



UNIVERSITY OF
SOUTH DAKOTA

WE ARE
SOUTH DAKOTA

STUDENT HANDBOOK

2023-2024



usd.edu

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The information contained in this handbook is the most accurate available at the time of publication, but changes may become effective before the next handbook is published. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, The University reserves the right, as approved by the Board of Regents, to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices.

The University of South Dakota is an equal education/equal employment opportunity institution, committed to providing all qualified students the opportunity to obtain a university education without regard to sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status or on any other status that may become protected under law against discrimination. The University of South Dakota does not discriminate in employment, in the recruitment or admission of students, or in the operation of any program or service. Inquiries may be directed to:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

Notice of Nondiscriminatory Policy

In accordance with [South Dakota Board of Regents Policy 1:19](#), the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension, and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity, and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.

For additional information, please contact the Director of EEO & Chief Title IX Coordinator, Jean Merkle, Slagle Room 205, Vermillion, SD 57069. Phone: 605-658-3665.

SDBOR POLICY: [1:19 Equal Opportunity Non Discrimination](#)

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Ms. Cheryl Tiahart, Chief Information Officer, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Tiahart to provide equal access for all persons with disabilities.

Cheryl Tiahart
Chief Information Officer
Slagle Hall, Room 19B
University of South Dakota
414 E. Clark Street
Vermillion, SD 57069
Phone: 605-658-6026

Notice of Non-Harassment Policy

In accordance with [South Dakota Board of Regents Policy 1:17](#), the institutions under the jurisdiction of the Board of Regents shall not tolerate harassing conduct. The Board reaffirms its role in preparing students to be future leaders. Such conduct destroys the bonds of cooperation and the purpose of society, which society rests by demeaning some members of the community. The purpose of this institution is to shape the skills and conscience of future generations; because of this purpose, no form of harassment can be tolerated.

If you believe you have been discriminated against or harassed on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, or veteran status or harassment on any grounds, you may discuss your rights, seek information on the University's policies, or file a complaint. The following persons have been designated to handle inquiries and complaints regarding discrimination and harassment.

For complaints or concerns please contact:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.) The University has designated Ms. Cheryl Tiaht, Chief Information Officer, as the Coordinator to monitor compliance with these statutes. This obligates the University of South Dakota and Ms. Tiaht to provide equal access for all persons with disabilities.

Admission decisions at the University of South Dakota are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the:

Director of Disability Services
Commons, Suite 116
University of South Dakota
414 E Clark Street
Vermillion, SD 57069
Phone: 605-658-3747
Fax: 605-677-3172
E-Mail: disabilityservices@usd.edu

Dear Students,

Welcome to the 2023-24 academic year. It's a great time to be a Coyote! Please take some time to review the University of South Dakota Student Handbook, which provides valuable information regarding your safety, activities you can participate in, and services provided at USD.

Student Services supports the USD community by offering educational and social opportunities that encourage student engagement, promote skill development and prepare students for life after graduation. We empower students by providing dynamic experiences that foster a sense of belonging and assist students in reaching their goals – all while developing a sense of purpose, tradition, and community at USD. We believe student health is of the utmost importance, and we provide resources to promote well-being.



I invite and encourage you to participate in the various activities and organizations available through Student Services. By getting involved, you will not only have a more enriching experience at USD, but you will also set yourself up for success; research demonstrates that students who are involved in their collegiate career are more likely to persist toward graduation and enjoy their college experience. Set goals, make good choices and take time to reflect on your experiences. If you need assistance, ask for help – we are here to serve you. At USD you will find a community that is student-centered and focused on student success. As Assistant Vice President of Student Support Services and Dean of Students, I am here to promote an environment that is responsive to all students and be your advocate, so please do not hesitate to contact me at DeanofStudents@usd.edu.

Best wishes for a great academic year.

Go Yotes!

Kate Fitzgerald

Assistant Vice President of Student Support Services and Dean of Students

Welcome home, Yotes!

It is my greatest pleasure to welcome you to the Coyote family, and I extend to you my warmest greetings. Becoming a coyote is a lifelong commitment to becoming the greatest version of yourself, and I wish that for you during your time here in Vermillion. Don't be afraid to challenge yourself and try something new while here on campus. USD has countless premier professors in their respective fields, and they're all here to help you succeed in your academic, personal, and professional life. Be sure to build relationships with the staff and utilize the resources offered to students!

This handbook is a small insight into the many opportunities that USD has to offer each and every one of you, as well as policies and procedures that will impact your day-to-day life here. Take some time to look it over and see all that USD has to offer.



Although you are here for an education, it is essential to seize opportunities outside of the classroom, and I can't think of a better place than USD to do so. Between the many study abroad programs, research opportunities, Sorority & Fraternity Life, the 200+ student organizations, and many more opportunities, you're sure to find or create something that suits your interests. To top it all off, athletic events are a great way to have some fun with your friends while cheering on our fellow Coyotes!

Every student that comes to USD makes an impact on the Coyote legacy, and each student brings a new perspective. USD is a community you'll never forget and a home that will always be in your heart. As your Student Body President, it is my job to be a valuable resource to you. As the governing body of the students, SGA is here to serve you as best we can, and in order to do that successfully, we need to hear from all of you! Don't hesitate to contact me at sga@coyotes.usd.edu or stop by our office across from the Charlie's Bookstore and Fan Shop in the MUC anytime between 10am and 5pm.

The legacy of USD is a positive and progressive one, which becomes richer and prouder with each passing year. In the last 161 years, we've seen that legacy strengthen with each entering and graduating class, making USD the distinguished flagship university of South Dakota and a premier institution for the next generation of leaders, influencers, and thinkers to gather and collaborate. It is my hope that you will continue to help grow and develop the legacy in the years to come. You are now a representative of USD—make us proud. Welcome to the Coyote Legacy!

Go Yotes!

Caleb M. Swanson, President

USD Student Government Association

General Information

Class Management

Instructors are fully responsible for the operation, management, and conduct of their classes within the limits of policy as determined by the faculty. The following policy was adopted by the University Senate on June 6, 1984, as amended on June 6, 2001:

Students are to receive, from the instructor, at the beginning of each course a written statement of course policy and requirements. These will include criteria for grading, attendance requirements, final examination date and student responsibilities related thereto, and any other special assignments, e.g., term papers or projects. The statement shall also include the office hours of the instructor which are regularly maintained during the academic term. A statement of course policy and requirements will be filed by each instructor with his/her department chair.

Federal agencies require the University to track students who cease to attend one or more of their classes, and failure to track them incurs institutional fiscal liability. Please be sure your attendance policies comply. The following action was taken at the March 14, 2001, University Senate meeting:

It is the policy of the University Senate that all faculty members, at a minimum, take attendance in their introductory (100-200 level) courses.

In addition to the policies approved by the University Senate, faculty must include the following statements in all course syllabi:

Academic Integrity

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

- a. Given a zero for that assignment.
- b. Allowed to rewrite and resubmit the assignment for credit.
- c. Assigned a reduced grade for the course.
- d. Dropped from the course.
- e. Failed in the course.

Freedom in Learning

Under Board of Regents and University policy, student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

Disability Accommodation

The University of South Dakota strives to ensure that physical resources, as well as information and communication technologies, are reasonably accessible to users in order to provide equal access to all. Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: If your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Disability Services, Commons Room 116

Phone: 605-658-3745

Web Site: www.usd.edu/ds

Email: disabilityservices@usd.edu

Emergency Procedure Guidelines

Emergency Information

Phone: 911

USD has emergency guidelines and operating procedures in place for a wide variety of possible emergency situations. Individuals should become familiar with emergency response procedures on the emergency information website in order to have a plan and know what to do before, during, and after an emergency.

The University of South Dakota has implemented a [Campus Alert Notification System](#) for students, faculty, and staff. This service allows USD to send critical weather-related and emergency alerts to your cell phone, landline, or computer. Students are also encouraged to download the Everbridge mobile app on their personal cellular devices. Notifications may also be received via the Everbridge mobile app in the event of a major emergency. In the event of a major emergency, the University's homepage will also be updated with USD Emergency Information including the nature of the emergency and further emergency procedures. Students, faculty, and staff will receive Campus Alert registration instructions via an email to their USD email address. Once registered, notification settings can be modified by logging in to the [Campus Alert System](#). If you have any questions about changing notification settings please contact the ITS Helpdesk (I.D. Weeks 104, 605-658-6000, servicedesk@usd.edu).

Identification Number

Office of the Registrar

Belbas Center, 223

Phone: 605-658-3880

Email: registrar@usd.edu

Every student must have an accurate Social Security number (or assigned student identification number) before proceeding with registration. This number must be entered or verified on the USD information form. This number, unlike the student's name, is unique; it controls the accuracy of the student's records. Any

inaccuracies in the Social Security number (or assigned student identification number) should be reported by the student to the Registrar's Office.

In accordance with the Privacy Act of 1974, applicants for admission and enrolled students are advised that the requested disclosure of their Social Security number to the Registrar's Office is voluntary. The applicant or student has the right to refuse disclosure of the number or request its removal from records without penalty. If this right is exercised, only the assigned student identification number will be used for record purposes throughout the duration of the student's involvement with the University.

The Social Security or student identification number will be used: (a) to identify such records as applications for admission, registration and course enrollment documents, grade reports, transcript requests, certification requests, and permanent academic records; (b) to determine eligibility, certify school attendance, and report student status; and (c) as an identifier for grants, loans, and other financial aid programs. The student's Social Security or student identification number will not be disclosed to individuals or agencies not associated with The University of South Dakota, except as provided for in The University of South Dakota Student Records Policy.

Instructor-Initiated Drops

Office of the Registrar
Belbas Center, 223
Phone: 605-658-3880
Email: registrar@usd.edu

The instructor of a course may drop a student for non-attendance or non-participation, provided the student is in violation of the official attendance or participation policy for the course. Instructor-initiated drops are at the instructor's discretion, but they must be submitted to the Registrar's Office. The grade assignment procedures are in accordance with the policies for student-initiated drops. A course cannot be dropped after it has been 70% completed. This date is published for each term in the [Academic Calendar](#).

Transcripts

Office of the Registrar
Belbas Center, 223
Phone: 605-658-3880
Email: registrar@usd.edu

Official transcripts must contain the seal of the University and the facsimile signature of the University registrar. Students may request an official transcript from the Registrar's Office by submitting a signed written request using the [Online Transcript Request](#). Students may obtain an unofficial course listing at any time via [Self-Service](#).

Co-curricular transcripts, housed on the USD Involved platform, allow students to document their campus leadership and student organization involvement during their collegiate career and create a comprehensive co-curricular snapshot. Within co-curricular transcript paths, a student can choose learning experiences and programming offered in the areas of inclusive excellence, personal development, leadership development and civic engagement; focused on skills development to meet employer expectations and life experiences to deepen their global perspective.

University Police Department

Davidson Building
Phone: 605-658-6199

Email: universitypolice@usd.edu

The [University Police Department](#) is a law enforcement agency on the campus of the University of South Dakota that subscribes to working collaboratively with the campus community. Employed with sworn officers and civilian staff, the University Police Department provides the public services of protecting life and property, enforcing traffic and parking regulations, investigating criminal activity, and preserving the safety of our campus community.

The University Police Department is located in the Davidson Building, directly south of the ID Weeks Library. Our office is open 24 hours a day, seven days a week and an officer is always available.

Important Phone Numbers:

Police, Fire, Medical Emergencies (from campus phones): 911

Non-emergencies: 605-658-6199

Withdrawal from the University

Office of the Registrar

Belbas Center, 223

Phone: 605-658-3880

Email: registrar@usd.edu

All students who find it necessary to completely withdraw from the University (drop their only class or drop all their classes for the current term) must go to the Registrar's Office (Belbas 223, 605-658-3880). Tuition and refundable fees are assessed or refunded, as appropriate, according to the date of official withdrawal, defined as the date the [Application for Complete Withdrawal](#) is filed with the appropriate University official.

Services for Students

Academic Commons

Academic Commons, ID Weeks Library, 1st Floor

The Academic Commons is an integrated learning center on the first floor of the I.D. Weeks building that assembles the resources students need to achieve their academic goals. All members of the campus community benefit from the comprehensive academic support services centralized into this single, convenient location. Students frequent the Academic Commons to work alone or in groups whether it's writing a paper, conducting research, or meeting with an advisor or tutor. Service areas include: Academic and Career Planning Center, Writing Center, Presentation Center, the Gallagher International Center, Lab Consultant, Information Technology Services Help Desk, and all of the services of the University Libraries.

Academic and Career Planning Center

Academic Commons, ID Weeks Library, 1st Floor

Phone: 605-658-3600

Email: advising@usd.edu, career@usd.edu

The Academic & Career Planning Center is designed with students' long-term success in mind. The advisors coach you through your major and career plans so that you graduate from USD well-prepared for the world. Services offered by the Academic and Career Planning Center include:

- Academic scheduling and exploration, declaration, or change of major
- Guidance in finding and securing competitive internships and employment opportunities
- Helping students succeed academically and socially in their first year (First Year Experience)
- Academic resources, including Supplemental Instruction, free tutoring, and consultation with a Learning Specialist
- Resume and cover letter development
- Job interview practice and help connecting you with potential employers

Beacom School of Business Career Success Center

Beacom Hall, 103

Phone: 605-658-6529

Email: Lauren.Foxhoven@usd.edu

The Beacom School of Business Career Success Center (CSC) provides support and assistance to all Beacom School of Business students and alumni in preparing for a career and locating quality internship opportunities, part-time and full-time employment. Services provided include resume development and review, interview preparation, cover letter writing, personal branding, and job/internship search assistance. The CSC builds relationships with alumni, employers, and graduate schools to optimize internship, job and career opportunities; this is done through employer visits, career fairs, workshops, presentations to Beacom School of Business student organizations, and other networking events. The CSC communicates current internship, part-time and full-time employment opportunities to Beacom School of Business students through a weekly email newsletter.

Coyote Dining

Muenster University Center, 109

Phone: 605-658-6776

Email: Dining@usd.edu

Coyote Dining by Sodexo, offers services including student employment and campus-wide catering services. All freshmen & sophomores on campus are required to have a meal plan. Board of Regents meal plans are usable at the Muenster University Center Residential Dining.

Students are asked to report lost or stolen Coyote Cards or bands immediately. Card or band replacements may be obtained in the [Coyote Card Office](#).

Coyote Dining staff will make every effort to fulfill the requirements of a special diet. Coyote Dining and Sodexo are proud to offer dietician services to students; questions regarding a specialized diet can be directed to the dietician, Myranda Dunmire at Myranda.Dunmire@sodexo.com. Menus for Resident Dining are available on their website and via the Everyday app. These menus can be filtered to all major allergen/dietary restrictions. Resident Dining also has an allergen-friendly station called Simple Servings.

