



# *WELCOME To* **NDSU** **RESIDENCE LIFE & DINING STUDENT HANDBOOK**

It is each student's responsibility to become familiar with and abide by the policies outlined in this document and the residence hall or apartment license agreement. NDSU students are also responsible for reading and abiding by the University's Code of Student Conduct.

The departments of Residence Life and NDSU Dining welcome you to campus. Our staff works hard to make your on-campus experience a positive one.

# Residence Life

## RESIDENCE HALL AND APARTMENT STAFF

On-site residence life staff answer questions, coordinate community events and are committed to students' security, safety and well-being. Hall directors are full-time professional staff members who supervise and manage the halls.

Resident assistants and complex managers are part-time paraprofessional staff members who are current NDSU students working toward their bachelor's or graduate degrees. All resident assistants and complex managers receive training to work with a variety of situations and incidents. They are a resource for you while living on campus.

## RESIDENCE LIFE EXPERIENCE

Coming to college means learning new things, studying for classes and experiencing life. Focusing on the full collegiate experience, the Department of Residence Life helps set a foundation for students as they become good neighbors in their community.

## S.A.F.E.

In an effort to create a vibrant and healthy place to live and learn, Residence Life is committed to creating an inclusive community for all students in our residence halls and apartments. Sense of belonging; Affirmed and valued; Freedom to be; Education and growth. Visit [ndsuh.edu/residence-life/diversity](https://ndsuh.edu/residence-life/diversity) to learn more.

## COMMUNITY DEVELOPMENT

A residence hall or apartment is where students study, sleep, make friends, socialize, learn and grow. Living in residence halls or apartments requires compromise, consideration and the sharing of responsibilities. As a member of a living space, each student is responsible for respecting the needs and rights of others.

Communication is the single most important factor in building a good roommate relationship. For persons residing in the residence halls, the roommate success plan must be filled out prior to having visitors to the room. Although not mandatory, individuals living in apartments also are encouraged to create a roommate success plan after moving in.

## ROOMMATE BILL OF RIGHTS

The first step in learning to live in a community is establishing a good relationship with others who share the space. Part of this relationship should include consideration of the rights of all roommates. These rights include:

1. The right to read and study free from undue interference in one's room or apartment
2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The right to expect that persons who share a living space will respect one another's personal belongings
4. The right to live in a clean environment
5. The right to free access to the room, apartment or facilities without pressure from a roommate or persons who share an apartment

6. The right to personal privacy
7. The right to have guests, with the expectation that those guests are to respect the rights of the host's roommates and other hall or apartment occupants
8. The right to discuss grievances
9. The right to be free from intimidation, physical or emotional harm

## LICENSE AGREEMENTS

The residence hall/apartment license agreement is a legally binding agreement between the student and the university. Students are responsible to know and abide by the license agreement's terms and conditions. Students also are responsible for carefully reviewing the condition of the room or apartment at check-in, completing a room and condition form, and returning it to the appropriate Residence Life staff. License agreements for the residence halls are for one academic year. License agreements for apartments are renewable yearly, and students living in apartment housing are able to vacate at any time, provided they give the Residence Life office a 60-day vacating notice.

## RESIDENCE HALL PAYMENT PROCEDURES

1. For fall semester, payment is due by Wednesday, September 10.
  2. For spring semester, payment is due by Wednesday, January 28.
  3. Transactions can be done online via Campus Connection at any time or in person at NDSU One Stop during business hours.
- Checks made payable to NDSU can be mailed to:

NDSU One Stop  
NDSU Dept. 3110  
PO Box 6050  
Fargo, ND 58108-6050

## APARTMENT PAYMENT PROCEDURES

1. Rent is due by the 1st of each month.
  2. Late rent will accrue a \$35 late fee that will be added to your Campus Connection account, if not paid by the 10th.
  3. Transactions can be done online via Campus Connection at any time or in person at NDSU One Stop during business hours.
- Checks made payable to NDSU can be mailed to:

NDSU One Stop  
NDSU Dept. 3110  
PO Box 6050  
Fargo, ND 58108-6050

## CANCELLATIONS AND REFUNDS

Residence Hall license agreements are in effect from August 23, 2025 to May 15, 2026. Cancellations can only be made by students who will no longer be attending NDSU. To cancel an agreement without penalty, a student should complete a "Request for Release" form at their residence hall office before December 1 for spring semester. Submittal of cancellation request does not guarantee cancellation.

## ROOM CHANGES

Room/hall/apartment changes are possible. To begin the request process, residence hall students should contact their hall director. Apartment students should contact the Residence Life Office in West Bison Court.

## HALL TRANSFERS

The residence hall license agreement allows transfer into a different hall, provided that space is available and permission is granted from the Director of Residence Life or designee.

## APARTMENT TRANSFERS

Transfers are permitted when a change in living situation requires a different living space. Licensee must pay a transfer fee of \$50. Details can be found on your license agreement.

## OCCUPANCY DURING VACATION/BREAK PERIODS

The residence hall license agreement does not include housing costs during Thanksgiving break, semester break or spring break. Break housing is available at a cost of \$20 per night. Residents needing break housing must apply by the announced deadline date. There is a \$25 charge for late applications or unauthorized occupancy. Individuals living in the apartments can remain in their apartments during breaks without an additional charge.

## ROOM CONSOLIDATION

If an assigned roommate does not check in or leaves the residence hall, the remaining roommate(s) has/have these options, depending on space limitations:

1. Keep a double room as a single and pay an additional fee.  
Keeping a double room as a single is not guaranteed.
2. Keep a triple room as a double and pay an additional fee.
3. Students in overflow housing, hall transfer requests and incoming students have priority over option 1 or 2.
4. Find another person to move into the open space.
5. Move in with someone else needing a roommate.
6. Have Residence Life assign a new room or a new roommate.

