



RESIDENCE LIFE



HOUSING CONTRACT
2025-2026

WILLISTON STATE COLLEGE

HOUSING CONTRACT OVERVIEW

Williston State College provides a home-away-from-home for nearly two hundred students. WSC Residence Life offers many benefits, including: easy access to the college, a great chance to meet new people and make new friends, opportunities for learning to live with others, and a better chance to be involved in social activities.



FRONTIER HALL

- Suite-style living: 4 bedrooms per suite with 2 bathrooms, with shower and toilet in every suite.
- Common lounge and study areas are located on each floor.
- Livdahl Lounge provides TVs, computers/printer, laundry facilities and vending machines.
- Twin size bed, dresser or closet, desk and chair are provided for each resident.
- Free wireless internet.
- Shared kitchenette area
- **Board plan is required.**
- Single occupancy will only be provided for accessibility purposes.



NELSON HALL

- Suite-style living: 4 two-bedroom suites, each suite has a double-sink bathroom.
- Two living room areas, a kitchen, and laundry facilities
- Twin size bed, dresser or closet, desk and chair are provided for each resident.
- Free wireless internet.
- **Board plan is required.**
- Single occupancy will only be provided for accessibility purposes.



ABRAMSON & MANGER HALLS

- Contracts are 1 semester minimum.
- All apartments have a living room, an efficiency kitchen, and a bathroom.
- On-site laundry facilities
- Apartments are furnished
- Free wireless Internet



WSC Foundation Apartment Units

- Apartment suite style, 2-3 double rooms
- Twin size bed, dresser or closet, desk and chair are provided for each resident.
- Living room furniture provided
- Free wireless internet
- In unit laundry provided

APPLICATION PROCESS

1. Submit New or Returning Resident Application
2. Pay \$40 non-refundable fee.

For more information, contact:
Director for Residence Life at 701.774.4528 or
wsc.housing@willistonstate.edu

*Prices are subject to change.

Dorm/Suite Style Units

- 1) License
 - a) The Residential Hall License Contract creates a license for the student to use campus housing and is not a lease. The relationship between WSC and the student is that of licensor-licensee and not that of landlord-tenant. A license creates a privilege for students to use residential facilities subject to the conditions of this contract and college regulations.
 - b) Fulfillment of this license contract is contingent upon the availability of products and services provided by WSC. The written terms of this license contract supersede all previous contracts as well as any verbal statements or emails made concerning this contract.
- 2) Eligibility/ Requirements
 - a) Students who are enrolled in at least one credit at WSC are eligible to live in residence hall housing.
 - b) Housing may be refused to any student based on their current or past conduct, where the student may pose a safety or security risk to persons or property. Housing may also be refused to students who have outstanding debts to the college.
 - c) ALL FIRST YEAR STUDENTS, ARE REQUIRED TO LIVE ON CAMPUS, UNLESS THE STUDENT QUALIFIES FOR AND IS GRANTED AN EXEMPTION BY RESIDENTIAL LIFE. For more information about this policy visit <https://willistonstate.edu/students/Campus-Life/Housing/>
 - d) Students who are not granted an exemption by the Residential Life Department and do not apply for housing, may be charged a standard double room rate for the contract period (academic year).
- 3) Required Immunizations
 - a) The North Dakota State Board of Higher Education policy, Section 506.1, requires students to provide proof of two MMR immunizations (Measles, Mumps and Rubella) before being accepted into North Dakota colleges. All newly admitted students ages 21 and younger must provide documentation of vaccination against meningococcal disease given after the age of 16. TB testing is required of students who have lived in or traveled to a country for more than 30 days that is classified by United States health officials as high burden for tuberculosis. For more information on these requirements and possible exemptions, visit: <https://willistonstate.edu/admissions/>
- 4) Applications and Assignment Procedures
 - a) New students or students who have not had continuous housing must remit a \$40 non-refundable housing application fee (check, credit card, or money order payable to Williston State College) with an application to the Residential Life Department, Williston State College, 1410 University Ave, Williston, ND 58801. An application does not guarantee a room assignment. Room assignments are made without regard to race, religion, color, creed or national origin. Assignment priority is determined according to the date of paid application. Applications mailed without payment of the housing application fee are not considered complete until the date the fee is received.
 - b) Residential Life does not provide students with a paper copy of the license contract.
 - c) Roommate preferences are honored, when possible, but are not guaranteed. If students request each other as roommates, both students are required to mutually request each other.
 - d) Final confirmation of the housing and dining plan are subject to admission to the college.
- 5) Accessibility accommodations
 - a) Students with a documented disability(ies) requesting a residence hall room, meal plan, or other residential accommodation must contact the Accessibility Coordinator at 701-774-4224. Accommodation requests cannot be processed without a recommendation from Accessibility