Campus Dining Locations

Resident Dining

Resident Dining is an all-you-care to eat location featuring several different concepts such as Simple Servings Allergy-Friendly Fare, Sizzle Grill + Griddle, Stacked Deli Case, Daily Dish, Mix: A Salad Experience, Bliss: The Sweet Spot, Slices Pizza + Such with Twists Pasta Kitchen, Sprouts Vegan +

Vegetarian, and Sips Drink Spot. Resident Dining is open for breakfast, lunch, and dinner Monday through Friday as well as brunch and dinner on Saturday and Sunday.

Einstein Bros Bagels

Einstein Bros Bagels specializes in bagels, made-to-order sandwiches, salads, and coffee for breakfast and lunch. The menu features a wide array of coffee drinks as well as nearly 15 bagel varieties.

Qdoba Mexican Eats

Qdoba Mexican Eats is a fast-casual restaurant specializing in a variety of fresh Mexican foods. Qdoba foods are hand-crafted, slow-cooked, and flame-grilled.

Chick-fil-A

Chick-fil-A serves all-natural, breaded, boneless chicken breast sandwiches and nuggets, as well as waffle fries and fresh lemonade. The expanded menu now features shakes and several alternative side options.

Peking Plate

Peking Plate brings everyone's favorite American Chinese meals to campus. Start with your choice of rice or noodles, add your choice of Asian-inspired protein dish including vegetarian and Halal options, and top it all off with a classic crab Rangoon or egg roll. With these options, Peking Plate brings a unique array of flavors to diners on campus.

WOW American Eats Café

WOW American Eats Café brings its southwest flavors to burgers, chicken sandwiches, salads, and chicken wings, all complimented by an array of made-from-scratch signature sauces and spice rubs ranging from traditional buffalo and BBQ to Asian, Australian, and French-inspired creations.

Grid Community Store featuring We Proudly Brew Starbucks

Grid Community Store features Starbucks coffee products while also offering a variety of grab-and-go meals, grocery items, bakery items, and essential on-the-go snacks.

24/7 Market at Beede Bump

Located in North Complex, Beede Bump is a 24/7 market combining the corner store with the style of a modern market, featuring grab 'n go dining options for breakfast, lunch, or any time of day, including sandwiches and salads, bakery, multiple beverage options (coffee, energy, water, and juice) as well as your traditional convenience store options. Beede Bump also features LeBread Express, providing students with access to a hot sandwich, calzone, pasta bowl, and more that can be accompanied by a fresh tea or coffee from the Starbucks Serenade.

24/7 Market at Coyote Village

Located in Coyote Village, CV Market is a 24/7 market combining the corner store with the style of a modern market, featuring grab 'n go dining options for breakfast, lunch, or any time of day, including sandwiches and salads, bakery, multiple beverage options (coffee, energy, water, and juice) as well as your traditional convenience store options. CV Market also features LeBread Express, providing students with access to a hot sandwich, calzone, pasta bowl, and more that can be accompanied by a fresh tea or coffee from the Starbucks Serenade.

Coyote Catering

Coyote Dining also operates an extensive catering department specializing in food and refreshments for meetings and luncheons, private parties, banquets, and picnics. The catering department is pleased to assist with all menu and refreshment items. Services are available to the student body, faculty, staff, and community. Catering information can be found at usdcatering.catertrax.com.

Center for Teaching and Learning

UCE, Room 101

Phone: 605-658-3600

Email: ctl@usd.edu

The Center for Teaching and Learning develops and supports a community dedicated to excellent teaching and learning, regardless of location, formality, or modality. The Center's goals are to:

- encourage and support effective teaching;
- foster the scholarship of teaching and learning;
- cultivate an institutional climate that values and supports teaching excellence; and
- influence institutional policies to promote and reward excellent teaching and learning.

To further this mission, the Center offers a wide range of programs and services, including professional support for faculty members who desire to integrate mobile technology into the classroom. The Center trains all faculty members who are teaching online courses and provides technology training to all staff.

The Center is the administrative home of the Technology Fellowship Program—a special paid opportunity for South Dakota resident undergraduate students to develop professional-level skills in the design and implementation of information technology for instructional purposes. Tech Fellows are distributed across campus to assist in this endeavor, and, in addition, there is a cohort assigned to the Center to assist faculty members with short-term projects. The program is designed to help students learn and apply new technology skills while assisting faculty members to use more technology in their classroom teaching.

Charlie's Bookstore & Fan Shop

Muenster University Center, Room 115

Fan Shop Phone: 605-658-3800

Bookstore Phone: 605-658-3733

Website: usdcharliestore.com

Bookstore: usd.textbookx.com

Email: customerservice@usdcharliestore.com

Facebook: [@usdcharliestore](https://www.facebook.com/usdcharliestore)

Instagram: [@usdcharliestore](https://www.instagram.com/usdcharliestore)

Snapchat: [@usouthdakota](https://www.snapchat.com/add/usouthdakota)

USD offers students the convenience of an online bookstore available 24/7 with affordable options which save students an average of 60% off list prices! Our bookstore partner, Akademos, whose online bookstore platform, TextbookX, provides the ease of textbook shopping in one place, offering a variety of formats such as new, used, eBook, rental, and marketplace.

Online bookstore features:

- Visit usd.textbookx.com and log in with your USD credentials to view a personalized page that features all your courses and course materials on one page.
- ORDER EARLY - the most affordable options, like used and rental, go first, so log in and view your course list at least two to four weeks before the semester begins.
- [Price Match Guarantee](#) on new textbooks (excludes marketplace).

- Ship to your home or to Charlie's for on-campus pickup. If you are shipping to campus, select delivery to Charlie's as our postal service will not deliver course material packages to residence halls. Free shipping is available on select orders over \$49.
- Deliveries to Charlie's must be picked up within 90 days of delivery; otherwise, items are considered abandoned and become the property of USD. For more information, refer to the [USD Book Delivery and Storage Policy Article](#).
- New textbooks (excludes marketplace) can be [returned](#) within 30 days of order confirmation or two weeks after the semester begins.
- [Sell your textbooks](#) through the online bookstore at any time of the year; you name the price! Guaranteed buyback and instant bid options are available for select textbooks.
- Have a question about your textbook order?
 - Visit TextbookX [help](#).
 - Watch TextbookX [instructional videos](#).
 - Read Charlie's Bookstore [Coyote One Stop Articles](#).
 - [Ask Charlie's Bookstore & Fan Shop a Question](#).

First Day Access/Inclusive Access (FDA) is a course material delivery model where discounted digital content is delivered automatically to students enrolled in the FDA course on or before the first day of class. The price of the discounted digital material is charged to your university account as a separate line-item charge. If you choose not to obtain the material, you can opt-out through your [eLibrary](#) on or before Census (add/drop) date and will not be charged. If you opt-out, you will need to purchase the item on your own through another vendor. Depending on the publisher, materials will either be made available through D2L (once the instructor gives you access) or your online bookstore eLibrary. Visit your [eLibrary](#) for access information.

FDA Access questions: Contact TextbookX support at <https://usd.textbookx.com/help#/> or 844-973-3866
 FDA Billing questions: Contact the Business office at businessoffice@usd.edu

USD offers qualifying students a \$500 [Book Advance](#). If you are eligible, the Book Advance will automatically show as a payment option in your USD online bookstore account upon checkout. The amount used will be added directly to your university bill as a line-item charge identified as "Akademos Book Advance Charge". The amount charged to your student account needs to be paid when tuition and fees are due. The due date is typically within the first 10 days of the semester. Once online statements are posted to [SDePay](#) the statement will show the semester due date. If available and authorized, financial aid may be used to repay. If you are enrolled in an SDePay Payment Plan, the amount used will be collected according to your plan terms. Late fees and a hold will be applied to your account if book charges are not paid by the due date. The amount charged to your student account can be paid online through SDePay, by mailing a check, or in person at the Business Office (cash or check). Refer to the [billing and payment](#) website for more details.

Aside from textbooks, we have the largest and best selection of USD gifts, Coyote apparel, and a great selection of school supplies. We work in partnership with our faculty members to ensure that we have the required course supplies and lab materials for our students as well.

We welcome students, faculty, staff, families, and guests to come visit one of our [Charlie's](#) locations or our website for access to the online bookstore and shop for school spirit items. All purchases at Charlie's help support USD student scholarships.

[Childcare \(Vucurevich Children's Center\)](#)

Vucurevich Children's Center

Phone: 605-677-6880

Email: childcare@usd.edu

The Vucurevich Children's Center is the university's childcare provider for students, faculty, and staff. It offers accessible, affordable, quality, on-campus childcare. Located on the northern edge of campus across from the Dakota Dome, the Center provides services for children six weeks to five years of age. The Center employs federal work-study students each year as well as non-work-study students. Please contact the Center if you are interested in seeking employment opportunities.

Counseling & School Psychological Services Center

Delzell Education Center, 211

Phone: 605-658-6638

Email: cspsc@usd.edu

The Counseling & School Psychological Services Center (CSPSC) is administered by the Division of Counseling and Psychology in Education. The Center's primary purpose is to provide clinical training opportunities for graduate students pursuing degrees in counseling or school psychology. All trainees are supervised by licensed and/or certified faculty members. A variety of counseling and mental health services are provided.

Counseling services are offered free of charge to students and community members from September to May. Inquiries about counseling services may be directed to the CSPSC by calling 605-658-6638. Generally, clients are contacted within a week of reaching out for services.

Diagnostic services are available to children of preschool, elementary, and secondary school age, and their families. We also see college-age students if we can support the referral needs. Referrals are accepted from clients, parents, physicians, schools, or other interested parties. Clients are seen by appointment only. School Psychological Services are available September through May. Inquiries about diagnostic services should be directed to the CSPSC by calling 605-658-6638. There is a fee on a sliding scale for specific diagnostic services.

Coyote Cash (Coyote Card Office)

Email: CoyoteCard@usd.edu

Phone: 605-658-3559

Your Coyote Card is your single most important identification here at USD. This multi-purpose ID will be your identification, meal card, and library card, among many other uses! You'll use your card for residence hall access, laundry & vending machines, event admittance, printing, and purchasing books and supplies. It can even be used as a debit card at various campus and community vendors around Vermillion. Deposits to the Coyote Cash account can be made with cash, check, or credit card.

- You can request your student USD ID by completing the [Student ID Request](#) or by stopping by the Coyote Card Office in I.D. Weeks Library, room 104
- **Coyote Card Mobile** will make it easier and more convenient for students and faculty to access buildings like their residence hall or assigned academic building and make payments on and around campus including paying for dining services, using just their iPhone, Apple Watch or Android phone. Visit [Installing Coyote Card Mobile](#) to install the app
 - **Note:** Coyote Card Mobile does not replace your physical Coyote Card. A Coyote Card is still required, it must be carried at all times and upon request must be shown or surrendered to USD Officials.
- Deposit money to your card following [Add Coyote Card Funds](#)
 - Guests can make deposits for you following [Guest Deposit on Coyote Card](#)

Dean of Students

Muenster University Center, 218

Phone: 605-658-3555

Email: DeanofStudents@usd.edu

The Dean of Students works with many non-academic services and programs that are focused on providing student development activities and services that will enhance student learning and success. These areas include Campus Dining, the Wellness Center, Sorority & Fraternity Life, and many others under Student Services. The Dean of Students is available to assist students with their concerns, issues and questions.

Dental Hygiene Services

Vermillion Clinic

Center for Health Education, 101

Phone: 605-658-5959

Email: dh@usd.edu

Sioux Falls Clinic

521 N Main Ave, Suite 202

Phone: 605-367-8046

Email: dh@usd.edu

The university offers dental hygiene and limited dental services to all students, faculty, staff, and the public at reduced prices. The department has two clinics: one on the Vermillion campus and one in Sioux Falls. Services offered include prophylaxis (cleaning), oral cancer screenings, blood pressure readings, periodontal assessments, x-rays, fluoride treatments, sealants, conservative periodontal therapy, custom-fit mouth guards, tooth desensitizing and bleaching. In addition, dental services such as exams, fillings, and extractions are provided within a limited scope by licensed dentists. Nitrous oxide/oxide sedation and local anesthesia are also available for pain and anxiety management. Both dental hygiene clinics are teaching clinics in which students are supervised by university faculty who are licensed practitioners.

Disability Services

Commons, 116

Phone: 605-658-3745

FAX: 605-677-3172

Email: DisabilityServices@usd.edu

Mission Statement: Disability Services' mission is to provide students with disabilities accommodations and resources to ensure full access to and inclusion in all programs and services of the University of South Dakota.

Disability Services' purpose is to ensure, for students, University of South Dakota compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendment Act (ADAAA) of 2009, and other applicable federal and state laws, and provide disability expertise to the campus.

Disability Services recognizes that disability is an aspect of diversity and embraces the University of South Dakota's institutional values of diversity and inclusiveness, encouraging both by promoting education and awareness of disability and learning differences as essential pieces of a diverse cultural experience.

Disability Services endeavors – through collaboration, education, technical assistance, and collegiality – to assist the University of South Dakota administration, faculty, staff, and students in creating a universally accessible and inclusive campus for all people.

Disability Services is an integral part of the University of South Dakota, committed to ensuring students with disabilities experience an accessible campus. Disability Services provides support to students with disabilities to ensure full and equal access to the educational opportunities, programs, and activities USD offers through

the provision of reasonable and appropriate accommodations. Reasonable and appropriate accommodations do not fundamentally alter the nature of programs or lower academic and other essential performance standards.

A student is responsible for actively participating in the accommodation process by making timely and appropriate disclosures and requests. Any delay in the process on the student's part may result in limiting the ability of Disability Services to provide reasonable accommodations. The process includes:

- Self-Disclose Disability and Register – It is the student's responsibility to identify as a person with a disability and register with Disability Services. A student may self-disclose at any time; however, students are encouraged to self-disclose and register before classes begin. A student may contact Disability Services via e-mail or phone to schedule a time to meet to self-disclose, register, and begin the interactive process of requesting accommodations.
- Provide Disability Documentation – A student must provide Disability Services with documentation to support their request for accommodations. Each student and each disability are unique; therefore, the type of documentation each student provides will be different. However, all documentation must be current and relevant, address the current impact of the disability, and illustrate a connection between the disability and the requested accommodation.
- Request Accommodations – Accommodation requests are approved to assure full access to the educational opportunities, programs, and activities of USD. Accommodations assure access by lessening or removing a barrier that may exist due to the student's disability. A student must request accommodations that are reasonable and appropriate in a college setting.
- Actively Communicate – A student must actively and continuously communicate with Disability Services and faculty to ensure the accommodations are effective. Active communication also allows for accommodations to be adjusted as needed throughout the course of the semester.

If you are a student with a disability, please contact Disability Services as soon as possible if you want to request accommodations. If you are a student and you suspect you may have a disability, contact Disability Services to discuss evaluation options via campus and community resources.