Students may have to change rooms to assist the consolidation process if they choose not to pay for a single room and keep a spot open in their room. If a student does not choose to have a single room and they do not move, they will be billed accordingly for a single room.

## WITHDRAWAL OF UNIVERSITY REGISTRATION

If withdrawing from the university, a student should check with a hall director or complex manager to discuss proper procedures. Residents initiate withdrawal from NDSU by contacting NDSU One Stop. Students must check out of a residence hall within 24 hours from the date recorded on the official withdrawal papers.

## STUDENTS NEEDING ACCOMMODATIONS

Students who have received residential accommodations due to a disability must review their status with the Center for Accessibility and Disability Resources office prior to room selection to receive a similar accommodation for the following school year.

Questions or concerns about architectural barriers should be directed to the Department of Residence Life.

# Services

## RESIDENCE HALL OFFICE

Each residence hall has an office that serves as a primary source of services and information. Services available include mail, equipment checkout and general information.

## HALL OFFICE HOURS

Every day, 6-9 p.m.

## MAIL DISTRIBUTION

### Residence Halls

Monday-Friday (hours vary between halls)

- Niskanen Hall is delivered by USPS

### Niskanen Expansion

Monday-Friday (hours vary between buildings)

### University Village, Bison Court and Apartment 1701

Monday-Saturday (during business hours)

Mail service for these areas is provided by the U.S. postal service.

### Residence Halls

## MAIL SERVICE

U.S. mail and campus mail are delivered to each residence hall Monday through Friday except on holidays or during breaks. Outgoing mail is picked up once a day. The mailboxes are located next to the hall office of each building. Residents should keep mailboxes locked at all times. Mailboxes are numbered the same as rooms and will open with a key.

Students living in University Village and Niskanen Hall receive U.S. mail deliveries at the door to their apartments. East and West Bison Court residents, as well as individuals living in Niskanen Expansion and Apartment 1701, have centrally located mailboxes. Residence halls and apartments have both physical addresses and mailing addresses. These can be the same or different, depending on the particular hall or apartment complex. Mailing addresses for on-campus residences can be confusing. Students should consult the Residence Life website ([ndsu.edu/residence-life](http://ndsu.edu/residence-life)) to view the most up-to-date information about receiving mail and packages.

## MAILING ADDRESSES

For mailing addresses, please visit the webpage for the specific residence hall or apartment.

## MAIL AND PACKAGE PROCEDURES

**Mail:** Mail that can fit into a mailbox will be delivered to the specific residence hall or apartment that it is being sent. Note that there is usually a 1-2 day delay in this, due to the sorting that happens on campus. For the mailing address of your hall or apartment, please see below.

**Package Notification:** NDSU Bookstore inside the Memorial Union supports in-person package delivery. This provides students with better security for their packages, and much better hours for pick-up.

After a package is dropped off on campus, it will take a day to be sorted and delivered to the bookstore. Students will get an email and/or a text alert when packages are available for pickup.

#### PACKAGES FOR STUDENTS IN RESIDENCE HALLS (EXCEPT NISKANEN HALL):

**ALL Packages, including USPS, UPS, FedEx, DHL, etc:**

- **Pick-up Location:** Memorial Union
- **Notification:** Students will get an email and/or a text alert when packages are available for pickup.
- **Address:** Even though packages are picked-up by students at the Memorial Union, please use the Residence Hall mailing address. Do NOT mail packages to the bookstore address.

#### PACKAGES FOR STUDENTS IN NISKANEN HALL:

- **Packages mailed via UPS, FedEx, DHL, etc,** will be delivered to the NDSU Bookstore and students will be notified via email and text when available for pickup. Even though packages are picked-up by students at the NDSU Bookstore, please use the Residence Hall mailing address.
- **Packages handled by USPS** will be delivered to residents at their hall. Residence Life is not involved in USPS package delivery to Niskanen Hall.

#### PACKAGES FOR STUDENTS IN APARTMENTS:

**UPS, FedEx, DHL, etc:**

##### BISON COURT

- **Pick-up Location:** Residence Life Office, 124 West Bison Court
- **Notification:** Students will get an email and/or a text alert when packages are available for pickup.
- **Address:** Do not use Residence Life Office mailing address.

##### UNIVERSITY VILLAGE, NISKANEN APARTMENTS, AND APARTMENT 1701:

Packages handled by UPS, FedEx, DHL, etc will be delivered to residents at their respective apartments.

##### USPS Packages

Packages handled by USPS will be delivered to residents at their respective apartments. Residence Life is not involved in USPS package delivery.

### ON-DUTY RESIDENT ASSISTANT

A resident assistant is on duty in the building every evening from 6 p.m. until 7 a.m. the following morning. After office hours, the resident assistant can be reached in their room or elsewhere in the building. On weekends, the resident assistant on duty is on campus. If needing assistance outside of office hours, students should talk to the resident assistant on duty. Resident assistant duty phone numbers are listed in the previous section.

### ON-DUTY COMPLEX MANAGER

For apartments, there is a complex manager on duty at all times. The on-duty complex manager is responsible for responding to emergencies when the primary complex manager is unavailable. If there is an emergency in an apartment area, students should contact the University Police.

### EQUIPMENT CHECKOUT

Each residence hall has a variety of equipment provided by hall government, such as games, cooking equipment, vacuums, and sports equipment. Items can be checked out by residents during office hours. Residents may be required to leave their student ID at the office to check out equipment.