- Services.
- b) Requests for accommodations cannot be assured for students applying less than 60 days prior to the beginning of the semester for which on-campus accommodations are needed. WSC will make every effort, however, to provide reasonable accommodations.
 - c) Assignment is based on the accommodations required and the date the application and application fee are received.
- 6) Accommodations for students based on gender identity/expression.
- a) The Residential Life Department is committed to providing safe, inclusive, educational, and vibrant living environments for all students living on campus.
 - b) Students seeking these accommodations are encouraged to indicate this request on their housing application. The Student Advocate and Residential Life Department will work with the student to find the best suitable living arrangement available. All disclosed information will be kept confidential.
- 7) License Contract Term
- a) This contract is made for the 2025-2026 academic year or the balance thereof if signed after the beginning of the term. The 2025-2026 academic year is defined as August 26, 2025, to May 15, 2026. Students that live in the residence halls during summer session will be subject to the terms and conditions of this license contract. The Residential Life Department and Dining Services reserve the right to make all final decisions regarding assignments and dining plans.
- 8) Room And Dining Plan Rates
- a) Rates for the academic year can be found at: <https://willistonstate.edu/students/Campus-Life/Housing/> under Dining Costs. These rates do not include official college break periods (see Section 17).
- 9) Payment Schedule and Procedure
- a) Room and Dining Plan
 - i) Payment is made during financial aid disbursement day(s) each semester.
 - ii) The student agrees to pay all collection costs for non-payment of housing charges, including a 1.75% monthly late fee that will be applied to all charges 30 days or older.
 - b) Non-Payment
 - i) Failure to comply with the above payment schedule may result in a hold on the student's college registration and liability for collection costs incurred by WSC.
- 10) License Contract Cancellation
- a) Housing and dining reservations may be canceled if such request is received by the Residential Life Department on or before August 1 for fall semester. Students who have applied for spring or summer semester housing and dining reservations must cancel their reservation prior to the first day of classes in the spring or summer semester. Cancellations made after these dates will result in a \$50 late cancellation charge. Submittal of a cancellation request does not guarantee cancellation. Room cancellations must be approved by the Residential Life Department.
 - b) Students wishing to move out of the residence hall during the term of this contract must fill out a Request for Early Termination by sending an email the Residence Life office. Students will be responsible for the room charges through the end of their contract, unless WSC is able to assign your contract to another student, in which case, you would be entitled to a refund for the period that your contract is assigned to another student.
 - c) Vacancies caused by students withdrawing, graduating or fulfilling military duties will be given priority; vacancies caused by individuals applying for Early Termination but maintaining enrollment in the college will have their vacancies filled chronologically if the residence hall they occupied is at full occupancy. WSC reserves the right to reassign the vacancy created by

the Request for Early Termination to another unit; this ensures WSC is able to accommodate incoming students with specific requests or accessibility needs. This means that even if the room you previously occupied becomes occupied by another student, it may not result in your release from liability for the vacancy you created.