Event Planning & Scheduling

Central Scheduling

Muenster University Center, 130

Email: Scheduling@usd.edu

The Central Scheduling office is the primary point of contact when you want to hold an event, conference, or camp at USD. They can direct you to information about coordinating room set-up, on-campus marketing, security, parking, and housing. All events that are held in the Muenster University Center, Aalfs Auditorium at Slagle Hall, Farber Hall, Danforth Chapel, and select meeting rooms on campus are scheduled through the Central Scheduling office. Rooms ranging in seating size from 15 to 200 are also available through this office. Information concerning the scheduling of advertising in the MUC, audio-visual services for the building, and refreshments for meetings are also available. Students, faculty, and staff can submit requests for space [online through 25Live](#).

Financial Aid

Belbas Center

Phone: 605-658-6250

Phone: 877-269-6837 (toll-free)

Email: Financial.Aid@usd.edu

The basic function of the Financial Aid Office is to assist students who may lack financial resources to support their education. USD accepts the [Free Application for Federal Student Aid \(FAFSA\)](#). By filing the FAFSA, students are applying for all Title IV aid programs - Pell Grant, Supplemental Educational Opportunity Grant, College Work-Study, and Federal Direct Loans. Detailed information is available from the Student Financial Aid Office. Students who enroll in anything other than regular, on-campus classes must notify the Student Financial Aid Office in writing of their plans in order for financial aid to be properly credited and disbursed.

Health Insurance

Student Health Services

20 S Plum Street

Phone: 605-677-3630

Email: USD.Immunizations@sanfordhealth.org

Student Health is not insurance, but a list of discounted rates that are offered to students through the Student Health Agreement. Students are strongly encouraged to have insurance coverage for medical expenses whether it is through a school plan or other private insurance coverage

There are several options available to you to seek health insurance coverage in the federal health insurance marketplace or from private insurance carriers. The [health insurance marketplace website](#) has interactive tools that will assist you in finding an insurance plan that meets your coverage needs and will help you determine if your income level qualifies you for a subsidy. The state of South Dakota has three providers available in the health insurance marketplace, including: Avera Health Plans, Sanford Health Plan, and DakotaCare.

For all international students, [SDBOR Policy 3.14](#) requires that you have credible health insurance as determined by the SD Board of Regents. You are responsible for purchasing health insurance coverage that meets BOR Policy 3.14 requirements, any federal visa requirements, and IRS regulations.

The South Dakota Board of Regents has identified several health insurance options that are acceptable under BOR policy. They are listed below. You will be required to provide proof of coverage to the International Office by the add/drop date of each academic term. If you do not provide proof of insurance, you will not be able to enroll at USD or at any SD Board of Regents university.

The default health insurance plan for international students at SD Board of Regents schools is provided by GeoBlue. For more information, visit <https://myhealth.sdbor.edu/internationalstudent/index.cfm>.

All international students are required to purchase a GeoBlue plan as detailed above. Under limited circumstances, this requirement may be waived if a student provides adequate proof of coverage by completing the [Health Insurance Waiver Request Form](#). The following reasons will qualify you for a waiver of the health insurance requirement:

- Sponsored Student Insurance (Embassy, Government, NGO, etc. Does NOT include family-sponsored insurance.)
- Employer-Sponsored Insurance (including Medical Evacuation and Repatriation) for Employees or Dependents
- Athletic Insurance for Primary Insurance Only
- Indefinite Residence (ability to establish domicile in South Dakota)
 - Provide Documentation of SD Domicile based on Visa/Immigration Status (defined by BOR)

- F and J visa holders are not eligible
- ACA Compliant Plan
- ISEP or other official Exchange Program
- Home Country Coverage that Meets SDBOR Minimum Coverage Requirements (detailed on Form B) and is Valid in the United States
 - Students must first check with their international office to determine if the insurance mandated by their home government is eligible for a waiver.

Proof of coverage is required by the add/drop date, as specified by the academic calendar, and should be provided to the International Office. If you do not provide proof of coverage you will be withdrawn from enrollment at your university or have the highest premium plan added to your student bill. For any questions on the above, please email isso@usd.edu or call 605-658-6255.

I CARE

North Commons, 101H

Phone: 605-658-6155

Email: rebecca.a.kaiser@usd.edu

Preventing campus sexual violence, domestic/dating violence, and stalking through advocacy and education. We do this by:

- Creating a team of community partners to enhance victim services
- Strengthening prevention and education programs
- Responding to sexual violence with a victim-centered, culturally competent approach
- Educating students about what constitutes sexual violence
- Mobilizing students and other community members to take a stand against sexual violence

Learn about the students, faculty, and community members working to prevent sexual violence at USD. USD offers several resources to help victims, survivors, and everyone else in the pursuit of healthy, consensual relationships.

[View Sexual Violence Resources](#)

To ask questions or learn more about the I CARE program, call 605-658-6155.

Charlie's Cupboard Campus Pantry

Charlie's Cupboard Campus Pantry is an on-campus resource available to USD students in an effort to promote food security. This free service is available to all students with a student ID. Charlie's Cupboard is located in UCE #117D next to the North Complex. The pantry will offer various personal hygiene and grocery items. All students are encouraged to visit Charlie's Cupboard Campus Pantry and to follow social media on Instagram and Facebook. Vermillion Food Pantry is also available at the Community Connection Center in Vermillion.

Vermillion Food Pantry

Many student groups volunteer with the Vermillion Food Pantry, a nonprofit corporation that strives to relieve hunger and increase self-sufficiency for those in need in Clay County. Students are welcome to utilize the Food Pantry if needed.

Information Technology Services

[ITS Service Desk](#)

Academic Commons, I.D. Weeks 104
Phone: 605-658-6000 or 877-225-0027
Email: servicedesk@usd.edu
Online: [Report an Incident or Request Service](#)

The Service Desk is staffed with full-time technicians who will take the time to assist you with your technology needs. Perspective students, parents, students, faculty, and staff will find answers to our most commonly asked questions and instructional documents in [Coyote One Stop](#).

Appropriate Use Policy

All members of the USD community must use University computing and information resources responsibly, respecting the rights of other users and the integrity of application data and systems. Use of information and technology resources at the University is governed by the University and South Dakota Board of Regents (SDBOR) policy, as well as state and federal statutes. [The SD Board of Regents Policy 7:1, Acceptable Use of Information Technology Systems](#) applies to all use of University computing resources and defines user responsibilities.

USD Account Activation

Your USD account is required to access technology resources: The Account Activation page will provide you with the information needed and steps to activate your account. Here you will also find a list of some of the services provided by ITS that your Activated USD Account allows you access to.

Duo - Multi-Factor Authentication

USD is committed to helping students, faculty, and staff protect themselves online from serious threats such as losing a paycheck, a financial aid refund or even your own identity. 2-Factor Authentication is mandatory for all students, faculty, and staff at USD.

Coyote One Stop

Coyote One Stop is our self-service destination to locate information quickly. Through this website, you can request assistance and find answers to your questions. Coyote One Stop gives you easy access to our [Ask a Question](#), [Help/Links](#), or [Browse the Service Catalog](#) and [Knowledge Base](#)

ITS Alert Board

ITS conducts routine system maintenance on Wednesday mornings between 6 AM and 7:30 AM Central Time. View scheduled maintenance and outages on the [ITS Alert Board](#). Here you can find up-to-date information about technology-related issues at USD. These issues include server problems, virus alerts, and much, much more. To receive new alerts by email, [subscribe to the Net-Notice](#) listserv.

Computer Labs

The University of South Dakota has more than 45 Computer Labs. All labs offer standard software, while some offer specialized software to support specific curriculum. To log onto the computers, you will need your USD username and password. To view lab locations and details go to [Computer Labs](#).

Wireless Network

- Connect your computer to [Eduroam](#) wireless network.
- Connect your wireless-only smart devices to the [Smart Devices network](#)
- Issues with the wireless network? The [Wireless Network Issues](#) service aids in connecting to University wireless network and/or reporting wireless issues

Personal Computers on Campus

USD offers Basic phone troubleshooting from wherever you are, if you have technical issues or questions, please click the Blue **Request Assistance** button on the [Personal Computer support](#) page. More extensive issues would need to be checked in at one of our 3 locations.

Laptop purchase

Laptop purchases are available at the Service Desk or online [Laptop Purchase](#)

Software Discounts

If you're a current USD student, you can download professional Microsoft developer, designer, and gaming software through [Azure Dev Tools](#) for Teaching at no charge.

Additional software applications are available to students at a [discount](#). These discounts are offered by the software vendors and most can be downloaded online.

Free Office 365

- USD students can download and install a full version of [Microsoft Office](#) at no cost
- This installs Word, Excel, PowerPoint and many others
- Subscription is valid as long as you are an active student
- Install on up to 5 devices, PC or MAC, and access Office Mobile applications on phone and tablet devices, click the **Install Office 365** button on the [Office 365](#) page

Apply to work at the ITS Service Desk

Apply for a job at the ITS Service Desk using Coyote Careers.

International Student Services

Gallagher International Center (GIC)

Burr House

Phone: 605-658-6255

Email: isso@usd.edu

USD's Gallagher International Center (GIC) is found in the Burr House. The GIC is the primary support office for international students (defined as F-1 or J-1 visa holders) on campus and assists them with special problems and questions concerning their educational stay in the United States. Questions relating to international student status and compliance, employment authorization, Social Security numbers, nonimmigrant documents, cultural adjustment, etc., should be directed to the office. International Student Orientation is held the week before classes begin each fall and spring to help new international students adjust to campus and community life. The GIC facilitates cultural programming, such as trips to regional centers such as Sioux Falls, and semester cultural trips to the Black Hills. All international students are requested to contact the GIC upon their initial arrival to campus. The GIC is also tasked by the university to ensure compliance with federal regulations pertaining to F-1 and J-1 student visa holders. These regulations may conflict and supersede items elsewhere in this handbook. In these situations, individuals can contact the GIC for guidance.

Law School Career Services Office

Knudson School of Law, Career Services and Professional Development

Phone: 605-658-3546

Email: LawCareerServices@usd.edu

The Career Services Office offers job search assistance and career planning resources to all students and alumni of the USD Knudson School of Law. The office provides individualized advising in developing job search strategies, revising application materials such as resumes and cover letters, and connecting candidates with opportunities for internships, externships, pro bono work, and post-graduate positions. Resources are continuously updated and expanded to assist students in pursuing their legal career goals.

Legal Aid

Muenster University Center, 219F

Primary Phone: 605-777-7606

SGA Phone: (605) 658-3584 (during office hours)

Email: afelts@frieberglaw.com

The Student Government Association (SGA) sponsors a legal aid service available to any University of South Dakota student seeking general legal service. Austin Felts of Frieberg, Nelson & Ask, L.L.P. Attorneys At Law serves as the legal aid provider. Students can meet with Austin during his on-campus office hours on Monday and Wednesday from 3pm to 5pm in his office, located in MUC 219F. Austin is also available throughout the week by appointment, as well as consultation by phone or email.

Muenster University Center

Phone: 605-658-6231

Email: muc@usd.edu

The Theodore R. and Karen K. Muenster University Center (MUC) is an integral part of the university's educational environment. The MUC sponsors programs and offers services that address the expressed needs of students, faculty, and staff. Maintenance and the operations of the facilities and programs are paid for by student fees and the MUC's commercial operations.

There are numerous big-screen televisions complete with high-definition satellite and digital cable systems. There are casual board rooms for studying as well as many places to lounge. MUC 219 is available to students as a space for students to study or host organization events and meetings.

The Muenster University Center provides a central location for many of the vital services that students need to manage their life while attending USD. They include [Charlie's Bookstore and Fan Shop](#), [Campus Dining](#), [Student Government Association](#), and several areas of the [Division of Student Services](#). Other services include:

MUC Information Desk

Muenster University Center, 1st Floor

Phone: 605-658-6231

Email: muc@usd.edu

The Information Desk is open daily to answer your questions and provide referrals.

Student Programming

Muenster University Center, 132

Phone: (605) 658-3563

Email: usdinvolved@usd.edu

The University of South Dakota works to ensure that USD students have activities and events to attend and participate in on a daily basis on our campus. These events come from student organizations along with various offices within Student Services and beyond. All events, unless otherwise noted and advertised, are free to all students who pay the Student Support Fee (SSF).

Native Student Services

Native American Cultural Center

409 E. Clark St.

Office Phone: 605-658-3578 (Director)

605-658-3556 (Coordinator)

Email: Megan.RedShirtShaw@usd.edu

Brooke.Jackson@usd.edu

University of South Dakota's Student Services strategies include Native Student Services (NSS) as an integral part of the support systems for Native and Indigenous students attending the university. Native Student Services serves as a college transition resource and the primary cultural, social, and academic support services office for Native and Indigenous students. Through programming and community building, students are empowered to retain their sense of belonging at the university without compromising their cultural identity by applying these values and strengths in their academic experiences.

Native Student Services is within the Student Services Division and is located in the Native American Cultural Center at 409 E. Clark Street. All students are welcome at the NACC and are encouraged to attend programming.

Notary Public Service

Notary service is available at the USD Foundation Office. Contact Peggy Mach, USD Foundation Controller, to coordinate.

USD Foundation

1110 N. Dakota Ave.

Email: Peggy.Mach@usdfoundation.org

Phone: 605-741-5050

Office of Multicultural Affairs

Muenster University Center 219D

Email: Marcus.Destin@usd.edu OMA@usd.edu

Phone: 605-658-3557

The Office of Multicultural Affairs supports creating a sense of belonging for all students at USD.

Our vision is to encourage and foster cultural understanding of students from all backgrounds on campus as well as partner with faculty, staff, and departments across campus to enhance the student experience through cultural events and education.

We will support and contribute to the student experience by helping to facilitate meaningful and open conversations and create programming that reflects the needs of students, connects communities, and encourages social engagement, cultural celebration, and shared understanding. As a community, we will thrive on collaboration, support celebration, and education of multicultural identities.

The OMA space in MUC 219 is available to all students for meetings, events, studying, and socializing. This space and its resources are vital to increasing the access, retention, and success of students, faculty, and staff from multicultural communities.

Opportunity Center

Muenster University Center 204A/B

Phone: 605-658-3434

Email: opportunitycenter@usd.edu

The Opportunity Center is your first stop for student success! The Opportunity Center is a central connecting point for student success resources and student organizations from all areas of campus. If you have a question about campus resources and policies, are looking to get more involved on campus, or simply don't know where to go to ask your questions, be sure to stop by the Opportunity Center on the second floor of the MUC. Our dedicated staff looks forward to connecting with you and helping you get the most out of your Coyote experience.

In addition to being a great place to get questions answered, the Opportunity Center is the home of campus-wide leadership programming. This includes a First Year Leadership Experience, Emerging Leaders Institute, Leadership Seminar Series, and the President's Senior Leadership Institute. Additionally, the Opportunity Center is tasked with encouraging intentional, robust, and varied campus discussions, therefore we are a resource for all students and student organizations looking to bring speakers to campus.