### CUSTODIAL SERVICES PROVIDED

Students who live in the halls and apartments need to provide their own blankets, bedspreads, towels and linens and are responsible for laundering these items. Students are responsible for keeping their room or apartment clean and emptying their wastebasket into centrally located trash receptacles. Custodial services for common areas are provided five days a week. High-rise foyers are cleaned every other week. Students are required to properly prepare foyer areas for cleaning as instructed by hall staff. Low-rise bathrooms are cleaned daily Monday-Friday.

Residents who live in the apartments should maintain their apartment and its contents in a clean and orderly condition. For the health and safety of all residents, it is the responsibility of all residents to share in the proper care, cleaning and use of community areas and facilities, including stairs, stairwells and laundry rooms.

### SERVICE AND REPAIR

#### Residence Halls

Maintenance problems should be promptly reported to hall staff. Items pertaining to safety and security receive priority attention. For student protection, each time custodial or maintenance personnel leave a residence hall room they must lock the door. They will also leave a notification on the door, noting they were in the room. Custodial or maintenance staff may NOT unlock student doors for personal convenience.

#### Apartments

If services or repairs are needed in the apartments, tenants can call Service and Repair at 701-231-7282. A staff member will answer calls during working hours, or students can leave a message and explain the maintenance problem.

If an emergency maintenance issue occurs during normal office hours, students should contact Service and Repair immediately. If the emergency occurs after hours, on a weekend or on a holiday, students should contact a complex manager so they can assist with contacting the on-call maintenance person.

The maintenance staff will enter an apartment if the tenant is not home. If this is the case, the staff will leave an entry notice in the apartment. If a note is not placed in the apartment, students should contact Service and Repair for further information.

### KITCHENETTE FACILITIES

Fire safety and sanitation requirements prohibit students from extensive cooking in their room, unless living in Mathew Living Learning Center, Niskanen Hall or apartments. Kitchenettes are provided in each hall. Students can contact hall staff for details. Cooking equipment may be available at some hall offices.



## PARKING

Parking lots are available for student use. Parking permits can be purchased online at [ndsuhousing.com/parking](https://ndsuhousing.com/parking). If moving to another hall or apartment, students may be required to change their permit. Parking staff may be contacted at 701-231-5771.

## INTERNET

Wireless connections are intended for academic use. Residents are required to comply with all university requirements regarding use of the network. Wireless access is available in each residence hall or apartment. If assistance is needed in connecting to the campus network, students should call 701-231-8685. University Village residents have internet access provided by Sparklight via cable modem. Contact Sparklight with problems.

## RHA CINEMA

Students in residence halls can check out RHA Cinema online at [ndsuhousing.com/residence-life/rhacinema](https://ndsuhousing.com/residence-life/rhacinema) for popular movies and campus announcements.

## DIVERSITY INITIATIVES

### LGBTQA+ ROOMMATE MATCHING

Residence Life is committed to providing a safe and inclusive learning environment for all students who live on campus. LGBTQA+ roommate matching is available for students who would like to room with someone who identifies as lesbian, gay, bisexual, transgender, queer/questioning, or is an ally. Details available at [ndsuhousing.com/residence-life/diversity/lgbtq-roommate-matching](https://ndsuhousing.com/residence-life/diversity/lgbtq-roommate-matching).

### CULTURAL CEREMONIES

Diverse populations of students in a residential community bring traditional, spiritual and cultural ceremonies that are core to their beliefs and values. Residence Life recognizes these practices are a key part of a student's ability to be comfortable, at home and belong in their residence hall or apartment. Students are asked to communicate with Residence Life prior to first practice, not for approval but to ensure open communication. Details for specific guidelines are provided at [ndsuhousing.com/residence-life/diversity/cultural-ceremonies](https://ndsuhousing.com/residence-life/diversity/cultural-ceremonies).

# Policies

## ALCOHOL

Regardless of age, the university prohibits the possession, consumption or distribution of alcoholic beverages in university buildings, any public campus area, university housing units or university vehicles.

### Alcohol Containers

Empty alcohol containers are prohibited in residence halls and apartments. Empty alcohol containers may not be maintained as collections or displayed as room decorations or furnishings.

### Incapacitation

Residents who are incapacitated as a result of drinking, drug use

or a medical condition will receive proper emergency medical care when staff members become aware of their condition. Residents are financially responsible for the costs of this medical care, including ambulance and hospitalization costs.

## SMOKING

Smoking is not permitted anywhere on campus. This includes use of e-cigarettes, vape pens and any other incendiary devices.

## DRUGS

The use, possession or distribution of any state or federally controlled drug on university property is prohibited. Federal law limits financial aid options for individuals convicted of a drug-related crime. Violating drug policies may result in dismissal from residence halls and apartments, as well as university sanctions.

## UNAUTHORIZED USE AND MISUSE OF EMERGENCY AND SECURITY EQUIPMENT

Tampering with emergency or fire equipment, activating false alarms and breaching security measures (propping doors open) endangers lives. Individuals may be prosecuted according to city and state laws and are subject to university sanctions.

## POSSESSION OF WEAPONS/ EXPLOSIVES

Weapons (rifles, shotguns, pistols, war souvenirs, water guns, bows and arrows, knives, etc.), ammunition, paint ball guns, firecrackers, fireworks, explosives and air guns are not permitted on campus. Students should contact University Police regarding storage of sporting arms.

## PROPERTY DESTRUCTION/ VANDALISM

Destruction or defacing of university, private or public property is prohibited. Residents are held financially responsible for damages beyond expected wear and tear.

## FURNITURE REMOVAL/THEFT

Residents are prohibited from removing any equipment or furnishings from individual rooms, lounges, study areas or other public areas of residence halls or apartments. Residence hall and apartment furnishings assigned to a room must not be removed.