- d) A student who fails to properly check out of their room will receive an additional \$100 improper check out charge. A student's account may also be charged for missing keys/fob.
- e) If a student does not qualify for an exemption from the on-campus living policy and breaches the license contract, the student will be responsible for all housing charges remaining for the fall and spring semester.
- f) Students who have contracted to live in campus housing for the academic year and do not return to campus housing for spring semester, will receive housing cancellation charges on their student account in the fall term of the contracted academic year, and may still be liable for the charges for the spring term.
- g) The Residential Life Department may approve a license contract cancellation if a student who qualifies for an exemption from the on-campus living policy notifies the Residential Life Department on or before August 1st that the student wishes to live in the residence halls for only one semester. The student will be obligated for housing charges for the entire semester, regardless of the date in which the student vacates their residence hall room.
- h) If a student vacates without the approval of the Residential Life Department and is not registered for classes at WSC at the time it is discovered the student is no longer occupying their room, the student will be charged a \$100 improper check out charge. Additional charges may also be assessed to the student for damages (cost of labor and materials), missing keys, cleaning and any costs associated with removal and storage fees for abandoned property.
- i) If this contract has been canceled due to withdrawal or dismissal from WSC, and the student is re-instated or re-enrolled at WSC during the contract period, the student will be responsible for the balance of the contract after re-instatement or re-enrollment.

11) Withdrawal from the College

- a) On or after the first day of classes of each semester, authorized room and board payment refunds are calculated on a percentage basis in accordance with the State Board of Higher Education Refund Policy and will be refunded to the resident, provided all payment obligations to the college have been met. In order to complete the withdrawal process, a resident must properly check out of their room within 48 hours of initiating the withdrawal process, unless the resident is granted an extension by the Residential Life Department.

12) Dining Plans

- a) WSC Dining Services offers three different dining plan options to accommodate student needs. All first-year students, who do not qualify for an exemption from the on-campus living policy must live on campus and carry either a 10 meals/week, 14 meals/week or 19 meals/week dining plan. For out-of-state students to receive in-state tuition rates, they must live on campus and carry 10 meals/week, 14 meals/week or 19 meals/week dining plan. All other students living in a residence hall are required to contract for one of the three dining plans. If you are required to have a dining plan and fail to select one, you will be assigned the 14 meals/week dining plan.
- b) For more information on the dining plans, visit <https://willistonstate.edu/students/Campus-Life/Housing/>

13) Dining Plan Regulations and Policies

- a) Dining plan rates for the 2025-2026 academic year can be found at <https://willistonstate.edu/students/Campus-Life/Housing/>
- b) Dining plans do not include break periods (see section 17c).
- c) Ensure that you have got your Teton ID from the learning commons as they are required to eat

in the grill.

- d) Unused meal swipes do not rollover each week or semester
- e) Dining plan changes must be submitted before the first day of the term (Fall or Spring).
 - i) You may increase your meal plan at any time during the term, you are not able to decrease the plan unless done before the first day of the term.
- f) Dining plans in effect at the end of fall semester will automatically be assigned to you for spring semester unless other arrangements have been made with the Director of Residence Life.
- g) Food Allergy Warning: WSC Dining Services Department makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies and intolerances. However, there is always risk of contamination. Additionally, manufacturers may update and change their product ingredients without our knowledge, we cannot be assured the validity of the products. Dining Services will not assume any liability for adverse reactions to foods consumed or items one may come in contact with while eating at any WSC dining rooms or catered events. Students, staff, faculty, and guests with food allergies are encouraged to contact Dining Services at 701-774-4247 for additional information and/or support.

