

RESIDENCE HALL HANDBOOK 2026-27



WELCOME HOME

Welcome to your new home at Bismarck State College.

Living on campus is an important part of the college experience. It's where you'll build relationships, develop independence, and create a sense of belonging. Whether you are joining us for the first time or returning for another year, we are so glad that you are here.

Our residence hall communities are built on respect, responsibility, and consideration for others. Each resident contributes to the environment we share. The way you engage with your neighbors, care for your space and respond to challenges helps shape a community where everyone can succeed.

This handbook outlines the expectations that guide our residential community. These standards are in place to support a safe, supportive, and well-maintained living environment. We ask that you take time to become familiar with them and understand your role in upholding them.

At the same time, Student and Residence Life is here to support you. Our staff is committed to helping you navigate your experience, connect with others, and access resources when you need them. Please do not hesitate to reach out with questions or concerns.

As you settle in, I encourage you to get involved, communicate openly, and take pride in your community. Living on campus is what you make of it, and your contributions matter.

Welcome home, we're glad you're here.

Thank you,

A handwritten signature in black ink, appearing to read 'Alyssa Radue', with a stylized, cursive script.

Alyssa Radue

Director of Student and Residence Life

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*Some items are subject to change, please refer to the Digital version of this handbook on our website for any updates.

MOVING-IN

Our Mission Statement

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

Prior to Fall Move-In

Be sure to review all move-in information available in the housing portal. In July, you will receive your move-in day packet, which will include important details to help you prepare for your arrival.

Move-In at Fall Semester

Upon arrival, you will check in at your assigned residence hall. Check-in stations will be located near each building's entrance:

- Werner Hall: Door F, adjacent to the parking lot
- Swensen Hall: First-floor entrance near the parking lot
- Lidstrom Hall: Main floor lobby entrance
- Mystic Hall: First-floor entrance near the parking lot
- Ritchie Hall & Gate City Hall: Outside each building
- Health Science Hall: Main entrance

**In the event of inclement weather, all check-in stations will be moved indoors.*

Several campus offices will offer extended hours during move-in. Refer to the Move-In Days Flyer for specific details.

On move-in day, each residence hall will host a required meeting. During this time, you will learn more about community expectations, policies, and resources, and you will have the opportunity to ask questions as you settle into your new home. Please refer to your move-in packet for your scheduled meeting time.

Parking Permits

All students who park a motor vehicle on campus are required to obtain a parking permit. Beginning August 1, students may apply for a free parking permit through Campus Connection by following the instructions on the BSC Parking Permits webpage. Applications require your vehicle information, including your license plate number.

Parking permits may be picked up at the BSC Campus Police Department, located on the lower level of the Student Union, Monday through Friday from 8:00 a.m. to 4:00 p.m.

One parking permit will be issued to each student. The permit may be transferred between vehicles owned or operated by the student; however, the vehicle information must be updated in the parking permit portal before parking the alternate vehicle on campus. Only one registered vehicle may be parked on campus under the permit at any one time. Motorcycle parking is addressed separately in the Parking section of this handbook.

The color(s) at the bottom of each parking permit hangtag correspond to the background color(s) of the designated parking lot signs, identifying the parking areas in which the permit holder is authorized to park. Students are responsible for parking only in the lots designated by the color(s) displayed on their assigned parking permit.

For complete parking regulations, including parking lot designations, residence hall parking, motorcycle parking, citations, towing, and enforcement, refer to the Parking section of this handbook.

Move-In at Spring Semester

If you are moving in for the spring semester, important details will be shared through the housing portal and your BSC email in January. Your move-in packet will include the information you need to prepare for your arrival.

A residence hall staff member will contact you to schedule your move-in appointment prior to the start of the semester and can assist with any questions. At your scheduled time, residence hall staff will welcome you, review important information, and help you locate your room. You will also attend a required meeting led by your Residence Hall Coordinator, where community expectations and campus living will be discussed, along with time for questions.

Move-In Checklist

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
- tissues

Laundry/Cleaning Supplies

- paper towels
- all-purpose cleaner
- cleaning wipes
- broom
- laundry detergent
- dryer sheets
- laundry bag/basket
- small vacuum

Appliances/Electronics

- alarm clock
- computer
- coffee pot*
- printer/supplies
- desk lamp
- power strip
- surge protector
- 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

Miscellaneous Items/Other

- garbage can
- fan
- flashlight and batteries
- extra batteries
- sewing kit
- tool kit (small)
- umbrella
- small safe for valuables
- area rug*
- family/friend pictures
- small safe for valuables

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*

Prohibited Items

- air conditioners
- alcohol, alcohol containers, beer bongs, alcohol branded decorations, etc.
- aquariums (over 10 gallons)
- bbq / charcoal grills & related items
- candles, halogen lamps, wax warmers & incense
- fireworks or explosive material
- cinder blocks
- electrical cooking appliances (ex. George Foreman grill)
- firearms or weapons (including paintball/air guns/blowdarts)
- illegal substances/paraphernalia
- nails/screws (Swensen & Werner)
- LED light strips
- 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

Director of Student and Residence Life (DSRL)

The Director of Student and Residence Life is responsible for the overall leadership of the department, including the delivery and ongoing development of programs, policies, services, contracts, and campus community standards. The Director oversees all staff and operations within Student and Residence Life. The office also supports a variety of campus initiatives, including student government, student clubs and organizations, campus activities, intramurals, residence hall meal plan coordination, and the Student Union game room located on the main level of the Student Union.

Student and Residence Life Coordinator (SRLC)

The Student and Residence Life Coordinator works closely with the Director to support the day-to-day operations of the department. This includes contract processing, coordinating housing applications and assignments for all terms, and assisting with summer housing, conferences, and other housing-related functions.

Residence Hall Coordinators (RHC)

Residence Hall Coordinators are full-time professional staff members who supervise Resident Assistants and manage the daily operations of their assigned residence hall. They work closely with the Director of Student and Residence Life to create an environment that supports both academic success and personal growth. RHCs oversee hall operations, coordinate programs and activities with Resident Assistants, uphold policies and procedures, and respond to concerns, incidents, and emergencies. They may also have additional responsibilities outside of the residence halls.

Resident Assistant (RA)

Resident Assistants are student leaders who are committed to supporting their peers and building community within the residence halls. They serve as a primary resource for residents by answering questions, providing guidance, and helping connect students to campus resources. RAs also plan programs and activities within the halls and assist Residence Hall Coordinators with daily operations, including office responsibilities, duty coverage and policy enforcement.

Community Standards Coordinator (CSC)

The Community Standards Coordinator supports student success through the student conduct process and serves as the campus conduct case manager. This role is responsible for overseeing conduct procedures, supporting accountability-focused initiatives, and working with students involved in conduct-related concerns. The CSC collaborates with campus partners to support students of concern, contributes to policy and practice development, and helps foster a community that values responsibility, respect, and student success. This role also supports office initiatives, programs, and recruitment efforts during high-demand periods.

Staff Roster and Phone List

Residence Hall Staff

	<i>RHC Office Phone</i>	<i>On-Duty RA Phone</i>
Lidstrom Hall	(701) 224-2554	(701) 527-7776
Swensen Hall	(701) 224-5460	(701) 390-6161
Werner Hall	(701) 224-5455	(701) 391-2611
Ritchie & Gate City Bank Hall	(701) 224-2702	(701) 391-2612
Health Science & Mystic Hall	(701) 224-2491	(701) 954-0466

Residence Hall Coordinator On-Duty (701) 995-0273

Office of Student and Residence Life

	<i>Office Phone</i>
Director of Student & Residence Life	(701) 224-5464
Student & Residence Life Coordinator	(701) 224-2689
Community Standards Coordinator	(701) 224-2540

Staff Hours and Access

Residence Hall Coordinators maintain regular daytime office hours throughout the week within their assigned halls and at times in the Office of Student and Residence Life, located in the Student Union. Each evening, a residence hall staff member is on duty to provide support, including assistance with lockouts, questions or concerns, mail and maintenance requests, and emergency situations. When the campus is closed, including holidays and break periods, a staff member remains on duty to assist with hall operations, residents staying on campus, and emergencies.