## INSURANCE/LIABILITY

The university assumes no liability for any loss or damage to the personal property of residents. Residents are responsible for their own personal property insurance. It is strongly recommended that students review their family's homeowner's coverage or purchase their own renter's insurance policy. In addition, students are responsible for damages to NDSU facilities due to negligence or misuse, whether caused by the student or their guest(s).

## QUIET HOURS/NOISE

All residence halls and apartments have established quiet hours, which are strictly enforced by residents and staff. Quiet hours in each hall are 10 p.m. to 10 a.m., Sunday-Thursday, and 11 p.m. to 10 a.m., Friday-Saturday. Quiet hours in apartments are 10 p.m. to 8 a.m. Starting the Friday prior to finals week, 24-hour quiet hours are in effect.

## VISITATION

Visiting hours for guests of a building are 24 hours in all residence halls and apartments on campus. Guests must be escorted at all times in residence halls and apartments. Residents are responsible for knowing the identity of their guests and are responsible for guest behavior. Residents are held liable for loss or damages to hall property caused by their guest(s).

## OVERNIGHT GUESTS

Guests are permitted to stay overnight in the residence halls only if arrangements are made with roommates and residents have completed their roommate success plans.

## EXTENDED-STAY GUESTS

In university apartments, guests are permitted for a maximum of one month in any one-year period, provided total occupancy limits are not exceeded. Violation of this policy could result in disciplinary action or eviction. Further details are available by contacting the Residence Life office at 701-231-7557.

## CANDLES/INCENSE

For safety reasons, incense, candles, wax warmers and open fires are not permitted in residence halls or apartments. Students will be held financially responsible for a fire caused by negligence. Cultural ceremonies are able to be practiced in a student's individual room. See [ndsu.edu/residence-life/diversity/cultural-ceremonies](https://ndsu.edu/residence-life/diversity/cultural-ceremonies) for specific guidelines.

## KEYS

When checking into a residence hall or apartment, students are given a key for the room or apartment. Regulations prohibit duplication of keys. If lost, a resident assistant, complex manager or hall director should be contacted immediately to order a replacement set. A replacement charge for cylinders and keys is assessed. The cost of replacement for cylinders and keys will be added to student account.

## WINDOW SCREENS AND ROOFS

Due to safety and facility concerns, window screens are not to be removed from windows for any reason. A \$25 charge, plus a charge for any damages, is assessed for screen removal. Windows are not to be used for entrances or exits to and from the building unless an emergency exists. Residents and their guests are not allowed on roofs for any reason.

## PETS

Pets are not permitted in residence halls and apartments, with the exception of fish in an aquarium. Due to space limitations, the maximum aquarium size allowed is 10 gallons in residence halls and apartments.

## BICYCLES

Bike racks are located outside each residence hall and apartment complex. Bicycles are allowed to be stored in resident rooms, with roommate consent. Bikes must be walked or carried at all times in the residence halls. Bike owners are responsible for any damage or debris their bike creates.

## SPORTING ACTIVITY RESTRICTIONS

The riding of scooters, skateboards, in-line skates, roller skates and bicycles is prohibited in Residence Life facilities. Water guns, air guns, water balloon launchers and the throwing of Frisbees, balls or other objects also are prohibited in on-campus housing. Sporting activity is prohibited in all inside areas including lobbies, hallways and entrances. The use or storage of hoverboards, electric scooters, or similar battery powered devices are prohibited in residence halls and apartments.

## COOKING IN RESIDENCE HALLS (OTHER THAN NISKANEN AND MATHEW LIVING LEARNING CENTER)

Fire safety and sanitation requirements prohibit extensive cooking in student rooms, except for microwaves. Kitchenettes are available for use in all halls.

## COOKING IN APARTMENTS

The fire alarm systems in Apartment 1701, Bison Court and Niskanen Expansion are very sensitive and will react quickly to smoke. Sometimes these alarms sound when students are cooking in their apartment. To prevent this from happening, students should use the exhaust fan over the range at all times when cooking. If the fan doesn't appear to be working correctly check to make sure the screen is clean. If issue persists contact Service and Repair at 701-231-7282. If the fan is not working properly while cooking, students should not open their apartment door. If smoke hits the detectors in the hallways, the entire building will go into alarm.

## FALSIFICATION OF INFORMATION/ MISREPRESENTATION

Students are not to use or provide false documentation to the university or to university officials in any form — written or verbal. Students are not to knowingly use, misrepresent or falsify any university records, forms or procedures.

## EMERGENCY PROCEDURES

Residents are required to follow and cooperate with emergency procedures, such as evacuation during fire drills.

## ROOM ENTRY/ROOM SEARCH

The university reserves the right to inspect rooms or apartments with or without notice for the purposes of maintenance, cleaning, fire and personal safety and for the administration of the license agreement. Inspections in residence halls occur during breaks to check for open windows, health and safety standards, and other administrative concerns. These inspections are in accordance with the student's license agreement with the university. Violations found in plain sight during these inspections are handled according to proper procedures.

Room entry for violation of university regulations, which might lead to a disciplinary hearing, is generally done only with the occupant's permission. Staff may enter foyers to contact residents in individual rooms.

## DIRECTIVES OF A UNIVERSITY OFFICIAL

Students may not disregard a reasonable directive, verbal or written, of a university official. University officials include, but

are not limited to, resident assistants, complex managers, hall directors and University Police. Students are not to obstruct Residence Life or other university officials in carrying out their assigned duties.

## BEHAVIORAL MISCONDUCT

Students cannot exhibit behavior that threatens, harms or causes to place in harm any person, or conduct themselves in a lewd, indecent, obscene or disorderly manner.