14) Occupancy

- a) Residents must be an enrolled student at WSC, must occupy the assigned room and may not sublet or re-assign the room.
- b) The Department may cancel a student's assignment after the first day of classes if the student is not enrolled at WSC and has not checked into their assigned room. The assignment will be canceled, and a \$50 late cancellation fee will be charged to the student's account.
- c) The Residential Life Department reserves the right to consolidate students when hall occupancy is below 100 percent capacity.
- d) If a student occupies a room that falls below its designed capacity, the Residential Life Department will begin the consolidation process. Students that do not participate in the consolidation process will either be assigned a new roommate by the Residential Life Department or charged for a single room. The Residential Life Department cannot guarantee a roommate assignment.
- e) The Residential Life Department reserves the right to transfer students from one room or hall to another in the interest of health, safety, student conduct or consolidation purposes.
- f) The Residential Life Department reserves the right to determine what constitutes occupancy and may reassign students and assign the applicable room rate to a student's account as needed.
- g) The Residential Life Department reserves the right to assign students to a space with an open bed, with or without notification to any students currently living in that space.
- h) Any termination of occupancy or exceptions to this license contract will be subject to the approval of the Residential Life Department or designee.

15) Guests and Visitation

- a) A guest in a residence hall is defined as an individual person who is not assigned to the residence hall they are currently in and is in the space with the consent of a hosting resident living in that hall. A guest in a room/suite is defined as a person in a space they are not assigned to, with the consent of the resident living in that space.
- b) Guests should be escorted at all times while being hosted in a building.
- c) Students are responsible for their and any guest(s) behavior in any and all spaces in the residence halls, including, but not limited to: room/suite areas, private and public bathrooms, shared kitchen and lounge spaces, laundry rooms, and hallways.
- d) Residents are responsible for knowing the identity of their guests and are responsible for guest behaviors. Guests are required to provide proof of identification if requested by a

college official, law enforcement, or emergency response personnel. Residents are held liable for violations and loss or damage to property caused by their guests. Minors 17 years of age and under must be accompanied by a parent or guardian.

- e) Residence hall visitation hours are:
 - i) 10:00 a.m. to 12:00 a.m. Sunday through Thursday
 - ii) 10:00 a.m. to 2:00 a.m. Friday and Saturday
 - f) No guests or visitors are permitted during the break periods.
 - g) All guests must be signed in at the time of entrance and out at time of departure. Failure to do so will result in a \$25 fine.
 - h) Any overnight guest stay must be approved by the Director for Residence Life or his/her designee 48 hours prior to the guest stay and shall not exceed 72 hours without written permission. Allowing an un-contracted individual to reside in a residence hall room is grounds for eviction from college housing. The college reserves the right to deny access to non-residents at any time.
 - i) Visitation may not infringe on the rights of roommates. The right of a roommate to sleep or study supersedes the right of another person to entertain guests. Roommates should discuss expectations regarding guests prior to their arrival and/or problems arising.
 - j) Each room is allowed two guests at a time.
- 16) Room Change/Hall Transfer
- a) Room changes, hall transfers, and vacating rooms require the approval of the Residential Life Department.
 - b) Unauthorized room changes may result in an administrative charge of \$100, being required to move back to the original room, applicable charges for assignment and occupancy of more than one room and/or disciplinary action.

17) Break Periods

- a) Residence halls close during semester breaks, Thanksgiving and spring break. Students are allowed to stay in campus housing over Thanksgiving and spring break. Breaks between the semesters are not covered under the semester rates and students will be billed \$15/night.
 - i) Housing during Winter Breaks is not guaranteed.
- b) During breaks there is a zero-tolerance behavior policy in place and no guests including non-resident students are permitted during these times.
- c) Meal Plans are not in effect during breaks.
- d) Mail is not distributed.
- e) There will be limited staff onsite during breaks for assistance.

18) Liability/Insurance

- a) The Residential Life Department assumes no responsibility for loss, theft or damage to personal property. The Residential Life Department strongly recommends purchase of insurance or an extension of family insurance to cover loss or damage of personal property. The Residential Life Department does not have insurance that covers the personal property of residents or guests. In addition, students agree not to hold responsible, the college, the Residential Life Department and its employees and agents, for any claims or damages sustained by students or guests as a result of acts or omissions relating to any changes or modifications made by the student to the room or furnishings. Students are financially responsible to the college and other residents for damage, loss or injury sustained by the college, the Residential Life Department and its employees and agents as a result of student or guests' acts or omissions. Damage charges will include cost of labor and materials for all repairs and/or cleaning.