Psychological Services Center

Noteboom Hall 117
Phone: 605-658-3720

The Psychological Services Center (PSC) provides a variety of psychological services to University of South Dakota students, faculty, staff, and residents of Vermillion and surrounding areas. It also serves as a teaching, training and research center supported by the University of South Dakota Psychology Department. This outpatient clinic provides confidential treatment to children, adolescents, adults, couples, and families through a variety of modalities, including brief or long-term individual, marital, family or group psychotherapy. We offer assessment only, such as ADHD testing, for a flat rate of \$150. A one-time fee of \$20 is charged to all clients at the end of the first clinical session. This fee covers assessment materials. Full-time USD students pay only the \$20 initial fee. Students referred to us by the Student Counseling Center do not have to pay the initial \$20 fee. Family members of full-time students, part-time students, USD faculty and staff members, and their immediate family, are charged one-half of the sliding scale. Community clients are charged on a sliding scale based on their income and ability to pay. The clinic is open during the academic school year on Monday through Friday from 8:00 a.m. to 5:00 p.m. and evening hours until 7:00 p.m. are available by appointment.

Registrar's Office

Belbas Center, 223
Phone: 605-658-3880
Email: registrar@usd.edu

The Registrar's Office maintains the university [academic calendar](#); prepares the annual schedule of classes; manages classroom assignments; [verifies student enrollment](#) and degrees; maintains and monitors [academic records](#), degree requirements for undergraduates, and degree awards; coordinates [commencement ceremonies](#); evaluates [transfer credits and non-coursework](#); provides [veterans' benefit services](#); and prepares official university [transcripts](#) and diplomas. The office maintains permanent academic records for all students enrolled in University coursework, including those who enroll through the Division of Continuing Education. Many of the services provided by the Registrar's Office are available online.

Scholarships

Office of Scholarship Administration
Belbas Center 310
Phone: 605-658-6262
Email: scholarships@usd.edu

The USD Scholarship Policy may be found online at:
<http://www.usd.edu/admissions/freshmen/scholarships/scholarship-policy>

Scholarship Acceptance and Terms

Acceptance of an individual student aid award is an agreement to the terms and conditions of that award as well as all policies governing USD scholarships. It also permits USD and the USD Foundation to release basic information (name, year in school, hometown, major, etc.) to donors, media, educational affiliates, and for use in University communications.

Every student's financial award package (scholarships, gifts, and need-based assistance) is subject to audit with the final determination to be made by the USD Financial Aid Office in compliance with federal aid regulations. A student's USD funds may not exceed in-state direct costs (tuition, fees, room and board). If the student also receives non-USD funds (including all forms of federal, state, and external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation.

- USD reserves the right to adjust individual scholarship awards after a student has accepted them to ensure the effective use of federal, state, and university dollars.
- Full-time fall and spring enrollment (or program equivalency) on the Vermillion campus is required for all USD scholarship recipients unless otherwise stipulated by USD Foundation donor preferences.
- Renewable awards are contingent upon maintaining a minimum grade point average, completion of donor appreciation letters if requested, and meeting all other conditions of the renewal criteria as specified in the award notification.
- Scholarships may not be prepaid, such as early graduation, or accessed prior to the semester(s) indicated in the award notification.
- Priority consideration for scholarship recipients will be given to those who complete online academic scholarship applications.
- If a student is awarded any scholarship equal to or greater than the cost of in-state tuition and fees for 30 credits, the Coyote Commitment, USD Dual Credit, USD Housing, USD Grant, or USD Valedictorian Scholarship offers previously made by the University will be replaced with the new award.
- Students wishing to appeal or petition USD scholarship criteria or renewal should complete the Scholarship Appeal Process in Coyote One Stop.
- If a student is awarded any scholarship equal to or greater than the cost of in-state tuition and fees for 30 credits, the Coyote Commitment, USD Dual Credit, USD Housing, USD Grant, or USD Valedictorian Scholarship offers previously made by the University will be replaced with the new award.

School of Education Student and Professional Services

School of Education Center for Student and Professional Services

Delzell Education Center, 113 & 114

Phone: 605-658-6606

Email: SOEStudentServices@usd.edu

Service Learning

Assistant Director of Service Learning and Community Engagement, MUC 219B

Phone: 605-658-3566

Email: awol@usd.edu

The Alternative Week of Off-Campus Learning (AWOL) program provides student-led service-learning and leadership opportunities including:

- Alternative breaks during the university's winter, spring, and summer breaks;

- Monthly alternative weekends during the academic year to serve in the local community;
- One-week early move-in Serve and Learn program for first-year students in August.

We provide advising, internship, and residency placement. We also assist with networking, information, suggestions, and tips on how to begin your job search. Our services are available to current students and alumni of the School of Education.

Sorority & Fraternity Life

Muenster University Center, 203/204

Phone: 605-658-3585

Email: greek@usd.edu

USD Involved: <https://usdinvolved.usd.edu/organization/greek>

The Sorority/Fraternity Community at The University of South Dakota includes roughly 800 students involved in 11 chapters on campus. In addition to providing social and service opportunities, the Sorority/Fraternity Community helps students develop friendships, sharpen leadership skills, and excel academically.

Study Abroad

Gallagher International Center

ID Weeks Academic Commons, Room 103

Phone: 605-658-3599

Email: theworld@usd.edu

USD students can participate in a wide variety of study away opportunities to enhance their learning. Students may earn academic credit by studying abroad with USD-affiliated programs or studying away at a US or Canadian institution with the National Student Exchange. Students can also participate in service learning or undergraduate research around the USA or abroad. Students must meet eligibility requirements and complete the [application process](#) to participate in off-campus study, internship, research, and service-learning programs. To learn more about the following programs, please visit the [study abroad homepage](#).

- USD Direct Programs
- USD Third-Party Program Providers
- USD Faculty-Led Programs
- National Student Exchange (NSE)

Student Counseling Center

Dakota Hall

Phone: 605-658-3580

Email: scc@usd.edu

Website: usd.edu/scc

Link to schedule an appointment: <https://usd-scs.titaniumhwc.com/>

The USD Student Counseling Center offers free services to currently enrolled USD students on campus or having the ability to attend services at the Student Counseling Center in Vermillion. Services are provided primarily in-person and via telehealth on a case-by-case basis. Services are confidential and supported through student fees. Services provided include individual and group counseling, educational programs, and crisis intervention for personal, mental health, and substance abuse concerns. The counseling center is a place that

allows students to address concerns related to life skills that include, but are not limited, to problem-solving, assertiveness training, confidence, self-esteem, habit control, values clarification, stress management, academic concerns, and coping skills. The center has a state-accredited alcohol and drug treatment and prevention program. The program facilitates services in the areas of substance use assessment, treatment, individual and group counseling, educational classes, and proactive prevention activities across campus and within the community.

Anyone contemplating suicide or experiencing emotional distress may call or text 988 to speak with a trained counselor who can provide support and connect them to local resources if necessary. Like the 911 emergency service, dialing 988 will route callers to the National Suicide Prevention Lifeline which is staffed 24/7 nationwide. More information about the 988 Suicide and Crisis Lifeline can be found in our USD Safe app under Support Resources.

Student Health Services at Sanford Vermillion Clinic

Sanford Vermillion Clinic

20 S. Plum Street

Phone: 605- 677-3700 (appointments)

Phone: 605- 677-3630 (student health director)

Email: usd.immunizations@sanfordhealth.org

Website: <https://www.usd.edu/About/Departments-Offices-and-Resources/Student-Health-Services>

All USD students currently enrolled are eligible to use the Sanford Vermillion Clinic by presenting their Coyote Card. Students are responsible for fees associated with services received in Student Health. Co-pays for physicals and immunizations are due at the time of service. Services provided outside of Student Health, such as treatment in the Emergency Room or by specialists, are not covered by Student Health Services and the payment is the responsibility of the student.

The medical records of patients seen at Sanford Clinic Vermillion are confidential. The student must sign a written release of information to provide medical information to health care professionals, insurance companies, and others. Parents, spouses, or friends do not have access to the information contained in a student's medical record unless the student approves. The only exception to this policy is a life-threatening situation or a court subpoena.

The Health Clinic is a primary care facility and renders basically the same services as a personal physician's office. Hospital, Emergency Room, and Outpatient care is not included in the Basic Health Services, and therefore it is recommended that each student have valid health insurance.

Student Rights & Responsibilities

Muenster University Center, 206

Phone: 605-658-3561

Email: srr@usd.edu Emma.Thompson@usd.edu

The Office of Student Rights & Responsibilities (SRR) is charged with ensuring that the individual rights of students are upheld throughout the university community, while common standards for personal behavior are evidenced by all who enjoy USD affiliation. In addition to administering due process and adjudicating allegations of misconduct, SRR can assist with procedural questions related to [SDBOR policy 3:4](#), the Student Code of Conduct, such as the referral process and resolution options, as well as in identifying available resources to support student success.

- SRR is committed to fostering an environment of engaged citizenship for students.

- Accordingly, reasoned and civil discourse, integrity and intellectual honesty, and the recognition of the rights of all are encouraged.
- SRR aids in cultivating a campus-wide ethic of accountability through its conduct processes.

Statement of Integrity: We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions. These values are vital to our academic community. As students, faculty, and staff of the University of South Dakota, we make firm our commitment to integrity in word, work, and conduct. We agree to represent all work honestly, to abide by the professional and ethical standards of each discipline, and to insist upon the same commitment from all members of our academic community.

Student Services

Muenster University Center, 218

Phone: 605-658-3555

Email: StudentServices@usd.edu

The Division of Student Services is here to help students take full advantage of the numerous resources available to you at USD. Student Services helps students engage in their educational experience, ensures students and their families receive all the assistance they need, answers questions, provides a clean, comfortable, and enjoyable on-campus living environment, and most importantly, to have fun. The mission and vision statements below embody the various ways that Student Services is here to aid and support students throughout their academic career.

Mission Statement

Student services supports the university's mission by promoting student engagement to develop skills through educational and social opportunities to contribute within a global society.

Vision Statement

Student Services empowers students by promoting dynamic experiences that foster excellence and assist students in reaching their goals while developing a sense of purpose, tradition and community at USD where all persons are engaged, valued and respected.

Concerns and Complaints

If you have a concern or complaint, we want to hear from you. Complaints can be made via [an online submission form](#). The purpose of this form is to make the university aware of your concerns, complaints, or questions regarding university policies or actions and help to resolve them.

Student Veterans Resource Center

Commons 103

Phone: 605-658-3570 (Center) 605-658-3571 (Coordinator's Office)

Email: svrc@usd.edu

The SVRC welcomes all veterans, current military, military spouses, and their dependents. We offer social and academic support for our military-connected students to complete higher education goals. Resources include a study space, tutoring, counseling, and an environment in which to share your military experience with other students on campus.

Undergraduate Research

Email: undergraduateresearch@usd.edu

Undergraduate research can be defined as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” (*Council on Undergraduate Research*). At USD, we define research very broadly, to include not only lab-based activities in the STEM disciplines, but also other forms of creative activities in the humanities and the arts. The Committee on Undergraduate Research and Creative Scholarship (CURCS) offers a variety of opportunities for undergraduates to create original work. Performing research has many benefits, enriching both one’s undergraduate experience and providing valuable skills for career and graduate school applications.

University Housing

Commons 100
Phone: 605-677-5663
Email: housing@usd.edu

University Housing creates opportunities for students to develop their personal well-being, interpersonal connections, self-exploration, and commitment to an inclusive community. University Housing is responsible for Coyote Village, McFadden, Beede, Mickelson, Richardson, Olson, Burgess, and Norton Halls. Well-trained and supportive staff members reside in the residence halls and on-campus apartments and continually adapt to the evolving needs of our diverse students through innovative, comprehensive services in a student-centered environment. All undergraduate students who enroll in courses delivered on the main campus for six credit hours or more, and who are less than two years past their normal high school graduation date must enter into a housing agreement with the university, unless special permission to live elsewhere is given by the university. All students are encouraged to live in the residence halls to connect through the campus living experience.

University Libraries

ID Weeks Library & Academic Commons
Phone: 605-677-5373
Email: library@usd.edu
Website: www.usd.edu/library

Wegner Library (Sioux Falls)
Phone: 605-357-1400 or 1-800-521-2987
Email: wegner@usd.edu
Website: www.usd.edu/wegner

The University Libraries of the University of South Dakota include the I. D. Weeks Library, which serves all the university’s programs, and the Wegner Health Sciences Library, which serves the Sanford School of Medicine, School of Health Sciences, and other health partners in Sioux Falls and throughout South Dakota. The University Libraries provide print, media, and electronic materials to support the curriculum and bestsellers for leisure and enrichment reading. The University Libraries and Wegner Library feature onsite and online access to over 230 databases, thousands of e-books, and thousands of full-text, academic journals. interlibrary loan and document delivery services obtain desired items not owned by the University Libraries or Wegner Library within a few days, frequently within hours. Subject-specialist library faculty provide reference services as requested by appointment, phone, email, chat, and text. Information literacy and library instruction are fully integrated into the USD curriculum. Health-related instruction and comprehensive library services are provided by USD and Wegner Library librarians as participants in the National Library of Medicine Greater Midwest Region outreach and resource programs.

The I.D. Weeks building provides seats in a mixture of individual and collaborative arrangements and public computers. A variety of rooms and spaces for individual and group study, meetings, digital editing, media viewing, and disability support are available to drop-ins or by reservation.

Fall/Spring Operating Hours while students are on campus

ID Weeks Library & Academic Commons
Monday-Thursday 7:30 a.m. to 12 a.m.

Wegner Library
Monday-Thursday 8 a.m. to 9 p.m.

Friday	7:30 a.m. to 10 p.m.	Friday	8 a.m. to 5 p.m.
Saturday	10 a.m. to 10 p.m.	Saturday	10 a.m. to 5 p.m.
Sunday	10 a.m. to 12 a.m.	Sunday	2 p.m. to 9 p.m.

USD Scottish Rite Speech, Language, and Hearing Center

Department of Communication Sciences & Disorders

Vermillion Clinic

McKusick Technology Center

Phone: 605-658-3870

Fax: 605-658-3359

Email: csd@usd.edu

Sioux Falls Clinic

520 S. First Avenue

Sioux Falls, SD 57104-2602

Phone: 605-336-7561

Fax: 605-330-9820

Screenings, comprehensive evaluations, and treatment options related to speech, language, and hearing are available to all USD students. There is no fee for clinical services provided to USD students. The USD Speech, Language, and Hearing Center is open during select times on weekdays from 8:00 a.m. to 5:00 p.m.; appointments can be made by contacting the USD Speech, Language, and Hearing Center at 605-658-3870.

Veterans' Services Office

Belbas Center, 122

Phone: 605-658-3881

Email: veterans@usd.edu

Veterans' Services, a division within the Office of the Registrar, proudly assists service members, veterans, and their families with applying for and receiving education benefits in compliance with the regulations of the United States Department of Veterans Affairs.