Lidstrom, Swensen & Werner Halls

Evening duty coverage is provided within each of these halls, with staff available on-site to assist residents.

Health Science & Mystic Halls

The Residence Hall Coordinator and Resident Assistant offices for these halls are located in Health Science Hall. Evening duty coverage is provided on-site to support residents.

Lloyd Ritchie and Gate City Bank Halls

The Residence Hall Coordinator and Resident Assistant offices for these halls are located in Gate City Bank Hall. Evening duty coverage is provided on-site to support residents.

COMMUNITY DEVELOPMENT AND EXPECTATIONS

Community Involvement and Engagement

Living on campus offers many opportunities to get involved, connect with others, and make the most of your college experience. Residence hall staff regularly plan programs and events designed to build community and support your success. Residents are encouraged to attend, share ideas, and take an active role in shaping their experience.

Residence Hall Meetings

Floor and/or building meetings may be held throughout the year to share important information and updates. Attendance is required. If you are unable to attend, you are responsible for notifying your Residence Hall Coordinator in advance and for obtaining any information you may have missed.

Getting Involved on Campus

In addition to residence hall programs, there are many ways to get involved across campus. Events are posted online at [Student Events](#) and throughout the residence halls.

The Office of Student and Residence Life is a valuable resource for involvement opportunities outside the classroom, including:

- **Student Government Association (SGA):** Students can run for or be appointed to a Senate position. SGA represents student voices, supports campus initiatives, participates in committees, and oversee aspects of student fees and organizations. Opportunities may include leadership experience and scholarships. Visit the SGA office (Room 219A) in the Student Union for more information or at [Student Government Association](#)
- **Clubs and Organizations:** Joining a club or organization is a great way to explore your interests, meet others, and get involved on campus. A club fair is held each fall and spring to introduce available opportunities. Students may also participate in the Congress of Student Organizations (CSO) if they are an elected officer in a club. A full list of clubs can be found at [Clubs and Organizations](#)
- **Intramurals:** Intramural programs offer opportunities to stay active, meet new people, and have fun. Options are available for a variety of interests and activity levels, from casual participation to more competitive play. More information can be found at [Intramurals](#)

FACILITIES AND CAMPUS

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 suite style residence hall. The hall is divided into two wings with two floors in each wing.



[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 co-ed suite style residence hall. There are four floors in Swensen Hall.



[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 traditional style all male residence hall. It is divided into two wings with two floors in each wing.



[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 suite style residence hall. The hall is divided into two floors.



[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. Ritchie Hall shares community amenities with Gate City Hall.



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

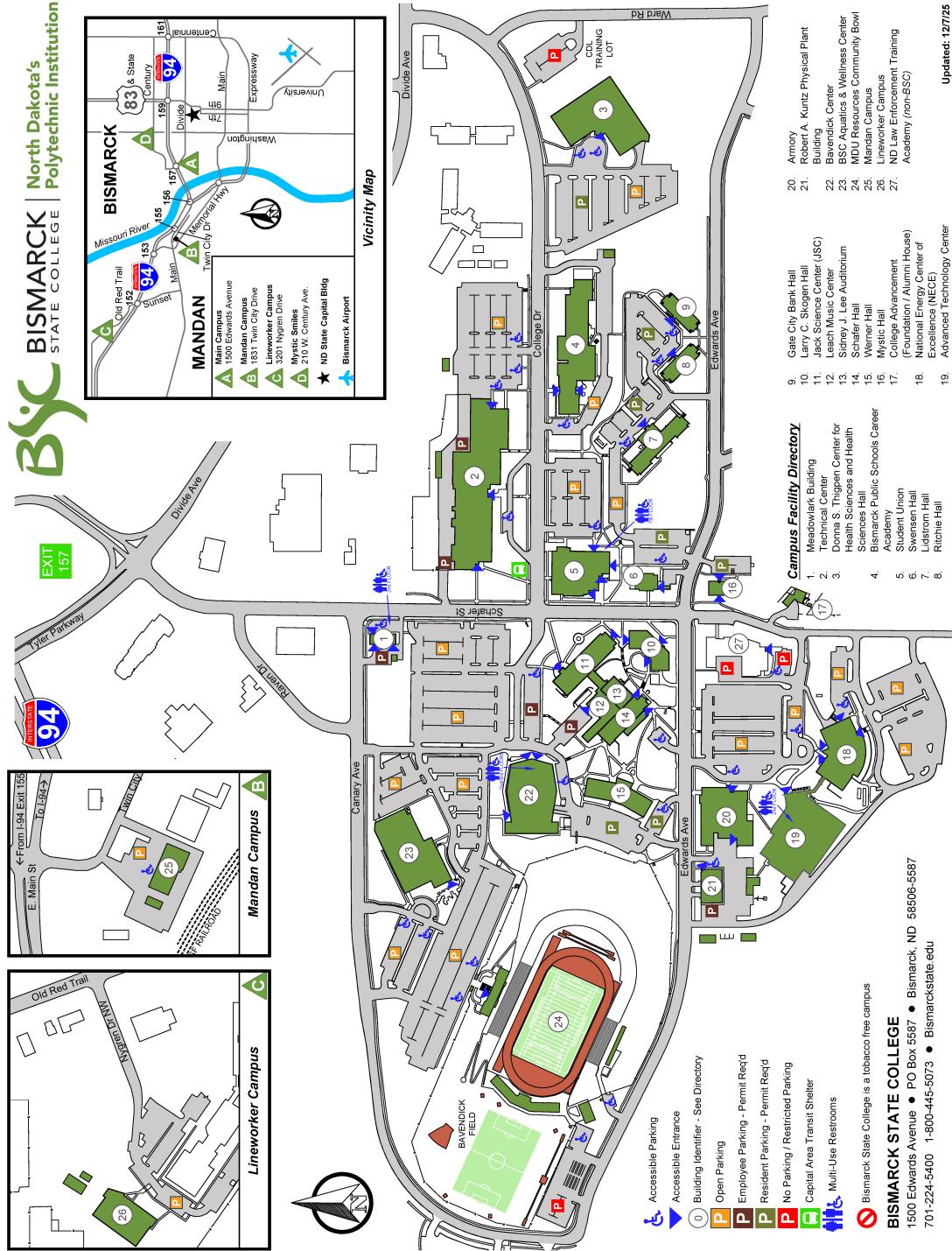
Completed in 2016. Gate City Bank Hall was named after Gate City Bank. Gate City Hall has three floors, and it is a co-ed apartment building. Gate City Hall shares community amenities with Ritchie Hall.



[Health Science Hall](#) – 1133 College Dr. Bismarck, ND 58501

Completed in 2025. Health Science Hall is located adjacent to the Health Science academic building. This traditional-style female hall features one floor living with spacious community areas.

Campus Map



Facility Use/Campus Office Hours

<i>Aquatics & Wellness Center:</i>	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>	
<i>Bookstore</i>	Monday – Friday	7:30 a.m. – 4 p.m.
	Winter/Spring Break	7:30 a.m. – 4 p.m.
<i>JSC Computer Lab:</i>	Monday – Thursday	7:30 a.m. – 5:00 p.m.
	Friday	7:30 a.m. – 3:45 p.m.
	Saturday-Sunday	CLOSED
<i>Library</i>	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>	
<i>Mystic Java:</i>	Monday – Friday	7:30 a.m. – 4 p.m.
	Sunday-Thursday	4:00 p.m. – 7 p.m.
	Winter/Spring Break	7:30 a.m. – 4 p.m.
<i>Other Campus Offices:</i>	Monday – Friday	8 a.m. – 4 p.m.
	Winter/Spring Break	7:30 a.m. – 4 p.m.
<i>Student and Residence Life:</i>	Monday – Friday	8 a.m. – 4 p.m.
	Winter/Spring Break	8 a.m. – 4 p.m.

