

Student Housing Handbook

2024-2025



Contents

General Information	3
Diversity, Equity, Inclusion, and Belonging	3
Housing Staff	3
Rights and Responsibilities	3
Roommate Relationships	4
Procedures	4
Check-in Procedures.....	4
Check-out Procedure.....	4
Closing and Break Periods	5
Off-Campus Student Housing Violations.....	5
Room/Unit Assignments	5
Roommate or Room/Unit Changes	5
Withdrawal.....	5
Facilities and Amenities	5
Cable Television/Internet Access	5
Furniture.....	5
Laundry.....	5
Maintenance	6
Parking.....	6
Safety.....	6
Storage	6
Trash.....	6
Vacuum Cleaners.....	6
Supplies	6
Rules.....	6
Belligerent Aggressive Behavior.....	6
Disposable Wipes and Grease/Oil Disposal	6
Guns and Weapons	6
Overnight Guest Policy.....	7
Personal Property/ Abandoned Property	7
Room/Unit Entry And Search Policy.....	7
Smoking, Drugs, and Alcohol.....	7
Quiet and Courtesy Hours.....	7

General Information

Welcome to Western Dakota Technical College's (WDTC) Off-Campus Housing! WDTC has partnered with The Sojourn to provide student housing to our students. To ensure your stay is a great experience, it is important to read your WDTC Student Housing Handbook and your WDTC Off-Campus Housing Contract and abide by all rules.

Policies and procedures guide the actions of WDTC so the college operates consistently and intentionally in all matters. By entering into a WDTC Off-Campus Housing Contract, you agree to abide by the terms in the housing contract, the WDTC Student Housing Handbook, the WDTC Student Handbook including the Student Code of Conduct <https://www.wdt.edu/current-students/student-handbook/>, and WDTC policies <https://www.wdt.edu/about/policies-and-procedures/>.

Diversity, Equity, Inclusion, and Belonging

WDTC respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, and belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

Contact the VP for Institutional Effectiveness and Student Success for information regarding WDTC policies and procedures for Discrimination and Harassment and Disability Services for assistance with ADA/504 Accommodations.

Housing Staff

While there is no WDTC Housing Staff on site, there are dedicated people at WDTC to help with your housing needs. You can call the Housing phone line at 605-718-1100 or email at housing@wdt.edu with questions or concerns.

Also, as a WDTC student you will be assigned a Student Success Coach who is available to help you in a variety of areas including, but not limited to: roommate concerns, academic assistance, and navigating WDTC policies and procedures. Your Student Success Coach is available via email or phone.

Rights and Responsibilities

The information below contains your rights as a student living in WDTC Off-Campus Housing, as well as the responsibilities that come with living in WDTC Off-Campus Housing. These rights and responsibilities work in conjunction with the WDTC Off-Campus Housing Contract, the WDTC Student handbook, and current College policies.

You have the right to:

- Privacy
- Be treated with respect
- Well-kept/clean living space
- Request assistance if needed

You have the responsibility to:

- Read and abide by the terms in the WDTC Off-Campus Housing Contract.
- Read and abide by the rules in the WDTC Student Housing Handbook.
- Follow College policies and State laws, including alcohol and drug use.
- Keep the premises in a clean and sanitary manner, free from debris, use premises as a residence and for no other purpose, and comply with all laws and ordinances applicable thereto.
- Respect the privacy rights of assigned roommate.
- Respect your roommate's request for quiet hours to ensure that study and sleep needs can be met to promote student success.
- Not smoke, vape, or use any other tobacco product inside the room/unit or allow any guests to smoke, vape, or use any other tobacco product inside the room/unit.

Roommate Relationships

Discussing your roommate relationship early on could be key to an enjoyable living situation and avoiding conflict. Always remain respectful of your roommate's privacy and rights. Suggested discussion topics are:

- Study habits
- Sleeping habits
- Guests
- Personal item use – what are you comfortable sharing
- Cleaning arrangements
- Conflict resolution

Procedures

Check-in Procedures

Before moving into the assigned room/unit, Students will be provided with a condition of property checklist to complete. This will document any pre-existing damages in the assigned room/unit. Be SPECIFIC and DETAILED when filling out the checklist. Failure to complete this checklist may result in the student assuming responsibility for damages by previous occupants. Students will be given a move-in date by the Housing Staff; no items may be moved in prior to this date.

At the time of check in, the students will be given a key. Replacement cost of the key will be the burden of the student.

Check-out Procedure

At the end of the WDTC Off-Campus Housing Contract, when leaving the room/unit, or upon changing rooms/units, Students must check out with Housing Staff or designee.

- A check-out date will be set by Housing Staff.
- Housing Staff or Landlord will inspect the room/unit in the presence of the student, referencing the condition of property checklist from the time of check-in, and note all damages not previously noted.
- At the checkout inspection the student will return issued keys.
- Students who don't follow check-out procedure or change rooms/units without required inspections/approval could face additional charges and assume responsibility for all damages.

Closing and Break Periods

WDTC student residents can be in the rooms/units for the duration of the stated dates in the WDTC Off-Site Housing Contract, including school breaks. (Units are not available for the Summer semester.)

Off-Campus Student Housing Violations

Any violation of the terms of the WDTC Off-Campus Housing Contract, including dropping below fulltime student status (below 12 credits), the WDTC Student Housing Handbook, the WDTC Student Handbook, or College policies could result in termination of the WDTC Off-Campus Housing Contract with no refund to the student at the option of WDTC. Student agrees, upon termination to surrender the premises in as good a state and condition as they were in at the commencement of the WDTC Off-Campus Housing Contract aside from reasonable use and wear. Unless other arrangements have been made with WDTC Housing Staff, student must vacate the WDTC Off-Campus Housing room/unit within 24 hours of notice by WDTC Student Housing Staff. Student must follow the check-out procedure in this handbook.