Wellness Center

Phone: 605-658-6794

Email: wellness@usd.edu

The 61,000-square-foot, state-of-the-art Wellness Center is located directly north of the Warren M. Lee Center for Fine Arts. Students are admitted free with a USD Student I.D. Membership rates for staff, faculty, and the community may be located on the [Wellness Center Website](#).

The Wellness Center includes the following amenities and features:

- The Wellness Center uses IMLeagues.com for our intramural platform, and all intramural events (excluding special events) are free of charge to all USD students
- Cardio workout equipment including treadmills, elliptical machines, and exercise bikes
- Weight room with strength training equipment and free weights
- Group fitness studios for activities such as aerobics, pilates, yoga, recreational dance, club activities, and self-defense training.
- Spinning room dedicated to a group exercise class involving stationary bikes and instruction.
- Multipurpose recreation courts—3 large gymnasium-type spaces with court markings for basketball, volleyball, and other sports.
- Walking/jogging track featuring three lanes around the multipurpose recreation and multi-use activity courts.
- 1 Racquetball court.
- Functional training room.
- 38-foot-tall climbing wall.

Western Undergraduate Exchange SD Board of Regents Policy 1.16 – Interstate Tuition Agreements

Office of Admissions
Belbas Center
Phone: 605-658-6200
Phone: 1-877-COYOTES
Email: admissions@usd.edu

The University of South Dakota participates in the Western Undergraduate Exchange, a program of the Western Interstate Commission for Higher Education. Through WUE, students in a number of western states may enroll in programs at two-year and four-year institutions in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, Utah, Washington, and Wyoming. Resident students from these states can participate if they meet eligibility requirements. Students who are interested in this program should contact the [Office of Undergraduate Admissions](#).

Activities & Organizations

Athletics

Sanford Coyote Sports Center A304
Phone: 605-658-5500
Ticket Office: 605-677-5959

The University of South Dakota athletic department has tremendous pride and a tradition of excellence that dates back to competition in the 1880s. USD has built a series of successful programs that have thrived at the NCAA Division I level.

All students who present a valid student ID receive **FREE ADMISSION** to all home regular season Coyote athletic events. Check out the student ticket page at GoYotes.com/StudentTickets for the most up-to-date information. For more information on USD athletics and schedules, go to GoYotes.com or find us on Facebook ([South Dakota Coyotes](#)), Twitter ([@SDCoyotes](#)), and Instagram ([@SDCoyotes](#)).

South Dakota sponsors 18 varsity programs including football, men's and women's basketball, men's and women's track and field (indoor and outdoor), men's and women's cross country, men's and women's swimming and diving, men's and women's golf, women's volleyball, women's soccer, women's tennis, softball, and women's triathlon. The Coyotes' football team, which competes at the FCS level, is a member of the Missouri Valley Football Conference. Other varsity sports compete in The Summit League.

The DakotaDome has been the home of Coyote football since 1979 and was one of the first multipurpose domes in the nation. In 2016, the athletic department opened the Sanford Coyote Sports Center, which houses an arena for volleyball and basketball and an entire sports science department under one roof. The Lillibridge Track Complex and First Bank & Trust Soccer Complex are also on campus, providing Coyote athletes with some of the most state-of-the-art facilities in the nation.

Campus Activities Board

Muenster University Center, 130
Phone: 605-658-3562
Email: cab@usd.edu

The University of South Dakota Campus Activities Board (CAB) is a student organization that is committed to providing a wide variety of programming opportunities provided by Student Support Fees. Each member of CAB is directly involved in the planning, implementing, and running of various activities for all USD students. The goal of the Campus Activities Board is to ensure that all events are entertaining, engaging, and rewarding. Dedicated students serve as the executive board and members which ensures that each CAB program provides USD students with opportunities for networking, leadership development, education, and entertainment. Campus Activities Board has opportunities to host widely known events like the CAB Concert and several other enjoyable programs on campus.

Department of Music

Phone: 605-658-3466

Email: music@usd.edu

The Department of Music includes a variety of ensembles whose membership is open to all University students. The Sound of USD (marching band), Concert Band, and the Collegium Musicum (Treble Choir) are open to students without performance auditions. Students may audition for membership in the Symphonic Band, Jazz Ensembles, Chamber Singers, Symphonic Choir (Concert Choir), and the University Symphony Orchestra. Small ensemble performance opportunities are available in Jazz Ensembles, Percussion Ensemble, USD Opera, and Chamber Orchestra. Additionally, the Department of Music faculty provides individual instruction on a variety of instruments and course topics. Credits apply to general education requirements (SGR#4) for majors outside of music registered for MUS 117.

The newly renovated [National Music Museum](#), a unit within the College of Fine Arts, includes one of the most outstanding collections of instruments in the world. This collection consists of over 10,000 musical instruments from around the world, rivaling major museums internationally. Its display areas are housed in the National Music Museum, located on Clark Street at the end of Yale Street.

Department of Theatre

Phone: 605-658-3485

Email: theatre@usd.edu

The Department of Theatre offers a full season of comedy, drama, and musical theatre in two theatres located in the Warren M. Lee Center for the Fine Arts. The Wayne S. Knutson Theatre is a 400-seat proscenium stage while the Arena Theatre is an up to 75-seat flexible theatre space. These theatres, along with a dance studio, well-equipped scenic and costume studios and design lab, provide an outstanding physical environment for the study of theatre performance and production. The program is further enriched by visiting artists, participation in the Kennedy Center American College Theatre Festival, a close association with the Black Hills Playhouse (a summer stock theatre located in Custer State Park), and the South Dakota Shakespeare Festival. Opportunities to participate in the New York Showcase and to study abroad also exist. Classes, auditions, and production crews are open to all USD students. The University of South Dakota is an accredited institutional member of the National Association of Schools of Theatre.

USD Esports

Student Services

McKusick 201

Phone: 605-658-3425

Email: esports@usd.edu

The Esports Lab at the University of South Dakota opened in the Fall of 2020, located on the 2nd floor of the McKusick Technology Center on the southeast corner of campus. Open to the USD community, it is designed to promote both a competitive and a recreational gaming environment while striving for inclusive excellence within its gaming community. The lab houses 24 state-of-the-art PC gaming stations, as well as two

console gaming lounges. Under the purview of the Assistant Director of Intramurals & Sport Clubs, the lab endeavors to serve both the USD Esports Club, as well as the USD and greater Vermillion gaming communities

Fraternities & Sororities

Muenster University Center, 203 & 204

Phone: 605-658-3586

Email: greek@usd.edu

Involvement in the Sorority/Fraternity Community provides vast opportunities for leadership roles and responsibilities, from committee members to chapter presidents. Fraternity and sorority members are encouraged to become involved in all areas of campus life ranging from student government to intramural sports. In addition, chapters participate in community service and philanthropic projects for many regional and national charities.

Both the Interfraternity and Panhellenic Councils hold membership recruitment activities for interested students in the fall; open recruitment continues throughout the year.

Sorority Chapters

- [Alpha Phi](#)
- [Alpha Xi Delta](#)
- [Kappa Alpha Theta](#)
- [Pi Beta Phi](#)

Fraternity Chapters

- [Beta Theta Pi](#)
- [Delta Tau Delta](#)
- [Lambda Chi Alpha](#)
- [Phi Delta Theta](#)
- [Pi Kappa Alpha](#)
- [Sigma Alpha Epsilon](#)
- [Tau Kappa Epsilon](#)

Honors & Honorary Organizations

Office of Student Life

Phone: 605-658-3585

Email: StudentServices@usd.edu

For more information regarding any of the following organizations, students should contact Student Services or individual departments. The University of South Dakota attempts to recognize excellence in a number of ways. Through these honorary organizations, the university community affirms scholastic accomplishment, leadership, and service. Similarly, the university supports the efforts of our outstanding students as they compete for national and international recognition.

Beta Alpha Psi

The Theta Upsilon chapter of Beta Alpha Psi is the national scholastic and professional accounting fraternity. The primary objective is to encourage and give recognition to scholastic and professional excellence in the field of accounting, which includes the promotion of the study and practice of accounting; provision of opportunities for self-development and association among members and practicing accountants; and encouragement of a sense of ethical, social, and public responsibility.

Beta Gamma Sigma

Beta Gamma Sigma is an international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business and management programs accredited by AACSB International. Graduating "Beta Gamma Sigma" is the highest honor a business student anywhere in the world can receive.

Honors Association

The purpose of this organization shall be to provide academic, cultural, social, and service opportunities to enrich the academic experience of students at the University of South Dakota (USD).

National Society for Collegiate Scholars

The National Society of Collegiate Scholars (NSCS) is an honorary organization that recognizes and elevates high-achieving students in their first and second years. NSCS provides career and graduate school connections, leadership and service opportunities, and gives out annual scholarships.

Mortar Board

Mortar Board is the honorary organization for senior men and women. Students initiated into this organization must have shown substantial campus leadership and a 3.2 GPA. Mortar Board selects up to thirty-five students each year.

Mu Kappa Tau

Mu Kappa Tau (MKT) is an honorary fraternity for marketing juniors and seniors. MKT believes scholastic excellence should be a high priority for every marketing student and encourages a life-long commitment to an exceptional standard of ethics and achievement within the marketing environment.

Omicron Delta Epsilon

Omicron Delta Epsilon is one of the world's largest academic honor societies. The objectives of Omicron Delta Epsilon are recognition of scholastic attainment and the honoring of outstanding achievements in economics.

Phi Alpha Theta

A professional society whose mission is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. Phi Alpha Theta seeks to bring students, teachers, and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways.

Phi Beta Kappa

This organization is the best-known and most prestigious academic honorary. Students are elected to membership as juniors or seniors based on high scholastic achievement and completion of a liberal education. At the college level, this includes the study of calculus, one year of western civilization, one year of language study (Latin, Greek, French, German, Spanish, Lakota), one year of sequential study of laboratory science, preferably in chemistry, physics, or biology, two courses at the 300 level of social science, in two prefixes.

Psi Chi (Psychology)

Psi Chi is the National Honors Society for Psychology. Membership is open to psychology majors and minors who meet the GPA and credit hours standards for the organization. Students who do not meet the requirements for Psi Chi may join the Psychology Club and attend all meetings and events.

Sigma Tau Delta

Sigma Tau Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

Intramurals & Sport Clubs

Wellness Center

Phone: 605-658-6797

Email: intramurals@usd.edu

USD offers opportunities for students to get involved in their favorite sports or to try something new through a variety of intramural programs. IMLeagues.com is the platform for all intramural events (excluding special events) that are free of charge to all USD students.

Sport Clubs are a way to stay involved in the sports you love or try a new sport and compete at a higher level than intramurals. Our clubs hold regular practices, and most represent USD in leagues against clubs from other universities within the region.

Media & Journalism

Al Neuharth Media Center, 151

Phone: 605-658-6810

Email: mj@usd.edu

The Student Media Operations associated with the Media & Journalism Department provide students with professionally based laboratory resources in which to develop their skills and enhance their academic experience. Experienced media advisors facilitate student opportunities. You do not have to be a Media & Journalism or Sport Marketing & Media major in order to participate. Contact the M&J department for more information.

- [American Advertising Federation Chapter](#)
- [Public Relations Student Society of America](#)

Members of the Coyote Competition are involved in both PRSSA and AAF. Coyote Competition provides networking opportunities with regional professionals, internship coordination, national competitions, and conferences. Students develop strategic communication marketing strategies and learn first-hand about the inner workings of the profession.

Coyote Creative

Coyote Creative is a student marketing and strategic communications agency. Students brainstorm ideas, write scripts, and then produce video promotions for other campus groups, university departments, and non-university clients. Projects are designed to promote our “clients” as well as to provide marketing and media production samples for student portfolios.

KAOR-FM

Student-run KAOR-FM 91.1 broadcasts from the USD campus. All programming is locally produced. During the day, Coyote Radio plays a mix of alternative, indie, rap, and rock music with news and sports updates on the hour, as well as live broadcasts of most USD athletic events. In the evenings, you'll find student talk shows and specialty music shows. Coyote Radio serves the university, Vermillion, and the surrounding communities. Student organizations can submit their activity's information for broadcast by e-mailing the station.

KYOT-TV

KYOT-TV is USD's student-run cable television station and the home of Coyote News, the student-produced 30-minute weekly live TV newscast. The news can be seen Wednesdays during the academic year on Cable Channel 21 at 5:00 PM with an encore broadcast beginning at 6:00. Coyote News also can be seen on the "Coyotecampusnews" YouTube channel. KYOT also is home to The Red Report, USD's satirical entertainment program as well as sports specials. Students interested in KYOT can volunteer or receive course credit regardless of major, to produce, shoot and edit stories, work in the studio, and maintain the station's social media sites

The Volante

USD's independent, award-winning print and digital newspaper covers the campus and the region. The writers and editors provide weekly and breaking coverage of news, events, entertainment, sports, and local issues to get the campus talking. You can get involved in writing, graphic design, producing multiplatform stories, selling advertising, or keeping content up to date using social media tools. For information about positions and scholarships, contact the M&J Department at (605) 677-5477.

Sport Marketing

The Sport Marketing students get actively involved in marketing and/or media projects for sporting-related events. Group members also network with professionals by making industry visits and through invited guest speakers.

Residence Hall Association

Office: Richardson 151A

Phone: 605-658-6257 (Advisor's Number)

Email: rha@usd.edu

The Residence Hall Association (RHA) is the governing body for all residence hall students. RHA provides social, intellectual, and cultural programming for residence hall students as well as provides input into a wide variety of policies and hall improvements. Members of each residence hall floor comprise the membership of RHA and its committees. RHA provides an arena for students to give input about enhancing the on-campus student experience.

SERVE (Students Enhancing Resources for Vermillion Enrichment)

Mailing: Law School 243 (Advisor's Office)

Email: Katey.A.Ulrich@usd.edu (Advisor) or Jordan.Grothe@coyotes.usd.edu (President)

Students Enhancing Resources for Vermillion Enrichment is a student-run organization that provides a number of opportunities for students to become involved with the Vermillion community through service projects. The six branches of SERVE are Adopt-A-Grandparent, Adopt-A-School, Big Pal Little Pal, Bridges, Heroes, and Variations of Volunteering. In addition to our own branches, SERVE also works closely with the Food Recovery Network. An executive committee is comprised of the SERVE president and eleven branch chairmen.

Student Government Association

Muenster University Center, 143

Phone: 605-658-3584

Email: sga@coyotes.usd.edu

The Student Government Association (SGA) is the official representative body for all undergraduate and graduate students at USD, including Law and Medical students. SGA is charged with appointing students to various university committees each year, funding student organizations by allocating student fee dollars,

holding hearings to determine a budget for student organizations, and directing other aspects of nonacademic student life. SGA represents USD's students to the university community, the South Dakota Student Federation, the Board of Regents, and the South Dakota State Legislature. All students are invited to stop by the SGA office across from the bookstore from 10am to 5pm or email sga@coyotes.usd.edu.