## INTERFERENCE WITH PERSONAL RIGHTS

In an academic setting, individual rights are of paramount importance. The university regards the following actions as infringing upon those rights, and prohibits their occurrence on the NDSU campus:

1. Threatening to commit or committing physical violence against any person
2. Treating unfairly or abusing a person on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship or veteran status
3. Hazing or willfully imposing physical or mental stress upon another person
4. Stealing or willfully destroying property belonging to another person
5. Interfering in an unreasonable and unauthorized manner with university classes, activities, public events or operations

## NDSU BIAS REPORTING SYSTEM

The Bias Reporting System website ([ndsuhq.edu/equity/filing\\_a\\_report\\_or\\_complaint](https://ndsuhq.edu/equity/filing_a_report_or_complaint)) provides NDSU students, faculty, staff and alumni with a form for reporting acts of bias, bigotry or hate that occur at NDSU. Hard copies of the form also are available at One Stop in the Memorial Union, Old Main 201 and the Main Library.

The purpose of the reporting system is to capture information about, and increase awareness of, incidents that contribute negatively to the campus climate. Data about the reported incidents is compiled and shared annually with the campus community. The bias reporting system does not replace the current procedure for filing an equal opportunity grievance either formally or informally. The bias reporting system should not be used for emergency situations.

Direct questions about the bias reporting system to 701-231-7708.

## UNIVERSITY POLICY ON SEXUAL HARASSMENT

As part of its commitment to equity and diversity, NDSU prohibits sexual harassment of its employees and students, including student-to-student and other peer sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other unwanted conduct of a sexual nature, whether verbal written, graphic, physical or otherwise, when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University programs

- and/or activities or is used as the basis for University decisions affecting the individual (quid pro quo harassment); or
- 2) Such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's education or employment programs and/or activities (hostile environment).

Individuals concerned about violations of this policy should request assistance from the university's general counsel, the Counseling Center, Disability Services, Dean of Students, the sexual assault prevention and advocacy coordinator or another appropriate administrator.

When administrators or supervisors become aware of occurrences of sexual harassment in their areas, they are responsible for stopping the behavior or reporting it to the appropriate office. In addition, the university's equal opportunity grievance procedure shall be available for any person who wishes to file a complaint alleging a violation of this policy.

## COMMERCIAL AND FUNDRAISING ACTIVITIES/SOLICITATION

Individuals and organizations may not advertise, sell, conduct business or raise funds in university residences without first registering and receiving written permission from the Residence Life office.

## DISTRIBUTION OF LITERATURE

Literature to be distributed within residence halls must be approved by the Residence Life director or the director's designee. Door-to-door distribution of literature is prohibited. For information on campaign procedures, contact the director of Residence Life or designee.

## POSTING OF PRINTED MATERIALS

All posters must be approved by Residence Life and posted by residence hall or apartment staff. No more than one poster is allowed per individual or organization. A poster may be displayed for a maximum of two weeks.

## ROOM PERSONALIZATION

To maintain health and safety standards and building conditions, the following guidelines regarding room personalization must be followed. Hall or apartment staff can provide further information.

### Appliances

Microwaves that are 1,000 watts or less, stereos, hair appliances, portable sewing machines, TV sets, coffee makers with automatic shut-off and electric blankets are allowed in halls and apartments. All cooking devices including, but not limited to, hot plates, bread makers, items with exposed heating elements, electric frying pans, toaster ovens, toasters, sandwich makers, air fryers, rice cookers, instant pots and electric grills are not allowed, except in Mathew Living Learning Center, Niskanen Hall and apartments. Also prohibited are halogen lamps (floor or desk), vehicle batteries, vehicle battery chargers, engine heaters, extension cords, personal wireless routers and space heaters. Personal refrigerators

cannot exceed five cubic feet in capacity. For questions regarding appliances, students should check with a hall director or complex manager.

### Furnishings

All university furnishings must remain in the room. Only chairs designed to seat one person are permitted (limit of one chair per occupant as space allows) in the residence halls. Loveseats, futons, waterbeds, couches, oversized beanbags and sectionals are not permitted except in apartments. Other furnishings that are not permitted include dart boards, traffic signs, candles, wax warmers, incense, aquariums exceeding 10 gallons, exercise and weight-lifting equipment, exercise bikes, rowing machines and large tapestries. Waterbeds are not permitted in NDSU apartments.

### Pictures /Posters

Wall hangings should be suspended with white poster putty, removable mounting squares or other products that will not cause damage to the wall. Students should not use tacks, tape or nails on the walls or ceiling. Damage charges are assessed at checkout.

For safety reasons, excessive use of flammable substances on walls is not permitted. Items posted on student room or apartment doors or on the windows may cover only 25 percent of the area. In Thompson and Sevrinson Halls, no items may be hung on the window wall since those walls are drywall and are easily damaged. Posters and other items may not be placed on or hung from the ceiling of any residence hall or apartment.

## HOLIDAY DECORATIONS

Holiday decorations may not include natural trees and greens. Artificial trees less than four feet high are allowed in residence halls, while larger artificial trees are allowed in apartments. Spray snow must be removed prior to semester break. Only non-heat producing lights are permitted and must not come in contact with draperies or other material. Electrical cords cannot be run under doors or outside windows. Decorations must not be attached or hung from the ceiling, or any fire suppression lines.

## CARPET

Carpet in high-rise foyers is not permitted due to audibility of foyer fire alarms.

## MAJOR APARTMENT APPLIANCES

Due to size or electrical or plumbing requirements, some items should not be brought into apartments. They include, but are not limited to the following:

- Clothes washers
- Clothes dryers
- Dish washers

Freezers of limited size (up to 15 cubic feet) and air conditioners (up to 12,000 btu, 110 volts) are allowed in apartments. Written approval from the Residence Life department is required prior to installation of these appliances.