19) Hall or Room Contents and Uses

- a) Residence hall rooms are equipped with desks, chairs, window coverings and twin beds.
- b) Students provide their own linens, blankets, pillows, towels, toiletries, bedspread and desk lamp, if desired.
- c) The College and the Residential Life Department assume no liability for damages or injuries caused by the use of bed lofts.
- d) Students are responsible for cleaning their rooms and suite areas, removing waste materials and maintaining sanitation and safety conditions acceptable to the Residential Life Department. When the condition of a room threatens the health or safety of other residents, staff will instruct the resident(s) of the room to clean the area to acceptable standards. Unacceptable conditions that would constitute a policy violation include but are not limited to: floors covered with trash or personal items, failure to take trash out of a room/suite, food or drink that creates an odor or will attract insects or rodents. Residential Life reserves the right for professional staff members to exercise their judgment in determining and enforcing standards that a reasonable person would expect in a living environment. Also, when a space in a double room that could potentially be occupied by a new resident is not accessible, clean or welcoming, similar action will be required of the assigned resident(s). Students will be billed for labor and material costs if cleaning is required by the Residential Life Department or Facilities Management. Limited supplies for cleaning are available in each hall upon request.
- e) The capacity of the electrical systems in the residence halls is limited. Overloading these systems can present fire and safety hazards. If students want to increase the number of outlets in their room, they are required to use only UL-approved power strips, which contain an independent circuit breaker or fuse.
- f) **Permitted:**
 - i) The only cooking equipment permitted in student rooms are single serve coffee makers that do not have hot plates and are equipped with automatic shut-off, microwave ovens under 800 watts and air fryers with a basket.
 - ii) Refrigerators not exceeding 4 cu. ft. inside storage space are also permitted in the residence halls.
- g) **Prohibited:**
 - i) Cooking Equipment:
 - (1) Electric frying pans
 - (2) Electric grills and fryers (including deep fryers)
 - (3) Hot plates, griddles, waffle makers, or sandwich presses
 - (4) Pizza ovens or similar items
 - (5) Coffee pots with hot plate
 - (6) Air fryers without an internal basket
 - (7) Rice cookers
 - (8) Toasters, toaster ovens, or convection ovens
 - (9) Crock pots
 - ii) Hazards Materials
 - (1) Toxic chemicals, including agents note approved by housing staff
 - (2) Compressed gas canisters (helium, CO₂, Propane)
 - (3) Flammable sprays or aerosol cans
 - (4) Strong adhesives, epoxy resins, or industrial-strength glues