SGA is composed of senators from the College of Arts and Sciences, the College of Health Sciences, the School of Education, the Beacom School of Business, the College of Fine Arts, the Graduate School, the Law School, the Sanford School of Medicine, and the first-year class. Senators are elected during the spring semester for a one-year term, aside from the two first-year seats, which are set aside for a fall election among the incoming class. Senators must attend weekly Senate meetings and SGA standing committee meetings, spend two hours in the office each week, and participate in various student outreach activities. SGA meetings are held on Tuesdays at 6:30 pm in the Al Neuharth Freedom Forum and are live-streamed on the SGA Facebook Livestream.

Student Organizations

The University of South Dakota has over 160 student organizations that are officially recognized by the Student Government Association. Student organizations at the University of South Dakota are based on, centered around, led, governed, and directed by students. These organizations make a difference in the lives of students by creating a connection to campus, the community, and their peers. Student organizations on campus are based on an array of topics, interests, and fields of study. The large number of organizations allows students to connect with a group of peers with similar interests. When coupled with the dedication of its student members, the campus culture is greatly enriched. Student organizations have a real and profound effect on the University and the outside world through their vision, goals, and accomplishments. Further information may be found on the [USD Involved](#) webpage.

The Volante

Al Neuharth Media Center, 130
Phone: 605-677-5477
Editor-in-Chief: 605-658-6816
Advertising Manager: 605-677-5493
Email: volante@coyotes.usd.edu

Students interested in journalism and marketing can gain valuable experience, become eligible for additional scholarships, and have fun working at *The Volante*, USD's student-run newspaper. Staff positions are open to all qualified USD students regardless of their major or career plans. What is required is curiosity, an interest in campus affairs, integrity, and a strong command of the language.

Around 20 students work together on the news staff as reporters, photographers, graphic artists, and editors. Other Volante positions offer experience in advertising marketing and circulation. All positions are eligible for limited academic credit. Together, the news and marketing staffs publish *The Volante* every other Wednesday, except during holiday weeks, final exam periods, and the summer, and post on volanteonline.com on an ongoing basis.

University Art Galleries

Phone: 605-658-3437

Email: Amy.Fill@usd.edu

University Art Galleries maintains three key galleries, The John A. Day Gallery, Gallery 110, and the Oscar Howe Gallery. University Art Galleries provides artwork across campus in public spaces and displays artworks in the Muenster University Center, I D Weeks Library, and the WM Lee Center's Sculpture Garden. UAG maintains a permanent collection that is available to students and scholars for research and curatorial opportunities.

- John A. Day Gallery - Located in the Warren M. Lee Center for the Fine Arts. The John A. Day Gallery serves the campus and the community through educational exhibitions and events. Providing exhibition opportunities for National and International artists, Northern Plains artists, USD Faculty and Alumni, MFA, and BFA Thesis Shows, as well as works from the permanent collection. Open 9 am – 5 pm, Monday through Friday.
- Gallery 110 - This smaller space in the Warren M. Lee Center for Fine Arts features monthly exhibitions of the work of local and regional artists, as well as works from the UAG permanent collection. Open 9 am to 5 pm, Monday through Friday
- Oscar Howe Gallery Located in the Historic Old Main Building. This gallery is dedicated to exhibiting the works of Yanktonai Dakota artist Oscar Howe. The UAG permanent collection holds the largest single collection of Howe's paintings, drawings, and sculptures. The Oscar Howe Gallery is open Monday through Friday from 1 pm – 5 pm and by appointment.

Honors Program

Old Main, 120

Phone: 605-658-3340

Email: honors@usd.edu

The Honors Program offers both a curriculum and a community. Students are admitted to one of two tracks by application. The majority of students apply as high school seniors and complete the requirements to become a University Scholar: 15-18 credits in Honors, including special core classes, unique seminars, and a thesis. Students who enter the program with more than 24 credits may opt for the Thesis Scholar track; these students may take some Honors core courses and are required to take two upper-division Honors seminars in addition to writing a thesis. Honors Program students receive their academic advising through the Honors Program and are also assigned an academic advisor in their major when they reach 45 college credits (Education, Fine Arts, and Business students also have advisors in their respective departments). The Program is open to students in all majors. Currently enrolled students with a 3.5 GPA or higher and the interest, preparation, and enthusiasm necessary to complete an undergraduate thesis project are encouraged to visit with the Honors Program.

USD Spirit Team

Student Services

MUC 131

Phone: 605-658-3564

Email: Emily.Chiarello@usd.edu

The University of South Dakota Spirit Team includes the USD Cheerleading Team, the USD Dance Team, Charlie Coyote, and the Coyote Crazies. All teams provide important contributions to the overall spirit and enthusiasm at USD. The USD Cheer Team consists of an All-Girl Team and a Co-Ed Team that both lead the crowd at USD home football games, volleyball games, men's basketball games, women's basketball games, and

travel for away football games. The USD Dance Team performs at all home football games, volleyball games, men's basketball games, women's basketball games, and select away football games. Both squads also travel for all post-season play. The Spirit Teams attend other various athletic events throughout the year as well as compete at the UCA/UDA College Nationals Championships. With all of this and more, they also support USD in other ways by making appearances at university and community events. Charlie Coyote, the official mascot of the university, appears at home football, volleyball, and basketball games as well as away football games while also making appearances at other events both at the university and in the community. The Coyote Crazies, the official student fan section of USD, attend all home sporting events and travel to select away games and tournaments while also making appearances at other university and community events. For more information or to find out about tryouts or clinics for any of the Spirit Teams, please contact Emily Chiarello.

Policies & Procedures

Academic Appeals

[SD Board of Regents Policy 2:9, Student Appeals for Academic Affairs](#)

The [Academic Appeals](#) form may be found on the Registrar's webpage. For questions, contact your academic advisor, Academic Affairs (Slagle Hall 102, 605-658-3580), or the Academic Dean of your college. Graduate students should contact the Graduate School (605-658-6173 or grad@usd.edu).

Academic Excused Absence Policy

When necessary, make-up of course requirements missed because of student participation in university-sanctioned events and activities shall be worked out between the instructor and the student upon the student's timely initiative. For a university-related event, a student must contact their instructor at least two days prior to the absence and provide documentation from the sponsoring unit, indicating the dates that the student will be absent from class.

To the extent possible, it is the student's responsibility to immediately contact each of their instructors regarding unplanned class absences and the possibility of making up missed assignments and exams. The Dean of Students Office will notify instructors of absences due to illness or other emergency upon receipt of documentation from the student. Instructors are required to allow for such make-up in a timely manner when the student's absence has been verified by the Dean of Students or follows university policy. The class and/or department may have special attendance policies, when those policies are not in conflict with the student's right to make up missed requirements as described above.

You can call the Dean of Students office at 605-658-3555 for clarification or guidance regarding the Academic Excused Absence Policy. Documentation, such as a doctor's note, obituary, verification by the USD Title IX Coordinator, etc, can be emailed to deanofstudents@usd.edu. Students will need to work directly with their instructors for absences due to weather, vacations, weddings, or car trouble.

Academic Integrity Philosophy

Academic integrity is a fundamental concept underlying the educational enterprise of the university. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the university. Academic integrity encompasses the values of honesty, trust, fairness, respect, and responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, the University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement:

We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions.

The university should:

1. Promote a well-defined philosophy of academic integrity pertaining to all members of the university community and address the five cardinal values of honesty, trust, fairness, respect, and responsibility.
2. Promulgate clear procedures for dealing with the transgression of the established policies protecting academic integrity. These procedures should be congruent with applicable laws, Board of Regents policy, and existing university policy, including the Student Code of Conduct and the Academic Appeals process, so as to protect the rights of all involved. The colleges and schools within the university should be allowed latitude in establishing appropriate procedures that take into account not only the values and ideals promoted by the university but also those which are congruent with expectations of acceptable conduct in professional settings. An innate feature of the university community is an emphasis on dialogue and learning; thus, consultation and mediation should be emphasized as the primary means of resolution in instances where academic integrity has been lacking. This emphasis does not preclude stringent application of appropriate university policy when necessary. Similarly, commitment to academic integrity should enhance, not stifle, honest disagreement, debate, and differences of opinion among the members of the university community.
3. Use all appropriate avenues to disseminate and underscore the core values of academic integrity at the university. Applicants, parents, enrolled students, visitors, faculty, staff, and administrators should be aware of the university's philosophy and policies on academic integrity. Commitment to academic integrity should be prominent in all actions of the constituents of the university community. All students, faculty, and staff entering the university community for the first time shall be apprised of the academic integrity policies and should agree to the philosophy that underlies them. The University should take opportunities to reinforce the academic integrity philosophy at appropriate times throughout the academic year.
4. Revisit the academic integrity philosophy and policies in a timely manner.

Guidance on the policies and processes concerning suspected [Academic Misconduct](#) is available online. Questions may be directed to Student Rights & Responsibilities.

Alcohol & Drug Policy

[SD Board of Regents Policy 4:27, Drug-Free Environment – Compliance with the Drug-Free Schools and Communities Act Amendments of 1989](#)

The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana, or other controlled substances is prohibited on any property controlled by the Board of Regents and in connection with any university-sponsored activity. All officially recognized university student organizations must adopt and enforce the following minimum policies.

- A. Prohibit the manufacture, possession, use, dispensing, or provision of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 years and the provision of alcoholic beverages to persons under the age of 21;
- B. Prohibit the manufacture, possession, use, or dispensing of marijuana (including cannabis used or possessed for medical purposes) or unauthorized controlled substances at organizational functions or in the organizational residence;

- C. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana (including cannabis used or possessed for medical purposes), or controlled substances;
- D. Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana (including cannabis used or possessed for medical purposes), or controlled substances;
- E. Prohibit the possession, use, or distribution of alcohol, marijuana (including cannabis used or possessed for medical purposes), or controlled substances on premises controlled by the Board of Regents, except as explicitly permitted by Section 3.G.1 of SD Board of Regents Policy 3:4, the Student Code of Conduct;
- F. Establish conduct policies and sanctions regarding violations by individual members no less stringent than those set forth under Board Policies, except that limited use of alcoholic beverages is permissible as set out above; and
- G. Require that a report be filed with the Senior Student Affairs Office each semester identifying all actions taken pursuant to the Student Code of Conduct.

Institutions may impose additional or more restrictive conditions on official recognition.

Alcohol Permitted Rooms Policy

A limited number of units in Coyote Village and McFadden Hall are alcohol-permitted rooms. Eligible students (those of legal age) may apply, provided all application requirements are met and approval is received by University Housing.

Alleged Violations of Civil Rights Statutes

The University of South Dakota follows the [South Dakota Board of Regents Policy 1:18](#) regarding complaint procedures.

Campus Media

The campus student media shall be free from censorship. Student management shall adhere to responsible and ethical media practices. Student editors and managers shall be assured of all rights guaranteed to them by the First Amendment of the U.S. Constitution. [SD Board of Regents Policy 3:10, Campus Media](#)

Classification of Students for Tuition Purposes

***Credit Hour Basis of Tuition Charges**

All tuition charges at the institutions of higher education under the jurisdiction of the Board of Regents will be on a credit hour basis. [SD Board of Regents Policy 3:2, Resident and Nonresident Classification of Students](#)

1. Classification of Students for Tuition and Fee Purposes

Students enrolling in any of the state institutions shall be classified as resident or nonresident for admission, fee, and tuition purposes by the Registrar's Office. The decision shall be based upon information furnished by the student and all other relevant information. The University is authorized to require such written documents, affidavits, verifications, or other evidence necessary to establish the residence of the student, including proof of emancipation, adoption, or appointment of a guardian. Students have the burden of establishing residency by clear and convincing evidence.

Students may request a review of the original classification decision. Information on the review and appeals process is found at the end of this section.

2. Establishing Bona Fide Residence

For tuition purposes, residence means the place where a person has a permanent home, at which the person remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which the person returns at times of repose. It is the place a person has voluntarily fixed as the person's permanent habitation with intent to remain in such place for an indefinite period. A person, at any one time, has but one residence, and a residence is not lost until another is gained.

The residence of an unemancipated person under twenty-four years of age follows that of the parents or of a legal guardian who has actual custody of the person or administers the property of the person. In the case of divorce or separation, if either parent meets the residence requirements, the person shall be considered a resident.

Students who enter the state for the predominant purpose of attending a Board institution and who are under the custody of a guardian in fact, that is, a person who has been designated in writing by the student's parents or legal guardian to serve as their attorney in fact for purposes related to the individual un-emancipated student's affairs, may file a residency petition with the Board at the time of admission. A person shall be classified as a resident student if the person has continuously resided in South Dakota for at least twelve consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the regental system; except that un-emancipated students whose parents established their residence in South Dakota for reasons not predominantly related to qualifying their children for reduced tuition, may be classified as residents notwithstanding the fact that they have not resided in South Dakota for the requisite twelve months prior to the first scheduled day of classes.

If it appears that the parents of a person properly classified as a resident student under the provisions of this section have removed their residence from South Dakota, the person shall be reclassified to the status of nonresident unless the parents have been residents for the twelve months immediately preceding such removal. However, no such reclassification is effective until the beginning of a semester next following the removal.

Physical presence in South Dakota for the predominant purpose of attending an institution of higher education controlled by the Board of Regents does not count in determining the twelve-month period of residence.

Absence from South Dakota to pursue post-secondary education does not deprive a person of resident student status.

A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the regental system until the person's degree shall have been earned.

Attendance shall be deemed "continuous" if the person has been enrolled at a school or schools in the state as a full-time student since the beginning of the period for which continuous attendance is claimed. Such a person need not attend summer sessions or other such sessions beyond the normal academic year in order to render "continuous" attendance.

3. Petition for Reclassification

After twelve months of continuous presence in South Dakota, students who were initially classified as nonresidents may petition for reclassification. Students who wish to begin this process should contact the Registrar's Office (Belbas Center 223; 605-658-3880; registrar@usd.edu).

The following factors shall be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether the person's physical presence in South Dakota is for the predominant purpose of attending an institution of higher education controlled by the Board of Regents:

1. The residence of an unemancipated student's parents or guardians;
2. The situs of the source of the student's income;
3. To whom a student pays taxes, including property taxes;
4. The state in which a student's automobile is registered;
5. The state issuing the student's driver's license;
6. Where the student is registered to vote;
7. The marriage of the student to a resident of South Dakota;
8. Ownership of property in South Dakota and outside South Dakota.
9. The residence claimed by the student on loan applications, federal income tax returns, and other documents;
10. Admission to a licensed profession in South Dakota;
11. Membership in civic, community, and other organizations in South Dakota and elsewhere; and
12. The facts and documents pertaining to the person's past and existing status as a student.

The existence of one or more of these factors does not require a finding of resident student status, nor does the nonexistence of one or more require a finding of nonresident student status. All factors shall be considered in combination, and resident student status may not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes. The fact that a person pays taxes and votes in the state does not in itself establish residence.