## STRUCTURAL ALTERATIONS

Any structure that creates an elevated floor or false wall is

not allowed due to safety standards and fire codes. Plumbing alterations are not allowed.

## ELECTRICAL ALTERATIONS

UL-approved power strips with surge protectors are the only type of multiple outlets allowed. Modifications, including dimmer switches, are prohibited. Extension cords are not permitted for use in residence hall rooms.

## BUNKS AND LOFTS

Beds can only be elevated in residence halls by using the provided bed frame or renting a loft from the designated provider, College Services Inc. (CSI). As a courtesy to residents, loft removal deadlines are established before final examinations begin. Bed risers and self-constructed lofts are not allowed in any residence halls or apartments.

Due to fire safety concerns, lofts and bunked beds may not be placed in front of windows on the first through third floors of any building.

## LOFT RENTAL

Students in select residence halls may choose to rent a loft from CSI, the only acceptable provider of lofts at NDSU. To rent a loft, contact CSI at 218-354-2107 or visit [collegeloftservices.com](http://collegeloftservices.com).

Students who have rented lofts must notify CSI in print of any address change. Call CSI for special arrangements for loft pickup. If leaving mid-semester, students must contact CSI directly. The terms of agreement for loft rental are an independent agreement between the student and CSI. NDSU assumes no liability for loss, damage, storage, difficulties resulting from the transfer of the contract, etc.

## REMINDERS

- Permanent fixtures and university property must remain intact within the room or apartment. The room or apartment must be returned to original condition when moving out. Charges will be assessed for damages.
- Residence hall safety visits are conducted several times each year by residence hall staff.
- NDSU is concerned about the safety and security of all students. Students should review the Personal Safety and Security website ([ndsu.edu/police\\_safety](http://ndsu.edu/police_safety)) and take responsibility for their own safety and well-being.

## CAMPUS EMERGENCY NOTIFICATION SYSTEMS (CENS)

**NDSU CENS** is dedicated to providing the federal Clery Act requirements for timely warnings and immediate notifications. Monthly testing of the systems is conducted by the University Police Communications Call Center the first Wednesday of each month at 2 p.m.

**Timely Warnings** are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide and robbery, incidents of aggravated assault and sex offenses on the facts of each case and information reported.



### Timely Warnings and Immediate Notifications

NDSU uses a number of redundant emergency notification systems that comprise NDSU CENS. The methods of communication include email notification to all current students and employees, communications sent through the NOTIFIND system to registered cellphones or landline numbers, NDSU telephone voice mail broadcasts to the phone system and an emergency alert system used for audio and video interruption of available on-campus cable television service.

### NOTIFICATION OF MISSING STUDENTS POLICY

If a member of the NDSU community has reason to believe a student who resides in on-campus housing is missing, they should notify University Police immediately at 701-231-8998. University Police will initiate an investigation and generate a missing person report.

After investigating the missing person report, if University Police determine the student is missing and has been missing for more than 24 hours, NDSU will notify the student's designated contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, NDSU will notify the student's parent or legal guardian immediately after University Police has determined the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by NDSU in the event a student is determined to be missing for more than 24 hours.

If a student has identified such an individual, NDSU will notify that individual no later than 24 hours after the student is determined to be missing.

### EMERGENCY PROCEDURES

The Fargo emergency sirens are tested at 1 p.m. the first Wednesday of every month. These sirens sound during community emergencies, such as tornado warnings.

### FIRE

If you discover or suspect a fire, you should:

1. Stay calm. Think about what you need to do, then act.
2. Pull the nearest fire alarm to alert others.
3. Evacuate the building.
4. Call the fire department from a safe location by dialing 911. Stay on the line to provide emergency personnel with the campus location.

When the fire alarm sounds, you should:

1. Close windows.
2. Open curtains.
3. Wear a coat and shoes.
4. Carry a towel.
5. Close the door upon exiting the room.
6. If it is clear, exit via the nearest stairwell. Never use elevators during a fire evacuation.
7. Assemble outside at a safe distance from the building.
8. Refrain from returning to the room for any reason until authorities give instructions to do so.

It is required by law that everyone exit the building during a fire alarm.

### FIRE DRILLS

The North Dakota State Board of Higher Education mandates that at least one fire drill be held each semester in each on-campus housing facility. The fire drills are unannounced to provide a realistic practice situation. Students are responsible for cooperating and following evacuation plans.

### TORNADOS

A tornado warning means a tornado has been sighted. A signal will be announced on local radio or TV stations and the Fargo tornado sirens will sound. Students should seek shelter immediately.

A tornado watch means that conditions are favorable for a tornado to develop. Students should take precautions to protect themselves and their property, and listen to a radio for further information. When a watch is issued, students should be alert for changes in the weather and be prepared to act quickly in case of a tornado or severe weather.

### Seeking Shelter

1. Students should go to the lower level of the hall or lowest level of a stairwell or hallway and stay clear of windows and the possibility of flying glass.
2. It is important to sit in a crouched position keeping face and head covered.
3. If available, students should crawl under a desk or use a mattress for added protection.

### SECURITY

Outside residence hall and apartment doors are locked 24 hours a day. Students should not prop open doors or allow unauthorized persons into the building. Security cameras are located at each entrance or exit door.

### THEFT/ROOM DAMAGE

The university is not responsible for personal property that is stolen or damaged. NDSU does not carry insurance that covers loss or damage to personal property. Residents are responsible for having insurance that covers personal property and damage. Students may refer to the Safety and Security brochure provided by University Police for additional information. The following are suggestions to help prevent theft or damage:

1. Keep room or apartment door locked, even if away for a short time.
2. Have adequate insurance for valuables. Review coverage under the family's insurance policy, or purchase a stand-alone rental insurance policy.
3. Make a record of valuables, including serial numbers. Engrave the license number on your valuables for easy identification.
4. Be aware of the visibility of expensive items.
5. Refrain from propping doors open when not in your room.
6. Report all stolen items to Residence Life staff and University Police immediately.