** 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.

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

Lidstrom Hall:

Custodial staff follow a rotating schedule to clean suite-style bathrooms once each week. Residents are responsible for ensuring that all personal items are put away on scheduled cleaning days so the space can be properly cleaned.

If items are not removed, the bathroom will not be cleaned, and the Residence Hall Coordinator will be notified. Failure to comply with cleaning expectations may result in a sanction. Cleaning schedules are posted within 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, contact the residence hall staff member on duty. For non-urgent requests, submit a maintenance request through the housing portal by following these steps:

- Bismarckstate.edu
- Click *Student Life*
- Click *Housing Options*
- Click *Housing Portal*
- Sign in using your NDUS credentials
- Under *Account, Service Desk* choose *Add Service Requests*

Once submitted, your request will be forwarded to the maintenance department and addressed as promptly as possible.

At times, maintenance staff may need to enter your room to complete repairs or perform routine work. Advance notice will be provided whenever possible; however, some situations may require immediate access.

SERVICES – RESIDENCE HALL AND CAMPUS

Internet Access

Wireless internet is available throughout campus and within the residence halls. Available networks include EduRoam and BSC Housing IoT. If you experience issues or have questions, please contact the BSC Help Desk for assistance.

For more information, visit: <https://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.**

To activate your BSC e-mail account, go <https://bismarckstate.edu/students/resources/itsupport/email/>. If you experience issues or have questions, please contact the BSC Help Desk for assistance.

Laundry

Laundry facilities are available in each residence hall for the exclusive use of residents. All machines are free to use and instructions for operating laundry machines are posted in each laundry area.

Laundry locations by hall include:

- **Swensen Hall:** First, third, and fourth floors
- **Werner Hall:** Located near the common area lounges and kitchen
- **Lidstrom Hall:** Main floor, central common area
- **Mystic Hall:** Top-loading washers and dryers located within each suite
- **Ritchie Hall and Gate City Bank Hall:** Washer and dryer located within each apartment
- **Health Science Hall:** Located near the main entrance and the exit to the Health Science academic hall.

If you encounter a machine that is not functioning properly, please report it to a residence hall staff member.

Vending

Vending machines are available in Swensen, Werner, Lidstrom, and Ritchie Halls.

- **Swensen Hall:** Located on the first floor.
- **Werner Hall:** Located on the first floor in both the north and south wings.
- **Lidstrom Hall:** Main vending area is on the first floor in the room near the entrance.
- **Ritchie Hall:** Located on the main floor next to the mailboxes.

**Please note that vending machines are not operated by BSC.*

SWANK Streaming Services

SWANK is a streaming service available to students living in the residence halls. It provides access to a variety of movies, TV shows, and educational content that can be viewed from your room or in shared lounge spaces. Students can stream content on personal devices, including tablets and computers.

To access SWANK, visit: <https://digitalcampus.swankmp.net/Bismarck>

Cable TV and Gaming

Cable television is available in select residence hall lounges. Some lounges also include gaming systems for resident use and shared entertainment. Residents are expected to use shared equipment responsibly and respect others' access.

Mail

Mail is typically delivered to residence hall mailboxes in the afternoon, excluding weekends and holiday breaks.

You will receive a notification to your BSC email once a package has been delivered to the Robert A. Kuntz Building. Please note that there may be a one-day delay due to on-campus sorting. If your package has not arrived within the expected timeframe, contact the Mail Center in the Kuntz Building.

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 a package is too large to fit in your mailbox, you will receive a notification slip. Packages can be picked up during Residence Hall Coordinator office hours or evening staff duty hours.

Storage

Due to space and liability considerations, the residence halls are not able to store personal items for residents. Items left without prior approval from Student and Residence Life staff may be considered abandoned after 28 days. Please refer to the Abandoned Property section (page 20) for additional information.

Mystic Marketplace Meal Plans

All on-campus residents are required to participate in the Mystic Marketplace Board Contract. The meal plan operates on a declining balance system, where purchases made using your BSC Mystic Identification Card (Student ID) are deducted from your available balance.

Residents are responsible for using their full balance by the final day of each semester, as outlined in the academic calendar. Any remaining funds at the end of the semester will be forfeited. The academic year for meal plan purposes begins on residence hall move-in day and concludes on the final day of the spring semester. The full contract is available in Appendix A, Section 2. Residents are encouraged to review this section for complete details, as terms are subject to change.

For updates regarding meal service, including holiday schedules or weather-related changes, monitor your BSC email for notifications or visit: <https://bismarckstate.edu/students/campuslife/dining>

APPLYING, ROOM AND ROOMMATE ASSIGNMENTS

Contract Term

Contract Terms are designated for the full academic year. The term of the contract for 2026-2027 is August 21, 2026 to May 14, 2027.

Room and Roommate Assignments

Move-in information is sent to students beginning in July. Returning residents participate in a room selection process for placement, followed by room assignments for incoming residents. While efforts are made to accommodate preferences, availability may be limited based on space within specific residence halls and room types.

Living with a Roommate

Open and respectful communication is key to a positive roommate experience. At move-in, roommates will complete a questionnaire designed to guide conversations about shared expectations and living preferences. This information may be used by Residence Hall Coordinators to support mediation if concerns arise.

Roommate Concerns and Mediation

If concerns develop, residents are encouraged to first communicate directly with their roommate. If additional support is needed, residents may contact a Resident Assistant or Residence Hall Coordinator for assistance. Staff will work with those involved to help identify appropriate solutions based on the situation. Residents may not act in a manner intended to force a roommate to move out or prevent a new roommate from moving in.

Room or Roommate Change

Room or roommate changes are not permitted during the first two weeks following fall move-in, unless extenuating circumstances are identified. All requests must be submitted through the Residence Hall Coordinator of the building. Approval is not guaranteed, as space is limited, and requests based solely on preference or convenience may not be accommodated. If a request is approved, residents are expected to complete the move within the designated timeframe.

Occupancy/Consolidation

Full-time BSC students (12 or more credits) receive priority for residence hall placement. Part-time and collaborative students may be eligible for housing if space is available. Students who apply as full-time but later enroll in fewer than 12 credits must notify the Student and Residence Life Office. Residents must occupy their assigned room and may not sublet or reassign their space. Room or roommate changes, as well as checkouts, must be approved in advance by the Residence Hall Coordinator. Residents may move in on their designated contract start date and are expected to vacate within three hours after their last final exam, unless participating in commencement or prior arrangements have been approved. Move-in information will be provided in advance.

If a vacancy occurs within a room, the remaining resident may be required to accept a new roommate or relocate to another room. The Office of Student and Residence Life reserves the right to reassign residents or consolidate vacancies when occupancy is below capacity in order to effectively utilize available space.

Returning Students Reapplying for Housing for Next Academic Year

Students planning to return for the next academic year are encouraged to apply for housing as early as possible. For the 2027–2028 academic year, returning students who apply between October 1 and March 15, 2027, will receive priority based on the date their application is received, provided there are no applicable conduct or housing restrictions. While preferences cannot be guaranteed, every effort will be made to accommodate requests. Applications are submitted through the housing portal by selecting the Returning Students Housing Application.

Summer Housing

Residence halls remain open during the summer to accommodate students, degree-seeking interns, conference participants and other approved residents. Preference for summer housing is given to Bismarck State College students.

To be considered for summer housing, applicants must be enrolled in summer courses, employed on campus, participating in an approved internship, or otherwise approved by the Office of Student and Residence Life. All applicants must be in good standing with the institution, when applicable, and comply with the expectations outlined in the Housing Handbook.

Applications for summer housing are available through the housing portal. If you have questions or concerns, please email bsc.housing@bismarckstate.edu.

HOUSING REGULATIONS AND CONTRACTUAL ISSUES

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

Items left behind after checkout, or when a student is determined to have improperly checked out, may be considered abandoned – this includes bicycles – after 48 hours. Residence hall staff will collect and inventory any such items. Reasonable efforts will be made to notify the student using their official BSC contact information. Abandoned items will be held for a minimum of 28 days from the date of notification. Items not claimed within this timeframe may be donated or disposed of in accordance with North Dakota state law.