Retention of Residence While in Military Service

In determining residence status for tuition purposes, it is presumed that persons in military service who list South Dakota as their "home of record" and who, immediately upon release, return to South Dakota to enter college will be classified as residents.

Changes of Classification

Change in classification from nonresident to resident shall become effective upon the next registration after the application for resident classification is approved. The application for resident classification is available in the Registrar's Office, or [online](#). The deadlines for submission of the residence questionnaire for each term are indicated in the annual *Schedule of Classes* (available online at <http://www.usd.edu/registration/>).

Classification Appeal Procedure

Students may formally appeal the reviewed decision (see paragraph above) to The University of South Dakota. The appeal form is available in the Registrar's Office, or [online](#). The appeal is then reviewed by USD's Residency Appeals Committee.

Students may further appeal the committee's decision to the Executive Director of the South Dakota Board of Regents. Upon receipt of an appeal, the Executive Director will request that USD forward copies of the

student's appeal file, including all documentation used in making the committee's decision. The student's letter must include a clearly laid-out explanation of why the student disagrees with the committee's decision. The appeal form is available in the Registrar's Office, or [online](#).

Commitment to Freedom of Expression

The University of South Dakota respects and follows [South Dakota Board of Regents Policy 1.32](#) regarding freedom of expression.

Communicable Disease Policy

The University of South Dakota is committed to providing educational resources to its students, faculty, and staff regarding communicable diseases as outlined in [SDBOR Policy 3:13](#).

No otherwise qualified individual, because of the presence of any communicable disease, will be denied admission or access to services or programs. However, the university may require restriction from specific areas if such activities would jeopardize student health and safety.

Special precautions to prevent contagious diseases from spreading may be necessary. The university will observe public health reporting requirements to local and public health authorities. Medical information regarding individuals with AIDS, AARC, or HIV antibody-positive status will not be provided to any person, group, agency, insurer, etc., without written permission from the student, provided that written permission from the student is not required for public health reporting purposes.

Safety guidelines consistent with public health recommendations will be adopted for handling blood and body fluids in the classroom setting as well as outside of the classroom.

Individuals and organizations that attempt to impose restrictions, other than those authorized by the Board of Regents, on HIV-positive individuals, will be subject to disciplinary action including expulsion, or, in the case of organizations, withdrawal of recognition.

Please refer to the Immunization Policy for additional information regarding required immunizations and exemptions from this policy.

Complaints against a Dean or Vice President

If a complaint is made against a dean or vice president, the formal appeal procedure shall begin at the next administrative level and continue as specified herein except that each step will be conducted at a higher administrative level.

Concerns & Complaints

If you have a concern or complaint, we want to hear from you. Complaints can be made via an online submission form. The purpose of this form is to make the university aware of your concerns, complaints, or questions regarding university policies or actions and help to resolve them.

[File a Concern or Complaint](#)

Employee-Employee & Faculty-Student Consensual Relationships

The University of South follows [South Dakota Board of Regents Policy 1:23](#) regarding consensual relationships.

Equal Opportunity, Non-Discrimination, Affirmative Action Policy

A Statement from the President of the University of South Dakota

"Any form of harassment or discrimination hinders the learning process and disrupts the work environment. The University of South Dakota seeks to prevent harassment and discrimination through education and open dialogue, and where harassment and discrimination exists, to thoroughly investigate all claims."
Sheila Gestring, USD President

Notice of Nondiscriminatory Policy

In accordance with the [South Dakota Board of Regents Policy 1:19](#), the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity, and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of SDBOR [1:18](#) of this policy.

For additional information contact:

Jean Merkle, Director, Equal Employment Opportunity & Chief Title IX Coordinator
Slagle Hall 205, Vermillion, SD 57069
605-658-3665
Jean.Merkle@usd.edu

Policies and Procedures

The University of South Dakota is committed to providing equal opportunity without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, transgender, sexual orientation, religion, age, or disability. Students, faculty, and staff are encouraged to contact our office with questions and concerns relating to equal opportunity issues on campus.

South Dakota Board of Regents Policy Manual

- [Number 1:17: Sexual Harassment](#)
- [Number 1:17.1 Prevention of Sexual Assault, Domestic Violence, and Stalking](#)
- [Number 1:18: Human Rights Complaint Procedures](#)
- [Number 1:19: Equal Opportunity, Non-Discrimination, Affirmative Action](#)
- [Number 1:23: Employee-Employee and Faculty-Student Consensual Relationships](#)
- [Number 1:28: Threat Assessment Procedures](#)

Resources/ Accommodations

- [Disability Services](#)
- [Disability Accommodations](#)

The following can be found in the [MyUSD portal](#):

- [Harassment and Discrimination Policies and Procedures Brochure](#)
- [Legal Basis References](#)
- [Web Resources](#)

Contact

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

Facility Use Policy

All room/event reservations must be made at least 3 working days prior to the event (consistent with [BOR 6:13\(3\)\(D\)\(3\)](#)) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m. Emergency reservations can be sent to the Central Scheduling Office and they will be accommodated if possible.

Facilities on the campus of The University of South Dakota are available to recognized student organizations, university departments, or groups that are integrally connected with USD, community members, camps, conferences, etc.

If you are a student, faculty, or staff member, please go to request a room reservation using [25Live](#).

Outside organizations will need to contact the Office of Scheduling by email at scheduling@usd.edu or by phone at (605) 658-3563.

The Central Scheduling Office schedules many events, meetings, and conference rooms on campus (All MUC Spaces, MUC Ballroom, Farber Hall, Aalfs Auditorium, Danforth Chapel, and other various conference rooms and locations). Questions about reserving other spaces should be directed to the scheduler for that location:

- ii. Classrooms and lecture Hall Spaces – classrooms@usd.edu
- iii. Athletics Spaces – Sean Beam, Sean.Beam@usd.edu, (605-658-5511)
- iv. USD Outdoor Spaces – Facilities Management, fmwrkctr@usd.edu, (605)-658-6100
- v. Al Neuharth Freedom Forum – Samantha.nelson@usd.edu, (605)-658-6810
- vi. Med School Vermillion spaces - LeeMedEvents@usd.edu
- vii. Events in Med School Sioux Falls spaces - SFMedrooms@usd.edu
- viii. Library Rooms - libraryrooms@usd.edu

SDBOR Facilities Use by Private Parties Policy

Contact

Central Scheduling
scheduling@usd.edu

Firearms Policy & Storage Procedures

The University of South Dakota Firearm Policy and Storage Procedures

1. Weapons

The use or possession of the following are potential threats to health, life, or property, and thus are prohibited on any property controlled by the Board of Regents, including the residence halls.

- A. Weapons, including but not limited to, firearms, guns (e.g. BB guns, pellet guns, paintball guns, etc.), bows, arrows, clubs, nightsticks, swords, knives (with a blade of 4 inches or longer), tasers, and all martial arts weapons.
- B. Ammunition including but not limited to, explosive ammunition (e.g. shotgun shells, rifle shells, black powder, percussion caps, etc.) and air-propelled ammunition (e.g. BBs, pellets, paintballs, etc.).
- C. Firecrackers and other explosives and dangerous chemicals.

D. Illegal or unauthorized possession of firearms, other items defined as dangerous weapons in SDCL 22-1-2(10), fireworks, explosives, Tasers, BB guns, or dangerous chemicals on institutional premises is strictly prohibited.

2. This policy does not apply to:

A. Any starting gun while in use at an athletic event, and any firearm or air gun at a firing range, a gun show (sponsored by a recognized university organization), or supervised school or session for training in the use of firearms;

B. The ceremonial presence of any unloaded weapon at a color guard ceremony;

C. Any weapon under the control of military personnel assigned to the South Dakota National Guard or to the Reserve Officers Training Corps;

D. Any otherwise lawful firearm held in a weapon storage facility operated by the institution or while such firearm is being transported to or from such a storage facility, in accordance with Section 3, subsection A; or

E. Storage of any otherwise lawful firearm, out of plain view and inside a locked personal motor vehicle is permitted on university property.

3. Firearm Storage

Residential students and guests wishing to store firearms who do not have a personal vehicle in which to do so, or who wish to store in an alternate location from their vehicle, may store their firearm at the University Police Department (UPD) storage facility at no charge. UPD is located on the main floor of the Davidson Building. Storage at UPD offers security advantages, such as secured and locked storage, and UPD personnel's expertise and training in safe firearm handling.

UPD will provide storage of firearms belonging to USD students. For the safety of the property, students, and UPD Staff the following procedures will be implemented:

A. Firearms may be checked in/out at any time. Students and guests are required to call UPD (658-6199) prior to their arrival to ensure an officer is available to assist them.

B. All students checking firearms in/out must have their USD Student ID. Guests must have a valid government-issued photo ID. When checking firearms out, students or guests must also have the "Weapon Storage Card" that they received when they initially checked in their firearm.

C. Firearms to be stored must be in a gun sock, soft case, or hard case.

D. Firearms without a trigger lock attached will not be accepted.

E. Loaded firearms will not be accepted.

F. All firearms to be stored will be checked through NCIC. If the firearm is discovered to be stolen UPD Officers will place the firearm into evidence and may not release the firearm until the conclusion of an appropriate investigation.

G. No firearm will be released to individuals displaying signs of impairment

Freedom of Speech

The University of South Dakota respects and follows South Dakota Board of Regents [Policy 3:3](#) regarding freedom of speech.

Harassment Including Sexual Harassment

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 in part, states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”- Title 20 U.S.C. section 1681

Title IX of the U.S Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.

Under Title IX, discrimination on the basis of sex can also include sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual coercion.

For further information regarding Title IX please see:

[Title IX at the University of South Dakota](#)

[Title IX and Sex Discrimination, U.S. Department of Education](#)

South Dakota Board of Regents Policies

1:17 Harassment including Sexual Harassment

Discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or on any other status that may become protected under law against discrimination is likewise prohibited under this policy.

Any allegations and or complaints of discrimination and or harassment should be reported to:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

1:17.1 Prevention of, Dating Violence, Domestic Violence Sexual Assault and Stalking

All allegations and or complaints of sexual harassment, sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual coercion should be reported to:

Jean Merkle
Director of EEO & Chief Title IX Coordinator
Slagle Hall 205
Phone: 605-658-3665
Jean.Merkle@usd.edu

***The university will strive to keep all reported information confidential, however, it may not be able to guarantee such a request if in doing so may potentially jeopardize the safety of the campus community or if other legitimate reasons may necessitate such disclosure.**

***Any person who either files a complaint or is a witness and or involved in any stage of the investigative process will not be subject to harassment, interference, intimidation, or retaliation.**

Human Rights Complaint Procedures

The University of South Dakota follows the [South Dakota Board of Regents Policy 1:18](#) regarding human rights complaint procedures.

Immunization Policy

- A. Due to regulations mandated by the South Dakota State Law, [South Dakota Board of Regents](#), and the State Health Department, ALL students whatever their classification or status must have medically signed proof of TWO (2) properly administered immunizations OR immune titers for Measles (Rubeola), Rubella and Mumps. These are required for all new, readmitted, and transferred students of all State Institutions. If you only have one immunization, the required second immunization may be administered not less than one month after the first immunization.
- Evidence of immunization or immunity will be documented and signed by a healthcare provider or other record keeper. Other immunization records acceptable to the South Dakota Department of Health also may be used to document compliance with the immunization requirements. These are:
 - A physician's certificate
 - Immunization records forwarded by another school
 - A record maintained by the student or parent showing the month and year during which dose of vaccine is administered - signed by a health professional
 - The Advisory Committee on Immunization Practices (ACIP) has recommended that college freshmen living in residence halls receive the vaccine for meningococcal meningitis
 - All students who meet established criteria are obliged to demonstrate immunity to measles, mumps, and rubella. Relevant criteria – i.e., key factors which drive the need for compliance - are delineated below:
 - Age: students born on or after January 1, 1957, must comply; those born prior to this date are excused (no form required)
 - Course schedule: students who register for two or more credit-bearing classes – and at least one course involves face-to-face contact on a weekly basis for multiple weeks – are obliged to comply.
 - This includes participation at all campuses and centers, including USD Sioux Falls.

Exemptions:

Students who are taking courses off-campus, such as on-line, correspondence, or through DDN.

Exemptions to the MMR requirement will be considered if there is a medical or religious contraindication (form required).

Permanent Exemption

- A serious, chronic medical condition that contraindicates administration of vaccines on a long-term basis – [Physician Statement Required](#).
- Affiliation with an established religion, the doctrine of which prohibits vaccinations - completion of approved [University Form](#) or submission of hard copy personal statement required. Note: state law requires validation from a parent if the student is less than 18 years of age.
- Adverse reaction to first MMR precludes administration of the second–physician statement required.

Temporary Exemption

A medical condition of short duration that contraindicates administration of vaccines; the most common application of this waiver is linked to pregnancy – [Physician Statement Required](#).

In the event of an outbreak, students who are granted waivers and exemptions will be excluded from campus. Exclusion procedures will be determined at the point of the outbreak and will adhere to the advice of the South Dakota State Department of Health.

Missing Student Policy

1. Reporting a Student as Missing

- A. Any person may report a university student as missing by filing a report with the Vice President for Student Services in the Dean of Students office. It is not necessary to wait until the student has been missing for twenty-four hours before making a report.
- B. For purposes of this policy, a student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits, or routines.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of South Dakota receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record that the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University of South Dakota in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University of South Dakota who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official

needs to review an education record in order to fulfill his or her professional responsibilities for the University of South Dakota.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Dakota to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The [University of South Dakota's Policy 1.014](#) describes institutional implementation of the requirements of the Family Educational Rights & Privacy Act (FERPA), including its definition of directory information. FERPA permits the disclosure of non-directory information from students' education records, without the consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent from the student –

- To other school officials, including teachers, within the University of South Dakota whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

USD FERPA Notification Rights

Parental Notification of Drug/Alcohol Policy Violation

SD Board of Regents Policy, 3:4. Student Code of Conduct – Student Conduct Process - Sanctions

The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents of alcohol and other drug policy violations committed by their students who are under the age of twenty-one at the time of the violation. University of South Dakota (USD) personnel understand that parents are partners in responding to issues of substance use or abuse. Thus, it is USD practice to notify parents or guardians of their student’s alcohol and/or other drug policy violation when, in addition to the FERPA conditions, the violation occurred as follows:

1. The student is responsible for a second violation of South Dakota Board of Regents Policy 3:4, the Student Code of Conduct, concerning alcohol and other drugs, and the violation resulted in at minimum an imposition of disciplinary probation.
2. Violation(s) by the student, while enrolled at another institution under the control of the BOR, shall be considered a violation under this policy.
3. The Dean of Students or the Dean’s designee will determine, in each instance, whether parental notification will be made. When a determination is made that parental notification is appropriate, notification of a parent or guardian shall be made in writing and mailed to the parent or guardian at the address on record. Students whose parents will be notified consequent to a conduct process may view a template of the notification letter in the Office of Student Rights & Responsibilities.
4. Records of parental notification under this policy will be maintained in the Office of the Dean of Students or as otherwise designated.
5. In addition to the foregoing, USD policy provides for parental notification of alcohol and other drug violation or misuse without prior notice to the student in circumstances where action has been or will be taken to protect the safety of the student or other individuals.