## ESCORT SYSTEM

For personal safety, the university provides an escort system. An escort may be requested by calling University Police at 701-231-8998.

## PERSONAL SAFETY + SECURITY ASSIST

This service, available to students, faculty and staff, includes a smartphone app (Pathlight) that allows NDSU Police to track a user remotely after a safety assist has been initiated. A user sets their destination and approximate travel time in the app, and dispatchers will respond quickly if the user doesn't arrive within the timeframe designated or a silent alarm is activated with the swipe of a finger. Visit [ndsuhelp.ndsu.edu/besafe](https://ndsuhelp.ndsu.edu/besafe) for details.

## PROPER DISPOSAL OF NEEDLES

Residents who use needles for health purposes, such as individuals with diabetes, must obtain the proper plastic container for the disposal of the needles. Containers are available from hall custodians. Residents with questions or concerns may contact the Campus Safety Office at 701-231-7759.

## BLOOD BORNE PATHOGENS

If any bodily fluids are found in improper locations, students should contact a resident assistant, complex manager or custodian to get the bodily fluid disposed of properly. Residents with questions or concerns may contact the Campus Safety Office at 701-231-7759.

## ACTIVE SHOOTER/ARMED INTRUDER

If directly involved in an incident, the following actions are recommended:

- Go to the nearest room or office. Do not stay in an open hallway.
- Close and lock the door, silence cell phones and turn off lights and audio equipment. Keep quiet – act as if no one is in the room.
- Barricade the door to the room with furniture or items that can be pushed against the door to seek protective cover.
- Do not answer the door.
- Notify 911 if it is safe to do so, and be prepared to provide the dispatchers with essential information, such as: caller name and location of the incident, number of shooters, identification or descriptions of shooter(s), exact location and injuries to anyone, if known.
- If it is possible to safely make it out of the building, do so. Notify anyone encountered along the way to exit the building immediately.
- Refrain from sounding the fire alarm, as this may place everyone in potential harm as they try to exit the building.
- Wait for police or emergency personnel to assist in exiting the building. Obey all commands from the police for safety reasons and wait for further instructions.

## FAMILY SAFETY IN THE APARTMENTS

### Child Safety Information

Residents should not hesitate to intervene if observing a child in a potentially dangerous situation. The dangerous activity should be stopped or the child escorted away from the situation before finding the parents. Even a small child can quickly escape

a parent's watchful eye and find themselves in a dangerous situation. Watching out for, and helping each other, are the right things to do in a community.

### Unattended Children

Small children should never be left alone in an apartment or outside. An adult or responsible older child (12 years or older) should supervise children when a parent is not present. United States law makes a parent liable to charges of negligence if an unattended child should become injured. Children should be left with an adult, friend or neighbor when the parent needs to leave. Any concerns should be reported to a complex manager or other Residence Life staff. All emergencies should be reported to University Police.

### Domestic Violence and Child Abuse/Neglect

Any violence or abuse within a household is illegal: physical, sexual, emotional and/or psychological; whether one partner toward the other, or parents toward children. If a resident is a victim, or knows of such a household, immediate assistance should be sought from a complex manager, Residence Life staff member or University Police.

## APARTMENT SAFETY PRECAUTIONS

**Fire extinguishers:** It is recommended that each tenant in the apartments purchase and keep a fire extinguisher in their unit. Be sure it is at the proper pressure level. Residents should know how to operate the extinguisher by reading the instructions on the side.

**Gas odor:** If a resident smells gas in an apartment, they should immediately notify Service and Repair at 701-231-7282, the complex manager or University Police at 701-231-8998, and continue attempts until someone is reached. The purchase of a carbon monoxide detector will aid in detecting problems.

# NDSU Dining

NDSU Dining can satisfy every craving and keep you coming back for more.

## DINING CENTERS

NDSU has two convenient dining center locations on campus: Residence Dining Center and West Dining Center.

Access the dining centers with your meal plan using the GET app, your Bison ID card, or your finger scan. All dining centers are open to the public and accept cash, credit/debit cards, Bison Bucks, and Dining Dollars.

### RESIDENCE DINING CENTER [Reed-Johnson-Weible complex]

Hours of Operation:

Monday – Friday: 7 am – 7:30 pm

### WEST DINING CENTER [Adjacent to the high-rises]

Hours of Operation:

Monday – Thursday: 8 am – 11 pm

Friday and Saturday: 8 am – 8 pm

Sunday: 8 am – 9 pm.

Individuals using the dining centers should pay close attention to changes in meal times that may occur over holidays, breaks and campus closures. The Dining website and the Dining app will always be up-to-date.

## FOOD ALLERGIES AND DIETARY NEEDS

The West Dining Center is the designated allergen-friendly and nut-free dining center on campus. Clean Eats is a food station within the WDC that serves lunches and dinners that are free from the top nine allergens, including fish, shellfish, dairy, soy, eggs, peanuts, tree nuts, sesame and wheat/gluten. Homemade allergen-friendly desserts and pastries also are often provided, and prepared from scratch at the Clean Eats Station to avoid cross contamination.

For questions regarding food allergens and dietary needs, contact one of our dietitians at [ndsudining.diet@ndsuedu](mailto:ndsudining.diet@ndsuedu).