- (5) Automotive batteries and battery chargers
- (6) Pesticides or herbicides
- iii) Other Equipment:
 - (1) Air conditioners
 - (2) Misting diffusers and like items
 - (3) 3D printers and like items
 - (4) Dartboards of any kind and like items
 - (5) Large water containers (over 5 gallons)
 - (6) Live Christmas trees, garlands, or excessive holiday lights
 - (7) Excessive posters or wall decorations (must comply with fire code regulations)
 - (8) Gambling devices (slot machines, poker tables and like items)
 - (9) Hazing-related paraphernalia
 - (10) Fog machines or smoke emitting devices
 - (11) Large electrical appliances (e.g., full-size vacuum cleaners, unless provided by the college)
 - (12) Personal safes over 1ft in length
 - (13) Tattoo equipment or like thereof are prohibited
 - (14) Deep freezers
- iv) Fire and Flammable Hazards
 - (1) Candles (including decorative, unused, or wickless)
 - (2) Incense and oil burners
 - (3) Lighter fluid, gasoline, propane, kerosene, or other combustible liquids
 - (4) Fireworks, explosives, or sparklers
 - (5) Charcoal, wood, or propane grills
 - (6) Space Heaters (unless provided by the Residence Life Department)
 - (7) Electric Blankets
 - (8) Halogen Lamps or high-wattage lamps
 - (9) Extension Cords
 - (10) Overloaded power strips (Must meet UL-listed Standards) (Limited to three per **room**)
 - (11) Engine heater cords
- v) Personal Items:
 - (1) Spray deodorant
 - (2) Spray air fresheners (Due to these items setting off fire alarms)
 - (3) Neon Signs or like items
 - (4) Weightlifting or exercise equipment
 - (5) Self-tanning booths or spray tanning machines
 - (6) Unsealed perishable food (e.g. raw meat, bulk dairy, or anything that could attract pests)
 - (7) Used medical sharps not in an approved sharps container
 - (8) Over-the-counter medication or supplements in bulk quantities (can lead to misuse or improper storage)
- vi) Furniture and large Appliances
 - (1) Personal mattresses (Unless approved for medical reasons)
 - (2) Waterbeds
 - (3) Lofted beds not provided by the college
 - (4) Large speakers or subwoofers
 - (5) Personal washing machines or dryers
 - (6) Personal dish washing devices

- vii) Personal Transportation Devices
 - (1) Hoverboards, e-scooters, or electric skateboards
 - (2) Bicycles stored inside the building
 - (3) Gas-powered vehicles (motorbikes, mopeds)
 - (4) Rollerblades or skateboards used inside the building
- viii) Privacy and security Violations
 - (1) Personal security cameras or recording devices
 - (2) Unauthorized door locks or additional locking mechanisms
 - (3) Duplicated or copied room keys
 - (4) Wi-Fi routers or personal networking equipment
 - (5) Antennas
 - (6) Dishes or aerials for radios or TVs
- ix) Any other item must be approved by the Residential Life Department.
- h) Students are not permitted to:
 - i) Students are not permitted to make alterations, install equipment, paint, remove closet doors, or make repairs in any part of the building.
 - ii) Additional furniture may not be brought into rooms, including, but not limited to:
 - (1) Mattresses, bed frames, sofa bed, waterbed and any loft kit other than kits issued by the Residential Life Department.
 - iii) College property may not be transferred or removed from residence hall rooms, rooms within a suite, lounges or from the residence halls.
 - iv) Room personalization and window displays require approval by the Residential Life Department.
 - v) House Pets (other than fish in a tank 5 gallons or less).
 - vi) Pictures or other wall hangings should be suspended only from moldboards, picture rails or bulletin boards inside of rooms/suites.
 - vii) Nothing is permitted on the exterior/hallway door of the room/suite, aside from items approved or provided by the Residential Life Department.
 - viii) No person or organization, whether or not affiliated with the college, may advertise, sell, conduct a business or raise funds in the residence halls without registering and receiving permission from the Residential Life Department. No person may use the words "WSC" or "Williston State College," or any derivative thereof in any address or in any other way associate such terms with any personal business, such as, but not limited to, on business cards or stationery, although persons may use their post office box number.
 - ix) When responsibility for damages, injuries, or other liability within a room or suite cannot be determined, all roommates/suitemates will be held jointly responsible.
 - i) Students will be charged for damage to doors, walls and ceilings.
- 20) Enforcement and consequences
 - a) Students found possessing prohibited items may be subject to:
 - i) Confiscation and disposal of the item(s) without reimbursement
 - (1) If items are confiscated, you may be able to pick up the item at the end of semester or the next time you are leaving campus.
 - (a) Items must leave the building immediately
 - (2) Items that are considered dangerous or illegal will be disposed of immediately (such as alcohol, drugs, and other hazardous materials)
 - ii) Warnings or educational sanctions
 - iii) Fines or restitution for damages
 - iv) Probation, suspension, or eviction from housing
 - v) Referral to local law enforcement (if necessary)

(1) All in accordance with the Student Code of Conduct.