Alcohol and Illegal Drugs

The possession, consumption, distribution, or manufacture of alcoholic beverages, alcohol-related items (such as drinking devices, game tables or alcohol-branded decorations), and illegal drugs is prohibited in residence halls and on campus. Students are expected to comply with State Board of Higher Education policies, Bismarck State College policies, local ordinances, and state laws regarding alcohol and drug use. Violations of these policies may result in disciplinary action, including removal from on-campus housing. Guests and non-students found in violation may also be subject to legal action, and hosts may be held responsible for their guests' behavior. For additional information, refer to the Campus Alcohol and Illegal Drug Policy (Policy 918.2 and Procedure 918.2).

Amnesty Clause

BSC encourages all students to prioritize the health, safety, and well-being of themselves and others. In situations where an individual requires emergency medical attention—particularly related to alcohol or other drug use—students are expected to take immediate and responsible action by contacting emergency services. Failure to do so may result in significant College sanctions and, in some cases, civil or criminal consequences.

Responsible action includes:

1. Call for help: In emergencies, call 9-1-1 immediately, whether on or off campus. In non-emergency situations, students may contact BSC Campus Police (701-224-2700) or the Residence Hall Coordinator on duty (701-955-0273).
2. Stay with the individual: Remain with the person in need until help arrives or assistance is no longer required.
3. Cooperate with responders: Provide requested information and assist emergency personnel as needed.

Students or student organizations who take responsible action, or for whom such action is taken, will generally not be subject to the student conduct process for alcohol- or drug-related violations or other minor policy infractions. In addition, the incident will not become part of the student's conduct record. However, individuals involved may be required to participate in an educational or restorative process. This provision does not apply in cases involving serious or egregious violations that occur during the same incident

Bicycles, Hover Boards & Other Wheeled Equipment

Bike racks are available outside most residence halls and near campus buildings. Students who own bicycles are encouraged to use secure locks. Bicycles may not be stored in residence hall common areas or within suite spaces unless approved by the Residence Hall Coordinator. Recreational equipment with wheels, including hoverboards, is not permitted for use inside the residence halls. Bicycles left in racks without identification at the end of the academic year may be treated as abandoned property and handled in accordance with residence hall policy.

Breaks (Thanksgiving, Winter & Spring Break)

Residence halls close during major academic breaks, including Thanksgiving, Winter, and Spring break. These periods are not included in the residence hall contract. Students who need to remain on campus during break periods due to academic, athletic, employment, or other extenuating circumstances must submit a request in advance. International students who are unable to travel are also required to submit a request. Students should contact their Residence Hall Coordinator prior to submitting a request. Requests submitted without prior communication may be denied. If students need to stay over break, registration is required by the stated deadline. Late sign-ups may result in a late fee and approval is not guaranteed.

Cancellation and Refund Policy

Students who move out of the residence halls during the contract term are not eligible for a refund unless permitted under State Board of Higher Education Policy 830.2. If a vacated space is reassigned to another student, a prorated refund may be issued for the period during which the space is reassigned. The Office of Student and Residence Life assigns vacancies based on the circumstances that created the opening. Priority is typically given to vacancies resulting from withdrawal or graduation. Requests for cancellation while a student remains enrolled will be processed as space allows and in chronological order. Bismarck State College reserves the right to reassign any vacancy created by early contract termination to meet institutional housing needs. Reassignment of a space does not guarantee release from financial responsibility associated with the contract.

Change or Damage to Property

Furniture provided by Bismarck State College must remain in its designated location and may not be removed from residence hall rooms, suites, or common areas. Residents are not permitted to alter or modify college-owned furniture, including constructing lofts, elevating furniture, or making structural changes. The use of nails, screws, or other materials that may damage walls or surfaces is prohibited in Swensen and Werner Halls. LED light strips may not be applied to walls or furniture in any residence hall. The use of adhesive products, including Command™ strips, is not recommended, as

improper removal may cause damage to surfaces. Residents are responsible for maintaining their assigned space and may be held financially responsible for any damage to rooms or common areas beyond normal wear and tear.

Personal Property Liability

Bismarck State College is not responsible for the loss of or damage to residents' personal property. Students are encouraged to review their personal or family insurance coverage to determine if protection is available for personal belongings.

Combustible Materials

Combustible or flammable materials are not permitted in the residence halls. Prohibited items include propane, gasoline, kerosene, butane, lanterns, live trees, chemicals, and similar items.

Common Areas and Appropriate Behavior

Residents are expected to behave respectfully in all shared spaces within the residence halls, including lounges, hallways, corridors, and bathrooms. This includes wearing appropriate clothing, using respectful language, and using shared furniture, spaces, and equipment responsibly and for their intended purposes.

Cooking Equipment & Electrical Appliances

Small electrical appliances are permitted only in approved kitchen or kitchenette spaces and must not create a fire hazard or disturb other residents. Appliances with open coils or exposed burners, as well as air conditioners, space heaters, indoor grills, halogen lamps, barbecue grills (including charcoal grills), and gas-powered appliances, are prohibited in all residence halls. All permitted appliances with heating elements must have an automatic shut-off feature. Use of any cooking appliance or heating element outside of designated kitchen areas is not permitted.

Health Science, Lidstrom, Mystic, Swensen, and Werner

Kitchen spaces are available in each residence hall. Residents are responsible for providing their own cooking and dining supplies; refer to the move-in checklist for suggested items. Cooking appliances and any device with a heating element may only be used in designated kitchen areas and are not permitted in resident rooms. Approved appliances may be stored in resident rooms but should be kept in a box, tote, or original packaging; storage in common kitchen areas is encouraged when possible. Residents must remain present while cooking and are responsible for cleaning the space after use. Kitchens may be closed if cleanliness standards are not maintained, and appliances or equipment may be temporarily confiscated if policies are not followed.

Gate City Bank and Lloyd Ritchie

Apartments are equipped with standard kitchen appliances, including refrigerators and ranges. Residents may use small electrical appliances within apartment kitchens only, provided their use does not create a fire hazard or disturb others. Residents are expected to follow all fire safety guidelines and maintain a clean kitchen environment to support health and safety.

Discrimination

Bismarck State College is committed to providing an environment free from discrimination. Discrimination in any form is a violation of college policy. Residents who believe they have experienced or witnessed discriminatory behavior are encouraged to contact a residence hall staff member for assistance.

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

Charges for room, board, and other residence hall-related expenses are billed through your student account in Campus Connection. **Account balances are due in full by the first day of each semester.** Charges incurred after the start of the semester are due at the time they are applied.

Payments must be made by the due dates listed in your Student Center. Balances not paid within 30 days of the due date will be assessed a 1.75% late fee. Outstanding balances may also result in a service indicator that restricts future class registration, transcript release, and diploma issuance.

Students are expected to review and respond to account communications in a timely manner. Payment plans may be available through the Office of Student Finance. For questions, please contact the Office of Student Finance in Schafer Hall.

If outstanding housing-related charges remain on a student account, the Office of Student and Residence Life may attempt to contact the student directly to address the balance. This communication does not alter the terms of the housing contract; however, staff will work with students to review their situation and determine appropriate next steps.

Gaming – Registering Devices

Students may connect gaming, streaming, and other Internet-enabled devices to the “BSC-HousingIoT” network. Devices must be registered prior to use at <https://apps.ndus.edu/campus-device-registration/> Users login with their NDUS credentials, and can add up to 10 devices. To add a device, follow these steps:

To register a device:

1. Select “New Device.”
2. Choose and describe the device type.
3. Locate and enter the device’s wireless MAC address (typically found in the device’s network settings).
4. Enter your email and phone number.
5. Select the registration duration (up to two years).
6. Add any optional information.
7. Submit the device request.
8. Once approved, connect the device to the “BSC-HousingIoT” network.