## MEAL PLAN OPTIONS

### UNLIMITED ACCESS:

- Provide students unlimited access to the dining centers
- Either Seven-Day (Monday-Sunday) or Five-Day (Monday-Friday) plans available.
- Available to on- and off-campus students
- Includes guest passes (Seven-Day receives seven and Five-Day receives three.)
- The Monday-Friday meal plan is only recommended for commuter students or students who plan to leave campus every weekend. The Monday-Sunday plan is less than \$20 more per week, plus it comes with an additional four guest passes.

- Unlimited meal plan holders have the option to take two to-go meals per day (one per meal period). All food taken to go must fit inside your containers. To-go containers are designed to provide customers with one meal. Large quantities of food that exceed a typical serving are not allowed. If a guest is found taking an excessive amount of food out of the dining center, the violation will result in disciplinary action that could include the removal of to-go meal privileges.
- Purchased
  - For students in a required meal plan residence hall, the meal plan is part of your room and board contract
  - Student who are off campus or not in a meal plan required facility can purchase via the GET platform ([get.cbord.com/ndsud](http://get.cbord.com/ndsud))
- Changes
  - Reducing a meal plan from the Seven-Day to Five-Day Unlimited plan must be completed via the GET platform ([get.cbord.com/ndsud](http://get.cbord.com/ndsud)) by the eighth business day of each semester (September 3, 2025 and January 22, 2026).
  - Increasing a meal plan from the Five-Day to Seven-Day Unlimited plan can be completed via GET during the semester until approximately one month before semester end (November 15, 2025 and April 15, 2026).

### BLOCK PLANS:

- A 145-and 220-block plans are semester-based and are available to commuter students, upper-division students in residence halls that require a meal plan, as well as residents living in MLLC, Niskanen Halls, and NDSU Apartments.
- Can be used at the dining centers, plus other select Dining locations throughout campus.
- Meal passes can be used for accompanying guests
- The 25-, 50-, and 100-block plans are full-year block plans and are available for commuter students, or students living in MLLC, Niskanen Hall, and NDSU Apartments.
  - Purchased via the GET platform ([get.cbord.com/ndsud](http://get.cbord.com/ndsud))
- Available to staff, faculty and affiliate partners
  - Purchase via the [ndsuedu/dining](http://ndsuedu/dining) website
- Block plan holders have the option to take meals to-go. All food taken to go must fit inside your containers. To-go containers are designed to provide customers with one meal. Large quantities of food that exceed a typical serving are not allowed. If a guest is found taking an excessive amount of food out of the dining center, the violation will result in disciplinary action that could include the removal of to-go meal privileges.

## CANCELLATION OF A MEAL PLAN

### REQUIRED MEAL PLAN

- Cancellation is only possible with a withdrawal from the university, or can be coordinated if moving off campus between semesters.

### OPTIONAL MEAL PLANS

- Cancellations for any optional plan must be done in writing to NDSU Dining prior to the 8th day of classes for the semester.
- Cancellation for all other optional meal plans is only possible with a withdrawal from the university.

## COFFEE SHOPS

NDSU Dining operates three full-service coffee shops located on campus. Enjoy all of your favorite coffee drinks, hot or cold. We also offer a variety of pastries, sandwiches, salads and soups.

- Caribou Coffee
- Minard Coffee Shop Proudly Serving Starbucks®
- Bison Beanery (located within the Residence Dining Center)

## THE UNION MARKET

Offering a variety of student favorites—from comfort food and grilled sandwiches to fresh salads and quick grab-n-go meals. It's a convenient and tasty spot right on campus.

## THE MICRO MARKET AT BARRY HALL

Tucked inside Barry Hall in downtown Fargo, the Micro Market is a sleek, self-service spot stocked with meals, snacks, coffee, and drinks, perfect for busy students on the go.

## FOOD COURT

Located in the lower level of the Memorial Union, the food court offers a variety of options, including Twisted Taco, Burgers at the U, Panda Express®, and Chick-fil-A®. These options accept all traditional forms of payment. Block plans are accepted at all locations except Panda Express and Chick-fil-A. Dining Dollars are accepted at all locations.

## CATERING

NDSU Catering provides catering for events, small or large. From small private gatherings, to large conference banquets, we offer a wide variety of menu options that are sure to meet all of your event needs.

## FOOD INSECURITY

Students who are experiencing food insecurity are encouraged to contact staff in the Dean of Students Office at 701-231-7701 for assistance. More information can be found at [ndsuhub.com/dining/services/food-and-financial-resources](https://ndsuhub.com/dining/services/food-and-financial-resources).

## JOIN OUR TEAM

More than 300 students work with NDSU Dining—the largest student employer on campus. Why do students want to work with Dining?

1. A variety of positions: From bakers and baristas to IT and accounting, there is something for everyone.
2. Great pay, free food: Positions start at \$13.50-\$15/hour and you get a free meal with every 3 hr+ shift.

3. Friends: The best part about working in Dining is the people.
4. Convenience: No commute and schedules are flexible.
5. Advancement: Our robust training program coincides with advancement and increased pay.


Learn more and apply today at [www.ndsu.edu/dining/team](https://www.ndsu.edu/dining/team).

## FEEDBACK

Student feedback is welcomed and appreciated. One way to do this is to become a Campus Service Representative through your Hall Government. NDSU Dining has an open-door policy. Managers at each of the dining centers will answer questions and review any comments or suggestions.

## STAY CONNECTED

 [www.ndsu.edu/dining](https://www.ndsu.edu/dining)

 [ndsuhub@ndsuhub.com](mailto:ndsuhub@ndsuhub.com)

 @ndsuhub

 @ndsuhub

 GET Mobile

- Access dining centers, manage meal plans, Dining Dollars and Campus Cash

 NDSU Dining

- View menus, hours, allergen icons & dietary information, track dining center capacities

 Grubhub

- Mobile ordering at select on-campus locations