Room/Unit Assignments

WDTC Housing Staff will make all housing arrangements and have the right to assign and re-assign students to rooms/units at any time. Efforts will be made to accommodate student roommate requests, but it may not be possible to honor all requests.

Roommate or Room/Unit Changes

Change requests for rooms/units or roommates will be handled on an individual basis. To request a change contact Housing Staff. Students who make changes without the appropriate approvals may be subject to disciplinary action or termination of WDTC Off-Campus Housing Contract.

Withdrawal

If a student withdraws from school, unless other arrangements have been made with WDCTC Housing Staff, they must vacate the WDTC Off-Campus Housing room/unit within 24 hours of the withdrawal by following the check-out procedure in this handbook.

Facilities and Amenities

Cable Television/Internet Access

Basic cable service and internet access are provided in all rooms/units. If you have any issues, please contact Housing Staff.

Furniture

All items in furnished rooms/units are not permitted to be taken out or swapped between rooms/units. Any items destroyed by student will be replaced and paid for by student. Patio or other common area furniture are not to be taken from the areas for use in private rooms/units. Artwork, TVs, or any other hanging items are not permitted to be hung on any walls.

Laundry

An on-site coin operated laundry facility is available to Students. These are intended for room/unit renters use only. Do not leave unattended items, or laundry in washer/dryer overnight. WDTC is not responsible for lost or damaged items. Please make sure to clean lint traps and the area you use.

Maintenance

If something in your unit needs repaired such as a dripping faucet, contact the property manager or WDTC Housing.

Parking

Each student is allowed one car on premises. Repairing automobiles is not allowed on premises at any time.

Safety

In an emergency, dial 911. Active criminal activity will be responded to by the Rapid City Police Department; fire and medical emergencies will be responded to by the Rapid City Fire Department. For other safety concerns please contact WDTC Student Housing at 605-718-1100.

Storage

No storage is provided on the property for individual possessions or furniture.

Trash

Trash bags are not permitted to be placed outside the unit door. They must go directly to the trash canister on site.

Vacuum Cleaners

Vacuum cleaners will be available for resident use. The vacuum cleaners are located in the on-site laundry room. Please be courteous to other residents and promptly return vacuums after use.

Supplies

Replacement of supplies/consumable items such as toilet paper, paper towels, dish soap/detergent, etc. will be the responsibility of the student.

Rules

Belligerent Aggressive Behavior

Belligerent aggressive, unruly behavior is not allowed on the premises, will be documented, and will be considered a serious violation of WDTC Off-Campus housing rules and terms.

Disposable Wipes and Grease/Oil Disposal

“Disposable Wipes” must be disposed of in garbage cans only and are not permitted to be disposed of in drains, toilets, or sewers. No type of grease or oil may be poured down sinks, toilets, drains, or outside. Proper cooking grease/oil disposal methods include pouring grease into a coffee cup and allow to cool down and or harden. Once safe to handle, liquid can be poured into a Ziplock type baggie, sealed, and put into garbage can. Or, hardened grease, can be put in a plastic grocery bag, tied off, and disposed of in the garbage. If damage occurs, student will be responsible for all damage and removal cost.

Guns and Weapons

In accordance with WDTC Policy 6011, Gun and Weapon Free Campus, WDTC is committed to creating and maintaining an environment that is free from threatening and violent behavior. To accomplish this, WDTC prohibits the carrying, exhibition, or display of weapons, including guns, explosives, knives, dangerous

chemicals, or any other weapon capable of producing bodily harm. Such activity is prohibited on any property owned or operated by WDTC or at any College-sponsored activity at any location.

Overnight Guest Policy

Student may have a maximum of 1 overnight guest in their room/unit at one time. Student is limited to an overnight guest (same guest or different guest) in their room/unit to a total of 3 nights in a one-month period. If in a double occupancy room/unit, student must have approval of their roommate before accommodating an overnight guest. All guests must comply with the policies and the student will be held responsible for guest behavior.

Personal Property/ Abandoned Property

WDTC is not liable for damaged or loss of personal property and encourages student residents to carry their own personal property or renters' insurance. Any personal property left in WDTC Off-Campus Housing at the end of the student's WDTC Off-Campus Housing Contract without indication of ownership will be considered abandoned property after thirty (30) days. In the event WDTC has information indicating the ownership of the personal property, WDTC will send notice to the student via their student email advising the student to collect and remove the personal property left within thirty (30) days or the property will be considered legally abandoned and will become the property of WDTC. In its' discretion, WDTC may dispose of the abandoned property as it sees fit. In the event WDTC sells the abandoned property, the sale proceeds will not be credited to the student's account.

Room/Unit Entry And Search Policy

WDTC reserves the right to enter rooms/units per the terms in the WDTC Off-Campus Housing Contract or immediately in the case of a safety or health emergency.

Smoking, Drugs, and Alcohol

WDTC policies pertaining to smoking, drugs, and alcohol will apply while in WDTC Off-Campus Housing. You are responsible to read and understand the rules as stated in the following policies:

- <https://www.wdt.edu/assets/docs/uploads/about/policies/4002.pdf>
- <https://www.wdt.edu/assets/docs/uploads/about/policies/4012.pdf>

In addition, the building owner has the following rules:

- Smoking is not permitted in the room/unit at any time. That includes, vaping, cigarettes, etc.
- Drugs are not permitted on site at any time.
- No open alcoholic beverages are permitted in the parking lot or common areas.

Quiet and Courtesy Hours

Be courteous of neighbors including not playing loud music that may disrupt neighbors. Student will respect their roommate's request for quiet hours to ensure that study and sleep needs can be met to promote student success.