2254.00	\$4509.00
	Single - \$3268.00	\$6536.00
Mystic Hall (Co-Ed)	Double - \$2474.00	\$4948.00
	Single - \$3235.00	\$6470.00
Ritchie & Gate City Hall (Co-ed Apartment)	Double- \$2728.00	\$5457.00
	Single- \$3502.00	\$7004.00
Health Science Hall ((Female)	Double- \$2728.00	\$5457.00
	Single- \$3502.00	\$7004.00

\* These rates are tentative and subject to change.

\*\* The housing contract and license agreement is for one full academic year.

\*\*\* A \$25 nonrefundable application fee is required.

<u>Meal Plan</u>	<u>Meal Plan Cost</u>	<u>Year Cost</u>
Mystic Light (Apartments & RA staff)	\$824.00	\$1648.00
Mystic Green (Apartments & RA staff)	\$1434.00	\$2868.00
Mystic Standard	\$2359.00	\$4718.00
Mystic Gold	\$3442.00	\$6884.00

## **Appendix D**

### **Roommate/Suitemate Bill of Rights**

While living in our community each roommate/suitemate possesses the following rights. Each roommate/suitemate is responsible to help ensure that these rights exist for their roommates/suitemates.

The right to read study and sleep with as little intentional disturbance as possible.

The right to expect roommate/suitemate(s) will respect one's personal belongings.

To live in a safe, secure, healthy and clean environment.

To learn from others and seek help when needed.

To entertain friends at appropriate times.

The right to access one's room and facilities without pressure from the roommate(s)/suitemate(s).

The right to be free from physical and emotional harassment.

The right to speak openly and be treated considerately and thoughtfully.

The right to address problems and concerns in a mature manner.

**College Policies from Student Handbook**  
**Appendix E**

[Academic Honor Code](#)

[Alcohol and Illegal Drugs Policy](#)

[Alcohol and Illegal Drugs Policy Procedure](#)

[Animals on campus-Service/Emotional Support / Pets Operational Procedure](#)

[Harassment and Discrimination Policy](#)

[Harassment and Discrimination Policy Procedure](#)

[Missing Student Policy](#)

[Missing Student Policy Procedure](#)

[Outstanding Payments Due Operational Procedure](#)

[Possession of Firearms and Dangerous Weapons Operational Procedure](#)

[Sexual Harassment and Title IX Compliance Policy](#)

[Sexual Harassment and Title IX Compliance Policy Procedure](#)

[Sexual Misconduct Operational Procedure](#)

[Significant Infectious Diseases Policy](#)

[Significant Infectious Diseases Policy Procedure](#)

[Student Code of Conduct](#)

[Student Grievance and Appeal](#)

[Tobacco & Smoke Free Campus Operational Procedure](#)

[Use of Computer Network and Facilities](#)