Hall Expectations

As members of the residence hall community, students are expected to contribute to a respectful and supportive living environment. Core expectations include:

- Be Respectful
- Be Resourceful
- Be Real

Additional information about these expectations is available within the residence halls. Students are encouraged to connect with their Residence Hall Coordinator for more details.

Hall Sports

Residence hall common areas are not designed for general sporting or high-impact physical activities. Activities such as ball sports, rollerblading, biking, hoverboarding, and similar activities are not permitted inside the building. Residents should carry items such as skateboards, rollerblades, and hoverboards when entering or exiting the building. Bicycles must be stored and secured at designated outdoor bike racks. Activities provided within designated spaces (such as pool, ping pong, or air hockey) are permitted. Residents participating in outdoor activities may be asked to relocate or stop if the activity is disruptive to the residence hall environment. Water fights and the use of Nerf-style devices are not permitted within the residence halls.

Harassment and Hazing

Students are expected to respect the rights and dignity of others. Harassment, hazing, or any behavior that harms another individual is not permitted. Harassment is defined as unwelcome and offensive conduct that is persistent, severe, or pervasive enough to interfere with an individual's ability to participate in or benefit from college programs, activities, employment, or academics. Hazing is defined as any action that humiliates, abuses, or endangers an individual as part of initiation into a group or affiliation, as outlined in the BSC Student Code of Conduct. Violations of this policy will be addressed through the student conduct process and may result in disciplinary action, including possible removal from the residence halls.

Health and Safety Inspections

Residence hall staff conduct health and safety inspections each semester to help maintain a safe living environment. During these inspections, staff check for concerns such as overloaded outlets, fire code violations, and unsanitary conditions. Any policy violations identified during inspections will be addressed in accordance with residence hall and student conduct policies.

Improper Checkouts

Residents must complete the checkout process with a Resident Assistant or Residence Hall Coordinator when leaving the residence halls for any reason. Failure to properly check out may result in an improper checkout designation and associated charges, including potential key replacement fees. Residents should schedule checkout appointments at least 24 hours in advance.

Keys

Residents are expected to carry their assigned keys at all times to maintain a safe and secure environment.

Lock Out

If a resident is locked out of their room, contact the staff member on duty for assistance. The following process applies:

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 requests: Service fee increases by \$25 per occurrence.

Lost or Stolen Room Keys

Residents must report lost or stolen keys immediately to a Resident Assistant or Residence Hall Coordinator. A \$50 replacement fee will be assessed for each key. If locks must be re-cored, additional charges may apply.

Lending Keys

Residents may not lend or share their assigned keys with any other individual.

Marijuana

The use or storage of marijuana, including for medical purposes, is not permitted within the residence halls.

Non-Compliance with a College Official

Residents are expected to comply with reasonable directives from college and emergency personnel acting within their official duties. Prohibited behavior includes, but is not limited to, obstructing or delaying college operations, providing false or misleading information, resisting or fleeing from law enforcement, failing to complete assigned conduct sanctions, or engaging in verbal or physical misconduct toward college personnel. Failure to comply may result in an incident report and referral to the Community Standards Coordinator for further action.

Parking

The BSC Campus Police Department oversees all parking matters on campus. Students, faculty, staff, and visitors are expected to operate and park their vehicles in accordance with all campus, local, and state laws and regulations.

Parking permits are required for student vehicles. Residence hall students must display a valid residence hall parking permit. Parking permits are issued at no initial cost. Additional information regarding parking permits, including how to obtain a permit, is available in the Parking Permits section of this handbook.

Parking Lot Designations

The color(s) at the bottom of each parking permit hangtag corresponds to the background color(s) of the designated parking lot signs, identifying the parking areas in which the permit holder is authorized

to park. Students are responsible for parking only in the lots designated by the color(s) displayed on their assigned parking permit. Refer to the official **BSC Campus Parking Map** for parking lot locations and designations.

Parking lot designations are as follows:

- **White – Open:** Available to students, faculty, staff, and visitors. Student parking permits are valid in Open lots. No overnight parking is permitted except in **Lot O-5** as described below.
- **Teal – Health Science Hall:** Reserved for Health Science Hall residents displaying the appropriate residence hall parking permit.
- **Yellow – Ritchie Hall, Gate City Hall, and Lidstrom Hall:** Reserved for residents displaying the appropriate residence hall parking permit.
- **Green – Swensen Hall:** Reserved for Swensen Hall residents displaying the appropriate residence hall parking permit.
- **Gray – Mystic Hall:** Reserved for Mystic Hall residents displaying the appropriate residence hall parking permit.
- **Blue – Werner Hall:** Reserved for Werner Hall residents displaying the appropriate residence hall parking permit.

Lot O-5 is designated as an Open parking lot and also serves as the overnight overflow parking area for residence hall students. Any valid residence hall parking permit holder may park overnight in Lot O-5.

Residents should park in the parking lots designated for their assigned residence hall. The small parking lot on the south side of Swensen Hall is reserved for service vehicles and may not be used for residence hall parking.

Motorcycles

Motorcycles operated by students, faculty, staff, and visitors are not issued parking permits. For non-overnight parking, motorcycles may be parked in any parking lot designated as an Open parking lot.

Students residing in campus housing who wish to park a motorcycle overnight may park only in the designated motorcycle parking spaces located within the parking lot assigned to their residence hall. Overnight motorcycle parking is authorized March 1 through November 15. Students parking a motorcycle overnight must provide the BSC Campus Police Department with the motorcycle's license plate number for registration purposes.

Parking Violations

Common parking violations include:

- Parking in crosswalks.
- Parking in No Parking areas.

- Parking on lawns or landscaped areas.
- Failure to park within the painted parking lines.
- Parking in a designated visitor parking space without authorization.
- Parking in a residence hall parking lot without the appropriate residence hall parking permit.
- Parking in a parking lot not authorized by the assigned permit color.
- Parking overnight in an unauthorized parking lot.
- Parking in an accessible parking space without displaying a valid accessible parking permit or license plate. This violation may result in citations issued by both BSC and the City of Bismarck.
- Parking a motorcycle outside a designated motorcycle parking space or otherwise in violation of the motorcycle parking requirements.

Parking violations may result in fines ranging from \$10 to \$100, depending on the violation, and/or towing at the owner's expense. Failure to pay fines within 20 calendar days may result in a service indicator being placed on the student's account, which may prevent class registration and the release of transcripts.

The Bismarck Police Department may also patrol campus and issue citations for violations of city parking ordinances. These citations are enforced by the City of Bismarck and are separate from BSC parking violations.

Failure to comply with campus parking regulations or engaging in unsafe operation of a motor vehicle on campus may result in disciplinary action, towing, and/or suspension or revocation of parking privileges.

Passive Participation

Passive participation in Prohibited Acts includes being present during a policy violation, encouraging the violation, or failing to take appropriate action. Students are expected to respond in a manner consistent with the Student Code of Conduct, including:

- Leaving the situation immediately (if not responsible for the space);
- Taking reasonable steps to safely intervene; and/or
- Reporting the violation to College staff or law enforcement.

Pets/Service and Emotional Support Animals

Pets are not allowed 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 BSC Service Animals, Emotional Support Animals, and Pets Operational Procedure and complete an accommodation form on through the housing portal or with the Accessibility Office.

Physical Fitness Equipment

Weightlifting equipment is not permitted in the residence halls. Small aerobic weights are allowed. Students interested in bringing additional fitness equipment should consult with their Residence Hall Coordinator. Residents are encouraged to utilize the BSC Aquatics and Wellness Center for fitness activities.

Quiet Hours and Noise

Quiet hours are in effect from 11:00 p.m. to 11:00 a.m. daily. Outside of quiet hours, residents are expected to maintain reasonable noise levels and respect the living environment of others. Excessive or disruptive noise at any time may be addressed through the student conduct process.

Room Inspection & Search

The College may enter student rooms, apartments, or suites when necessary to address safety concerns, conduct violations, maintenance needs, or emergency situations. Entry may occur without prior notice when required; however, reasonable notice will be provided when possible. Items observed in plain view during entry may be documented and used in the conduct process.