Registered Sex Offenders

Registered sex offenders can be identified by contacting the local law enforcement officials in our host municipality. If you would like information regarding registered sex offenders who are actively enrolled

or employed at The University of South Dakota, contact the Clay County Sheriff's Office at 605-677-7100. They will advise you regarding the information you may obtain and their guidelines for obtaining the information or the information can be accessed at www.claysheriff.org.

Not all sex offenders who may be attending or employed at the University of South Dakota reside in Vermillion or Clay County. Be sure to indicate to the local law enforcement agency you contact that you are either a current or prospective student or employee at the University of South Dakota and that you want to review the listing for this institution. The law enforcement personnel will respond by directing you to the correct information.

Sexual Assault Policy

The University of South Dakota is dedicated to fostering an environment that respects the rights of all individuals and values the promotion of both a work and educational environment free of gender bias. In accordance with federal and state laws and the policies of the South Dakota Board of Regents, the University of South Dakota takes an active role in addressing sexual misconduct on campus. This approach includes but is not limited to: the offering of programming designed to help prevent sexual assault, the prompt and efficient investigation of all reported incidents, and the provision of resources and services, as well as any other reasonable assistance requested under Title IX.

At USD, the University Title IX Coordinator serves as the point of contact for those seeking information or those wanting to report violations of human rights, acts of discrimination/harassment, sexual harassment, sexual violence, domestic violence, dating violence, stalking, and any other forms of sexual misconduct. If you have been subject to any type of sexual misconduct or would like more information on how the university can assist you, contact the Title IX Coordinator or visit

<https://www.usd.edu/About/Departments-Offices-and-Resources/Human-Resources/EOAA-Title-IX>.

Jean Merkle

Director of EEO & Chief Title IX Coordinator

Slagle Hall 205

Phone: 605-658-3665

Jean.Merkle@usd.edu

South Dakota Board of Regents Policies

1:17 Sexual Harassment

1:17.1 Prevention of Sexual Assault

1:18 Human Rights Complaint Procedures

The University of South Dakota is concerned with the personal safety of students, faculty, and staff, as well as aiding a person's ability to be responsible for his or her own safety. This mission is carried out by providing awareness of and educational opportunities about sexual assault, including rape, acquaintance rape, and other forcible and non-forcible sexual offenses. Good bystander behavior training is also offered. Several departments assist in this programming, including the USD Department of Public Safety, the Director of Equal Opportunity & Title IX Officer, University Housing, USD Greek Life, and the Student Counseling Center.

The University educates the student community about sexual assaults and date rape through residence hall and student services programming each fall and throughout the academic year. All students are required to complete an online training program. The University Police Department offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, and University response is available through the Student Counseling Center.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the University Police and/or the Title IX Coordinator. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the University Title IX Coordinator, or only the latter. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the university through the Student Health Center, Employee Assistance, and the Student Counseling Center. Counseling and support services outside the university system can be obtained through the Domestic Violence Safe Options services and Sanford Medical Center.

University disciplinary proceedings, as well as special guidelines for cases involving sexual violence, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the respondent and the complainant will each be allowed to choose two advisors to accompany them throughout the process. Both the complainant and respondent will be informed of the outcome of the investigation as well as the informal and or formal disciplinary process.

A student violating the Board of Regents Harassment/Including Sexual Harassment policy could be subject to both criminal prosecution by the State of South Dakota as well as the imposed sanctions of the university disciplinary process which may include either suspension or expulsion for a first offense.

NON-CONFIDENTIAL RESOURCES:

University Police Department (605) 658-6199 (Emergency 911 on campus)

Vermillion Police Department (605) 677-7070 (Emergency 911 off-campus)

Jean Merkle, Director of Equal Opportunity & Chief Title IX Coordinator (605) 658-3665

Kate Fitzgerald, Assistant Vice President for Student Support Services and Dean of Students (605)
658-3565

CONFIDENTIAL RESOURCE PROVIDERS:

Safe Options Services (Confidential Provider) (605) 624-5311

Social Media: www.facebook.com/dvsafeoptions

Student Counseling Center (Confidential Provider) (605) 658-3580

Student Health (605) 677-3700 (Sanford Clinic Vermillion)

Smoke-Free Zone Policy

SD Board of Regents Policy 4:29, Smoking

The University of South Dakota has an obligation to its employees, its students, and the public to take action known to protect people's health. Per South Dakota Codified Law (~~§§34-46-20~~), tobacco, as defined by this policy, includes vapor products. The use of tobacco and vaping products by employees or visitors compromises the responsibility of USD to provide a safe and healthy place to conduct business.

Smoking is not permitted on the campus of the University of South Dakota. Signs stating the policy will be posted across campus.

In accordance with the American Indian Religious Freedom Act, the no-smoking policy would not apply to ceremonial and traditional rites.

Compliance

Enforcement of this policy is the shared responsibility of all University of South Dakota personnel and students. All are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. Violations of the policy may result in corrective and/or disciplinary action and should be reported to the supervisor, USD Human Resources, or the Dean of Students Office. Students may be referred to the conduct system.

Tobacco Cessation Opportunities

USD encourages all employees and students who use tobacco to quit. Tobacco cessation information and assistance is available online at <https://www.sdquitline.com> and from the South Dakota QuitLine's toll-free number 1-866-737-8487.

Smoking Ban Policy

After reviewing the smoking ban resolution passed by the University of South Dakota Student Government Association and endorsed by the Faculty Senate, the USD Executive Committee voted to ban smoking on campus effective January 9, 2013.

Student violations of this policy may be reported to the Director of Student Rights & Responsibilities.

Employee violations are to be documented for supervisor/Dean follow-up, as well as evaluated for trends and patterns of noncompliance.

Solicitation of Students

USD Sales and Solicitation Policy

The University of South Dakota adheres to Board of Regents policy 6:13 with regard to the sales and solicitation of articles or services to students. If a private party wishes to solicit or sell articles or services to students, they should contact the Office of Scheduling, by email at scheduling@usd.edu or by phone at (605) 658-3563, to get more information.

Student Communication Policy

Because of the ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of the University of South Dakota (USD), certain electronic communication standards must be set by the university. As a result, emails and announcements posted in the [myU.Portal](#) are considered official forms of communication at USD.

It is imperative that students understand that portal announcements and the University-assigned email address associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The university has the right to expect that those communications will be read in a timely fashion. Instructions to add a student email account to a smartphone can be found at the [USD Coyote One Stop](#).

Student Driver Policy

Students may be authorized to drive university or state vehicles for use in University of South Dakota-sponsored activities. Such requests must be approved by the sponsoring department or office. Student drivers must be employed by USD or must submit a Volunteer Work Agreement form to Human Resources. The form is available on the [USD portal](#). A valid driver's license issued in the United States is required. Use of university or state vehicles must be for official university business only and not for a matter of convenience.

Student Employment Policy

All students who obtain employment with the University of South Dakota are required to complete and sign new hire paperwork including the I-9 Employment Verification form, W-4, Direct Deposit form, and Personal Data Statement. This paperwork can be completed in person at the department or Human Resources office or electronically via DocuSign*. For more information, please contact Human Resources at 605-658-3660 or visit

<https://www.usd.edu/About/Departments-Offices-and-Resources/Human-Resources/Employment>.

- All students who obtain employment with the University of South Dakota are required to complete and sign section 1 of the I-9 no later than the first day of employment. The department must complete and sign section 2 within three business days of the employee's first day of employment. Acceptable forms of identification are listed on the I-9 form:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

*All foreign national student employees must report to Human Resources to complete new hire paperwork on or before their first day of employment. Please contact Human Resources at 605-658-3660 to set up an appointment.

University Student Use of State Vehicles

Students may be permitted to use state vehicles in connection with activities carried out on behalf of the institution by academic or administrative organizations and be provided liability coverage if the following conditions have been met:

1. The student is an employee (being compensated by the university) and is driving the state-owned vehicle solely for business related to their university employment, which must be confirmed by a supervisor.
2. The student is an officially appointed volunteer of the university (and a volunteer form is on file with the university human resources department) and is driving the vehicle solely for responsibilities related to his/her official volunteer status, which must be confirmed by a faculty advisor.
3. At the time the student makes an application to use a state-owned vehicle, the Student Driver Fleet Check-Out Form is completed, and the student presents a valid driver's license and employment identification card or official documentation of volunteer status.
4. State-owned vehicles shall not be used to transport passengers who are not employees or formally appointed volunteers on official university business. State vehicles shall not be used for commuting to and from an employee's office and residence unless otherwise requested by the respective department administrator and approved by the Director of Fleet & Travel.
5. The educational institution must photocopy the information required in paragraph 3, attach the photocopies to the application, and keep the documentation for a minimum of three years. If any of the information required for submission in paragraphs 1, 2, or 3 is false or if the educational institution fails to perform the requirements in paragraphs 1, 2, and 3, then no coverage shall be provided.
6. State vehicles must be fueled with gas upon return to the motor pool with the onsite fuel pumps using a fuel key. Vehicle must be vacuumed out with the onsite vacuum, available 24/7 for state vehicle use only.

Student Vehicle Regulations

The various institutions of higher education under the Board of Regent's control are authorized to establish necessary regulations governing vehicles, traffic, and parking appropriate for their respective institutions. Motor vehicles that are operated or parked on campus must have a registered permit and be operated in accordance with the [University Parking and Traffic Regulations](#). Copies of the complete detailed regulations are available anytime from the University Police Department, located in the Davidson Building. The University Police Department's non-emergency telephone number is 605-658-6199.

Suicide Threat Response Policy

Suicide is the leading cause of death among university students. Additionally, suicide, attempted suicide, and suicidal gestures have detrimental effects on both the involved student and other students in the campus community.

The University of South Dakota (USD) strives to foster a campus community free from personal abuse, directed at oneself or others. USD commits its resources to the following two-fold process: 1) to educate and promote discussion about self-abuse and violence and 2) to provide crisis intervention. The following is a link to the [USD Suicide Threat Response Policy](#).

Tailgate Policy

Grills: Propane/gas grills are preferred when tailgating. However, we ask that propane tanks be limited to the 5-10 gallon size. Charcoal grills are discouraged but permitted due to the waste they produce. Any charcoal should be disposed of in the designated charcoal waste bins.

Kegs: Kegs are permissible, however, groups providing kegs are also responsible for monitoring consumption and making sure those consuming alcohol are of legal age. (See Student Org Policy)

No glass containers: For safety considerations, we ask that all tailgaters do not bring glass containers into the area. No glass will be permitted.

Tailgate Lots:

- Tailgating is permitted in the following lots:
 - East Grass by Tennis Courts (Student Tailgating - Coyote Alley)
 - Lot B (Tailgate Nation)
 - Lots A and D (Priority Parking)
 - Lot C (ADA)
 - West Lot
 - South Lot
 - RV Lot
- Tailgating is not permitted in the following lots
 - Lots 14, 15, 24, 36
 - Wellness Center Lot (Priority Parking Overflow)
 - Any University of South Dakota lot located south of Cherry Street

Tents: Due to space constrictions, tents are only permitted in the grassy areas (with the exception of Tailgate Nation) of the DakotaDome pass parking lots. Tents placed in grass parking lots should be no larger than 10' x 10' and be placed immediately in front of or behind your vehicle. Tents in grass lots may not be placed in parking spaces or impede upon drive lanes. It is your responsibility to secure your tent. However, staking of tents is not permitted.

No External Stereo Systems Allowed: Out of courtesy to others using the same parking lots, only portable radio/stereo units will be permitted. House stereo units requiring an external power source will not be allowed.

Trash/Recycling: Please pick up and bag your trash before entering the game. Recycling bins are located at the DakotaDome entrances.

Small Gas Powered Generators Allowed: For space and safety reasons, large pull-behind generators are not permitted.

Re-Entry: Patrons must have their ticket in hand for re-entry to the DakotaDome.

Prohibited Items: The following items are prohibited in the DakotaDome:

- Alcohol
- Animals (Service Animals Permitted)
- Any item deemed by USD staff to be inappropriate or may disrupt other fans' enjoyment of the game
- Artificial Noise Makers
- Backpacks (Diaper Bags Permitted)

- Beach Balls/Frisbees
- Camera Attachments (Selfie Stick, Tripods, Monopods)
- Cans
- Coolers
- Drugs or Illegal Substances
- Electronic Cigarettes, Cigars, and Vaporizers
- Flammable Liquids
- Flasks
- Glass Bottles
- Laser Pens
- Outside Food and Beverage
- Pepper Spray
- Skateboards, Bikes, Rollerblades
- Tobacco Products
- Weapons or Explosives of any kind

Timely Warnings

In the event that a situation arises, either on or off campus, that constitutes a threat to members of the campus community, a “timely warning” will be issued. The warning will be issued through the USD Campus Alert system, which includes notification through email, text message, and telephone. Students and employees are encouraged to register contact preferences through the USD Campus Alert system. Notice may also be sent through alternate or additional methods of communication and will be posted on the USD homepage.

Voter Registration

As a citizen of the United States, you have the right to vote in county, state, and national elections. As a part of the Higher Education Act of 1965, as amended in 1998, Congress directed schools receiving federal financial aid to assist students who have not yet registered to vote.

As a South Dakota resident, you may obtain a voter registration form at the [Secretary of State’s website](#). If your home state is other than South Dakota, you may obtain a voter registration by using the [national form](#).

Winter Weather Policy

Classes will be canceled this winter when road and weather conditions warrant. Administrative offices will remain open for business when classes are canceled. On occasion, the weather will not be severe enough to cancel classes but may pose driving conditions requiring extreme caution. If conditions are too severe, students are advised to stay home rather than take unnecessary risks. Faculty will accommodate students missing class under these circumstances.

Faculty will immediately notify their respective department offices in the event they are unable to make class. Students seeking individual class cancellation information should contact the faculty member or the faculty member’s department.

In the event staff are unable to travel to campus due to weather conditions, Board of Regents policy allows the taking of annual leave, accrued comp time, leave without pay, or staff may adjust their work week with the approval of their supervisor. In extreme cases, it may be necessary to close administrative offices as well as cancel classes. In that event, food service, public safety, and facilities personnel will continue to provide essential services on campus. [University of South Dakota Winter Weather Policy](#)

Student Code of Conduct

Student Code of Conduct

SD Board of Regents Policy 3:4. Student Disciplinary Code

Consumer Disclosures

Consumer Disclosures

The Higher Education Opportunity Act (Public Law 100-215) (HEOA) was enacted on August 14, 2008, and reauthorized the Higher Education Act of 1965, as amended (HEA). The HEOA contains numerous federal reporting disclosure requirements for information from various areas of higher education institutions. A disclosure requirement is information the University of South Dakota is required by the U.S. Board of Education to make available to consumers.