21) Fire safety and sanitation requirements prohibit cooking within the residence hall room.

- a) Limited kitchenette space is specifically designed for light snacks.
 - i) Residents must clean kitchenettes.
 - ii) All food must be kept in closed containers.
 - iii) Students that fail to adequately clean and maintain the kitchen area will be subject to the disciplinary process.
 - (1) Sanctions may include loss of use of the kitchen space.

22) Residential Life Policies

- a) The conditions regarding student behavior while living in the residence halls under this contract will follow the [WSC Student Code of Conduct](#) located, as well as all college policies and regulations, which include but are not limited to the following:
 - i) Alcohol on WSC Property (4.3)
 - (1) Regardless of a person's age, the manufacture, sale, transfer, purchase, transportation, possession, use or consumption of alcohol, and/or possession or display of empty alcohol beverage containers anywhere on WSC owned or controlled property and/or sponsored or supervised events is prohibited. Additional information on the Drug and Alcohol Policy can be found here.
 - ii) Off Campus Alcohol (4.4)
 - (1) Students may face campus charges for alcohol related incidents occurring off campus. Such incidents include but are not limited to minor in possession/consumption/under the influence of alcohol, driving under the influence of alcohol, and public consumption of alcohol.
 - iii) Drugs other than Alcohol
 - (1) Possession, consumption, being under the influence, or transport of illegal drugs, any other controlled substances, and drugs for which a student does not possess a valid prescription for is prohibited except pursuant to a physician's, dentist's, or other authorized
 - (2) medical personnel's prescriptions. The manufacture, exchange, distribution, purchase, or sale of illegal drugs or controlled substances is prohibited. The possession of drug paraphernalia for illegal drug use is also prohibited. Marijuana and/or products containing marijuana are not allowed to be possessed, consumed, or transported on property owned of controlled by Williston State College, regardless of whether the student possessed a valid prescription.
 - iv) Tobacco
 - (1) Williston State College is a tobacco-free campus. The use of any and all tobacco products is prohibited within college buildings, parking structures, walkways, arenas, in college or state fleet vehicles, and on college owned property not otherwise leased to another organization. (Certain College-owned properties have been leased to other organizations and, as such, these properties are not covered under this WSC policy. Tenants of such properties are encouraged to establish tobacco-free worksite policies for their own employees.) Otherwise, this policy applies to all faculty, staff, students, contractors, vendors, and visitors at all WSC sites. In support, the Williston State College provides comprehensive tobacco cessation and prevention services. The term "tobacco products" includes e-cigarettes and other electronic smoking devices (NDCC Chapter 23-12).

v) Animals

- (1) With the exception of animals authorized by WSC Accessibility Services or those defined as service animals under the Americans with Disability Act (ADA), privately owned animals are prohibited inside campus buildings, with the exception of fish in a tank no larger than 10 gallons. Animals in outdoor areas must be on a leash, must be under control of the owners or their designees at all times and should not be left unattended. Owners are responsible for any health or safety issues that may arise concerning the presence of these animals on College properties and at WSC outdoor sponsored or supervised events. Questions may be directed to the Director for Campus Services, (701) 774-4578.