Searches of student residences may occur with resident consent or as authorized by law enforcement. Information obtained through such searches may be used in accordance with the Student Code of Conduct and applicable policies.

For information regarding room inspections and searches, please refer to the Residence Hall Room and Board License Contract (Section 16).

Sanitation and Trash

Residents are responsible for disposing of personal trash in designated dumpsters located outside the residence halls. Trash from individual rooms should not be placed in common area receptacles, including lounges, bathrooms, kitchens, or laundry rooms. Trash may not be left outside room doors under any circumstances.

Security Cameras

Security cameras are installed in select areas of the residence halls, including entrances, parking lots, and some common spaces, to support safety and policy compliance. Information obtained from cameras may be used for law enforcement and college conduct purposes. Camera use and monitoring are conducted in accordance with applicable federal and state laws.

Social Networking Responsibility

Students are expected to represent themselves and the college responsibly in online spaces. Content on social media that documents or reflects potential policy violations may be reviewed and addressed through the student conduct process.

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 Office of Student and Residence Life. If approved, a student can sign a written permission agreement which will be placed in their file. All signs, notices, etc., must be approved by the Office of Student and Residence Life prior to posting in any area in the hall(s).

Tobacco and Nicotine Use

Smoking, including vaping and the use of nicotine pouches, is prohibited on BSC grounds and within College buildings, residence halls, apartments, and other enclosed structures. See BSC Policy 917 – Tobacco & Smoke-Free Campus.

Spiritual Use of Sweet Grass, Sage, and Cedar

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.

Waterbeds, Hot Tubs & Cold Plunges

Water beds, cold plunges (including ice baths), hot tubs, and any similar water-filled furniture or devices are strictly prohibited in all residence halls. These items pose significant risks, including

structural strain from excessive weight, water damage from leaks or spills, electrical hazards, and sanitation concerns. Due to these risks and associated liability, residents may not bring, install, or use such equipment in any residence hall space. Violations of this policy may result in removal of the item, fines, and/or disciplinary action, and residents may be held financially responsible for any resulting damages.

Weapons, Explosives and Firearms

Unauthorized or unlawful possession, display, or use of firearms, explosives, other weapons on College property or at College-sponsored activities. Except as permitted by law, firearms and dangerous weapons are not allowed on State Board of Higher Education (SBHE)–owned or controlled property, in accordance with North Dakota Century Code § 62.1-02-05 and Bismarck Code of Ordinances 6-08.

Wild Game Cleaning

The cleaning and disposal of wild game (including deer, pheasant, or other animals) is not permitted on campus property including residence halls, parking lots, and dumpsters. Students must make appropriate off-campus arrangements for any game processing.

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 damage 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 an act of vandalism is witnessed, please notify a residence hall staff member immediately.

Visitors

Visitors are defined as:

1. **Resident Visitor:** Any resident of the residence hall community who is visiting a residence hall or room to which they are not assigned.
 - Residents assigned to the building may travel throughout the residence hall without escort.
 - Residents visiting a different residence hall must be permitted access and escorted by a resident host.
 - Responsible for own behavior within the residence hall and must comply with all residence hall policies.
2. **Non-Resident Visitor:** Any individual who is not a resident of BSC Campus Housing.
 - Must be permitted access to the residence hall by a resident host.
 - Must be escorted to and from the entryway doors and in the common areas by host only.
 - Visitors must comply with all college policies and residence hall regulations during their visit.
 - Host is responsible for visitor conduct within the residence hall.

A **host** is defined as a resident of the residence hall who invites, accompanies, or grants access to anyone entering the hall. Hosts may be held responsible for policy violations committed by their visitors.

A resident who does not comply with the visitor policy may have their visitor privileges revoked or suspended.

Visiting Hours

Open hours are posted in each residence hall and are subject to change.

Open Hours:

- Sunday-Thursday | 8:00 a.m. – 1:00 a.m.
- Friday-Saturday | 8:00 a.m. – 3:00 a.m.

If there is a variation of open hours, those changes will be posted by the Residence Hall Coordinator. Residents may not permit individuals to enter the residence hall without serving as their host. Allowing individuals to enter the building without authorization, including following through secured doors, is prohibited. If a conflict arises regarding visitors, roommates are expected to resolve the concern respectfully. Residence hall staff may intervene if necessary to support a reasonable resolution. Residence hall staff reserve the right to ask visitors to leave the residence hall at any time if their presence violates residence hall policies or disrupts the community.

Overnight Visitors:

Overnight visitors of the same gender as the host are permitted to remain in the residence hall if arrangements are made with the roommate(s) and the residence hall staff on duty by 4:00 p.m. on the day of the stay. A \$20.00 charge per visitor per night will apply. Overnight visitors under the age of 18 who are not enrolled students at the College require advance approval from professional residence life staff prior to arrival. Requests must be submitted at least 24 hours in advance and shall require parental or legal guardian consent.

Visitors who are in an intimate or romantic relationship with their host, regardless of gender, are not permitted to stay overnight.

To request an overnight and/or minor visitor, submit the request through <https://bismarckstate.erezlife.com/>

Law Enforcement and Authorized Personnel Access:

1. Members of the BSC Campus Police Department and authorized College staff or administrators acting within the scope of their official duties are permitted to enter residence halls as necessary to carry out institutional responsibilities related to safety, health, policy enforcement, maintenance, welfare checks or official administrative functions. When reasonably possible, such personnel will identify themselves and state the purpose of entry.
2. Law enforcement officers or officials who are not members of the Bismarck State College Campus Police Department are not permitted access to residence halls unless:

- a) They have been invited by an authorized resident host in accordance with visitor policies; or
- b) They are granted permission and escorted by appropriate College authority; or
- c) Exigent circumstances exist that reasonably indicate an imminent threat to life, safety, or serious property damage requiring immediate action

Any non-BSC law enforcement officer requesting access to a residence hall shall be referred to the BSC Campus Police Department. Residence Life staff, student employees, or other College personnel should not independently grant access to outside law enforcement. Campus Police will determine the appropriate response based on legal authority (e.g., warrant, consent, or exigent circumstances) and institutional policy.

SANCTIONING PHILOSOPHY

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.

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 STUDENT CONDUCT PROCESS

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 Director of Student and Residence Life or the Community Standards Coordinator(s).
3. The Residence Hall Coordinator, Director of Student and Residence Life, or the 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, Director of Student and Residence Life 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
701.224.5638

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 handbook. 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

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 <https://www.bismarckstate.edu/students/resources/studentpolicies/>.

Students are responsible for familiarizing themselves with these policies.

HEALTH, SAFETY AND SECURITY

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 Office of Student and Residence Life of any health concerns, allergies, or medical conditions at the beginning of the academic year so that this information can be kept on file. Having accurate health information is important in the event of an emergency. Residents should also notify Residence Life professional staff of any suspected cases of contagious disease. Contagious diseases may include, but are not limited to, measles, mumps, hepatitis, meningitis, and chickenpox. Students requesting special accommodations will be referred to the Accessibility Coordinator for assistance and support.

Disposing of Needles and Other Medical Supplies

For the health and safety of all residents and staff, students who use needles, syringes, or finger-prick devices for medical purposes are required to dispose of these items in an approved sharps container. Students who do not have access to a sharps container should contact their Residence Hall Coordinator for assistance in obtaining one.

Bed Bugs

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. Reporting and Initial Response

Students who suspect the presence of bed bugs must immediately contact the RA on duty or the Residence Hall Coordinator on duty. The RHC will coordinate with the appropriate staff member to contact a licensed pest control provider for inspection and assessment.

Do not remove any items from the room.

2. Timing and Expectations

- a. Reports made on weekends or holidays will be forwarded to the on-call Residence Hall Coordinator; however, pest control services may be limited during these times.
- b. When an inspection can be scheduled, students are expected to follow all instructions provided by the Residence Hall Coordinator and pest control professionals during both the inspection and treatment process.
- c. Items should not be removed from the room unless explicitly directed by staff, as this is critical to preventing the spread of bed bugs..

3. Access to Living Spaces

A student may not, at any time, deny the exterminator or BSC staff access to their living space during this process.

4. Inspection Outcomes

- a. If no bed bugs are found, no further action will be taken. Students should continue to monitor their space and report any future concerns promptly.
- b. If bed bugs are confirmed, Residence Life staff will provide detailed instructions for treatment, including preparation for heat treatment. **Students are responsible for the cost of treatment.**
- c. Only a licensed pest control professional can confirm the presence of bed bugs.

5. Compliance

Bed bugs present a serious community concern. All students must comply with instructions provided by Residence Life staff within 24 hours of confirmed presence in 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. 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 several 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 Family Medicine Center](#)

[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 2nd floor is to gather in the 1st floor public restrooms and laundry area. First floor residents are to remain in their restroom or common living space. If possible, have 2nd floor residents join 1st floor residents in restroom or common living space until storm has passed.
- Mystic Hall: Residents on the 1st 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 of the lower level and lower level of the building.
- Lloyd Ritchie Hall: Residents on second floor should move to the lower level. If possible, 2nd 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, 2nd 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 Science 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 Use and Safety (Lidstrom Hall)

Lidstrom Hall is the only residence hall equipped with an elevator. To promote safety and reduce the risk of malfunction, residents are expected to follow these guidelines:

- Do not attempt to hold the elevator door open with your hands.
- To keep the doors open, use the “Open Door” button (< >).

- Do not force the doors open once they begin to close; use the “Open Door” button or allow them to close fully.
- Avoid overcrowding the elevator.
- Residents may be held financially responsible for any damage caused to the elevator.

Emergency Procedures

If the elevator stops between floors or becomes inoperable, remain inside and wait for assistance. Do not attempt to exit the elevator on your own. Use the emergency intercom by pressing the alarm button or call 911 from your cell phone for assistance.

APPENDICES

Appendix A

BSC 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 Bismarck State College (BSC) campus are Gate City Hall, Lidstrom Hall, Health Science Hall, Mystic Hall, Ritchie Hall, Swensen Hall, and Werner 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 a student 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 BSC Student Finance accounts. Review BSC Student Finance guidelines and due dates for making payments.**
- D. BSC has the right to refund any payment, to refuse assignments to any applicant and to make all final decisions as to assignments for room. 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**
 - Residents must comply with NDUS Procedure 506 Immunizations and Tuberculosis Screening by providing documentation of immunity against measles, mumps, rubella (MMR) and meningitis (meningococcal), or by providing an exemption form.

In the event of an outbreak of a communicable disease in which immunization is required, it may be determined that exclusion from college, including campus housing, and college activities may be recommended/required by the campus in coordination with the local Public Health Officer until the public health risk is over. By submitting an exemption, students acknowledge and accept these conditions.

2. CONTRACT TERM

- A. **The term of this contract is for the academic year, August 21, 2026 - May 14, 2027.**

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. Complete a Residence Life Accommodations Request form for dining or other accommodation needs. See #12 Special Accommodations section of this contract.
- C. All BSC 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 degree-seeking BSC students receive priority for placement in BSC residence halls. If space allows other student populations such as collaborative, part-time and non-degree seeking 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 resident 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 where 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, Health Science, 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 the 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 916.9 Possession of Firearms or Dangerous Weapons Operational Procedure for specific information regarding prohibited weapons.
 - 2.) Cooking or heating appliances and equipment such as electric fry pans, microwave ovens, 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 gallon, are allowed.)
 - 7.) Weightlifting equipment
- D. 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 BSC removal of personal belongings, cleaning, or repair. Residents are not permitted to make room alterations, install equipment, paint rooms or make repairs. BSC Residence Life staff will make 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 outlined in 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. Residents 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. 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 Health Science, Werner, Swensen and Lidstrom Halls. Mystic Hall, Gate City Hall and Ritchie Hall have washers and dryers available in each suite/apartment. Washers and dryers are free to residents to use during their stay, 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
- D. Cable television is available in common area lounges.

- E. Mail service is provided on weekdays. There is no mail service on weekends and holidays.
- F. BSC Campus Police provides residence hall parking permits. All resident vehicles must be permitted. This permit is valid to keep for the duration of residence on campus.
- G. Wireless internet 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/

8. GUESTS AND VISITORS

- A. **Visitors are welcome during the designated open hours of the building.**
- B. Guests of the same gender are permitted to remain overnight in the residence hall if arrangements are made with roommates and the residence hall staff by 8:00 p.m. A fee of \$20.00 per night will be charged. Guests, regardless of gender, who are in a romantic relationship with their host, are not permitted to stay overnight. 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.** Residents 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. Sunday – Thursday**
 8:00 a.m. – 3:00 a.m. Friday – Saturday
 (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 bong, bong, etc.), and illegal drugs is prohibited in campus housing and all other areas of the campus.
Residents are expected to abide by North Dakota state laws, North Dakota State Board of Higher Education policies, North Dakota University System Procedures, and BSC Policies and Procedures, and local ordinances regarding the possession, consumption, distribution & manufacturing of alcoholic beverages, alcohol related items, or the possession or use of illegal drugs or paraphernalia. Violations of any of the above policy and/or other policies impacting 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 additional information.
- 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. Any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus is prohibited. 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 resident from on-campus housing for the best interests of the other residents shall be grounds for termination of this agreement. In cases where such termination is required, the resident forfeits any rights to a refund as outlined in SBHE Policy 830.2 and remains responsible for the housing costs associated with this license contract and the terms administered under the Board section of this contract.

If removal from housing is due to conduct-related allegations or sanctions, BSC may, at its discretion, provide up to 48 hours of off-campus accommodation; however, no additional housing support will be provided beyond that period.

- F. Any enrolled BSC student, not living on campus, is subject to the Student Code of Conduct 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 are encouraged to consider purchasing insurance or extending a parent's insurance to cover such loss or damage. Additionally, the College and its employees and agents are not to be held responsible for any claims related to damages or injuries sustained in the residence hall resulting from acts or omissions associated with changes or modifications made to rooms or furnishings. This serves as a release of liability for the College in cases where damage or injury is caused, in whole or in part, by such modifications.

12. SPECIAL ACCOMODATIONS

- 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 BSC housing. Complete the Residence Life Accommodation Request Form available on housing self-service (Campus Connection) and return it to the Office of Student and Residence Life for disability accommodation. For questions, contact 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. Cancellation forms can be found at: bismarckstate.edu/students/campuslife/housingoptions/
- B. If a resident moves out of the residence hall during the term of the contract and is not entitled to a refund as provided under SBHE Policy 830.2, rent for the entire contract term will be forfeited. However, if BSC is able to assign the contract to another student, a refund will be issued for the period of time the contract is reassigned. The Office of Student and Residence Life will fill each vacant contract based on the reason for the cancellation that led to the vacancy. For example, vacancies created by individuals withdrawing from the College or graduating will be prioritized and filled first. Individuals requesting contract cancellation while maintaining enrollment at the College will have their vacancies filled chronologically when possible. BSC reserves the right to reassign the vacancy created by early contract termination to another unit. This ensures BSC's ability to accommodate incoming students with specific requests or special needs. **Therefore, even if a previously occupied unit becomes assigned to an incoming student, this may not result in release from liability for the vacancy 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. Residents must check out of the residence hall by contacting the Residence Hall Coordinator. Additional charges will be assessed for room and commons damages, missing keys, and cleaning of the room. Leaving behind items upon checkout or conducting an improper checkout, property valued less than \$2500 will be disposed of after 28 days in compliance with North Dakota State law (NDCC) 47-30.2-09

14. WITHDRAWAL FROM COLLEGE

- A. Students withdrawing from College are expected to notify the Student and Residence Life Office. Withdrawal will result in immediate dismissal from the residence halls. Refund of room and board charges for residents 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. Residents must 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. Residents 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, 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 the resident and any authorized, escorted guest. College keys may not be duplicated or shared. Lost keys require a cylinder/program change and issuance of a new key. Replacement costs will be assessed.
- D. 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 Admissions & 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 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 resident or residents within the hall.
6. Materials found during entry as described in this section may be used in a 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 resident party to this Contract.

B. The College and Office of Student and Residence Life 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 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, Law enforcement 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 residents and searches authorized under law by any law enforcement agencies, including BSC Campus Police. Law enforcement officials may search a room with consent of a resident, 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 because of the search of the resident's room/apartment/suite, the College reserves the right to initiate action under the Student Conduct Code, NDUS Policies and Procedures, and residence hall policies.

BSC 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 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 21, 2026 - May 14, 2027**

2. BOARD PLAN EXPLANATION AND STANDARD REGULATIONS

- A. The meal plan is a declining balance plan. Each time the BSC Mystic Identification card is used (Student ID), the total amount used is subtracted from the balance of the 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 21, 2026 – December 18, 2026
January 10, 2027 – May 14, 2027
- B. If the resident's meal contract has not been paid within 30 days the resident is eligible for late fees and holds on the account, unless the resident enrolled into a Payment Plan option at BSC and is in good standing with the terms of the Payment Plan. Residents 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 the residents' selected plan. The resident must use their Mystic ID when using their declining balance dollars. No purchases can be made without the Mystic ID 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 Science 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 Science

- d. Power Bean – Advanced Technology Center
 - e. Food Spot Vending Machines – Student Union and Health Science
- G. Residents may utilize the Grab and Go section for consumable items at the Mystic Marketplace or Mystic Java outside of meal service hours. No bulk or catering orders are allowed.

3. PAYMENT, REFUND, and CANCELLATIONS

- A. By signing this BSC Board License Contract, the resident 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 the resident’s finance account in Campus Connection and processed according to 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 the resident 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 License Contract has been completed prior 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. Residents 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 2026 – September 1, 2026
 - ii. Spring 2027 – January 19, 2027
- D. To add funds to a BSC Mystic Identification card, visit the Mystic Dollar Website at bismarckstate.edu/students/resources/MysticID/. There is a requirement of a minimum \$20.00.

4. SPECIAL ACCOMODATIONS

- A. Complete a Residence Life Accommodations form for dining or other accommodations
- 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 2026-2027

Armoire - Repair (Lidstrom, Health Science, Ritchie, Gate City)	Labor + parts
Armoire - Replacement (Lidstrom)	\$700.00
Armoire – Replacement (Health Science)	\$749.00
Bed - Repair (All Halls)	Labor + parts
Bed - Replacement (All Halls)	Up to \$1000.00
Floating Shelf for Bed (Health Science)	\$176.00
Closet - Repair (Mystic, Swensen, Werner)	Labor + parts
Loft Kit - Repair (Lidstrom, Ritchie, Gate City)	Labor + parts
Loft Kit - Replacement (Lidstrom, Ritchie, Gate City)	\$200.00
Bed Rail - Replacement (Lidstrom, Ritchie, Gate City)	\$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 (All Halls)	Labor + parts
Window Blinds - Replacement (All Halls)	Labor + parts
Ceiling Tile (Lidstrom)	\$12.00
Ceiling Tile (Werner)	\$10.00
Dresser – 3 Drawer (Health Science)	\$373.00
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 (All Halls)	Labor + parts
Door - Replacement (Mystic, Swensen, Werner)	Labor + parts
Floor Tile – Repair (All Halls)	Labor + parts
Thermostat - Repair (All Halls)	Labor + parts
Thermostat - Replacement (All Halls)	Labor + parts
Desk Chair (All Halls)	Up to \$195.00
Desk (Health Science, Lidstrom)	Up to \$286.00
Shower Head (All Halls)	\$25.00
Shower Surround Replacement (All Halls)	Labor + parts
Exit Signs (All Halls)	\$150.00
Labor - Campus Maintenance (All Halls)	\$75 per hour
Labor - Outside source (All Halls)	\$100 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, Health Science)	\$50.00

*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 2026-2027

Room Rates*

	<u>Semester</u>	<u>Year</u>
Swensen Hall (Co-ed)	Double - \$1800.00	\$3600.00
	Single - \$2610.00	\$5220.00
Werner Hall (Male)	Double - \$1800.00	\$3600.00
	Single - \$2610.00	\$5220.00
Lidstrom Hall (Co-Ed)	Triple- \$1888.00	\$3776.00
	Double - \$2390.00	\$4780.00
	Single - \$3464.00	\$6928.00
Mystic Hall (Co-Ed)	Double - \$2623.00	\$5246.00
	Single - \$3430.00	\$6860.00
Ritchie & Gate City Hall (Co-ed Apartment)	Double- \$2892.00	\$5784.00
	Single- \$3712.00	\$7424.00
Health Science Hall ((Female)	Double- \$2892.00	\$5784.00
	Single- \$3712.00	\$7424.00

* 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)	\$874.00	\$1748.00
Mystic Green (Apartments & RA staff)	\$1520.00	\$3040.00
Mystic Standard	\$2500.00	\$5000.00
Mystic Gold	\$3649.00	\$7298.00

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.

Appendix E

College Policies from Student Handbook

Academic Honor Code

bismarckstate.edu/uploads/92/StudentAcademicHonorCode.pdf

Alcohol and Illegal Drugs Policy

bismarckstate.edu/uploads/70/918.2%20Alcohol%20and%20Illegal%20Drugs%20Policy.pdf

Alcohol and Illegal Drugs Policy Procedure

bismarckstate.edu/uploads/70/918.2%20Alcohol%20and%20Illegal%20Drugs%20Policy%20Procedure.pdf

Animals on campus-Service/Emotional Support/ Pets

bismarckstate.edu/uploads/resources/1272/animalsoncampus.pdf

Harassment, Discrimination and Retaliation Policy

bismarckstate.edu/uploads/384/603.1HarassmentandDiscriminationPolicy.pdf

Harassment, Discrimination and Retaliation Policy Procedure

<https://bismarckstate.edu/uploads/70/0603.1%20-%20Harassment%20and%20Discrimination%20Policy%20Procedure.pdf>

Missing Student Policy

<https://bismarckstate.edu/uploads/70/916.5%20Missing%20Student%20Policy.pdf>

Missing Student Policy Procedure

bismarckstate.edu/uploads/70/916.5%20Missing%20Student%20Policy%20Procedure.pdf

Outstanding Payments Due Operational Procedure

bismarckstate.edu/uploads/96/OutstandingPayments.pdf

Possession of Firearms or Dangerous Weapons Operational Procedure

bismarckstate.edu/uploads/70/Operational_Procedure_916.1_Possession_of_FirearmsDangerous_Weapons.pdf

Sexual Harassment and Title IX Compliance Policy

bismarckstate.edu/uploads/384/603.1.2SexualHarassmentandTitleIXCompliancePolicy.pdf

Sexual Harassment and Title IX Compliance Policy Procedure

bismarckstate.edu/uploads/384/603.1.2SexualHarassmentandTitleIXCompliancePolicyProcedure.pdf

Significant Infectious Diseases Policy

bismarckstate.edu/uploads/88/SignificantInfectiousDiseases.pdf

Significant Infectious Diseases Policy Procedure

bismarckstate.edu/uploads/70/01925_Significant_Infectious_Diseases_PolicyProcedure.pdf

Student Code of Conduct

bismarckstate.edu/uploads/65/Student_Code_of_Conduct.pdf

Student Grievance and Appeal Operational Procedure

bismarckstate.edu/uploads/384/502.0StudentGrievance%20AppealOP.pdf

Tobacco & Smoke Free Campus Operational Procedure

bismarckstate.edu/uploads/70/Operational_Procedure_917.0_Tobacco_SmokeFree_Campus.pdf

Use of Computer and Network Facilities Policy Procedure

bismarckstate.edu/uploads/70/1901.2_UseComputerNetworkFacilitiesPolicy.pdf