vi) Weapons/Firearms/Explosives

- (1) Unauthorized and/or illegal possession, storage, display or use of firearms, explosives, or other weapons on college owned and/or leased property, including personal vehicles and at WSC sponsored events, is prohibited.
 - (a) Firearms and weapons include, but are not limited to, air-soft guns, BB guns, billy clubs, dart guns, handguns, paintball guns, pellet guns, rifles, shotguns, stun gun or similar devices designed to deliver an electric shock, daggers, knives (blade length of five (5) inches or more), martial arts implement, sabers, swords, bows and arrows, and dangerous fuels and/or chemicals.
 - (b) Explosives include, but are not limited to, bombs, firecrackers, fireworks, and other incendiary devices. Incendiary devices are defined as any flammable liquid enclosed in a readily breakable container that can be equipped with an igniter of any type.
 - (c) Any object may be considered a weapon when used to inflict or threaten infliction of bodily injury or property damage.
 - (d) Throwing or casting any object into, upon or against any building, structure, motor vehicle or at any person is prohibited.
 - (e) Ammunition of any type is prohibited.
- (2) Concealed weapons permits are not valid on WSC property or at college sanctioned events and activities.
- (3) Dependent upon the nature of the violation as determined by the Vice President for Student Affairs, sanctions for violations of this policy range from, but are not limited to, a \$100 fine, eviction from campus housing, and/or suspension of any kind from the institution.
- (4) Possession of a knife (blade length of five (5) inches or more), firearm, explosive, or other weapon in or on college owned buildings, grounds, or controlled property, including personal vehicles while on college grounds, may result in immediate suspension of any kind from the institution.
- (5) This policy shall not prohibit persons or student organizations from possessing, storing, or using weapons at approved locations for the purpose of meeting requirements of educational programs and/or a student group recognized by the College. This policy does not apply to law enforcement officers. For authorization, contact the Director for Campus Services, (701) 774-4578.

vii) Smoke and Open Flame

- (1) A minimum \$250.00 cleaning fee assessed to residents who violate this policy in their room or suite. In addition, violators are subject to additional sanctions as outlined in the [Student Code of Conduct](#). See the prohibited item section for items included in the list.

b) Non-ESA/Service Animals or Pets

- i) With the exception of animals authorized by WSC Accessibility Services or those defined as service animals under the Americans with Disability Act (ADA), pets are prohibited inside campus buildings, with the exception of fish (in a tank 10 gallons or less). Students who are approved by WSC Accessibility Services to have an animal in campus housing must provide Residential Life with the animal's required immunization, license information and must meet with a Residential Life designee to review and sign an animal registration agreement prior to bringing the animal to campus.
- ii) Animals in outdoor areas must be on a leash, must be under the control of the owners or their designees at all times and should not be left unattended. Owners are responsible for any health or safety issues that may arise concerning the presence of these animals on College property and at WSC outdoor sponsored or supervised events. Failure to comply with any of the responsibilities outlined in the animal registration agreement may result in the exclusion of the animal and owner of the animal from campus housing.

23) Residence Hall Services

- a) Washers and dryers are furnished in the residence halls.
- b) Mail services is provided through WSC. Students residing in a residence hall are required to utilize a WSC mailbox if they want to receive mail and/or packages. One will be automatically assigned to residents that live in Frontier Hall. Residents that live in Manger, Nelson or Abramson Hall will have mail held in the box for you to pick up.
- c) Wireless internet services are provided in all residence halls.

24) Safety and Security

- a) Residents are required to comply with safety and security procedure and may not tamper with locked doors, pull open locked doors, access spaces through ceiling/other means, or admit unauthorized people into residential or dining facilities. Persons setting off false fire alarms, tampering with or removing firefighting equipment or vandalizing or disrupting elevator service are subject to a \$500 fine, disciplinary action up to and including termination of this contract and criminal action.
- b) Residents and guests must leave the building by the designated exit whenever the fire alarm sounds. Windows and doors should be closed, and lights should be left on.
- c) Each resident is issued a room key and Fob access.
 - i) Students are expected to lock their room/suite. When outside doors are locked, access is limited to residents and their authorized guests.
 - ii) Keys/Fob to residential buildings are the property of the Residential Life Department and may not be duplicated. A student's keys or access card may not be loaned to others.
 - iii) Room key loss requires a cylinder change and issuance of new keys. The student will be assessed replacement cost.
 - iv) Students who lock their room keys in their room will be given a written warning for their first lockout. Students will be fined \$25.00 for each additional lockout after the initial warning is given.

25) Standard Regulations and Expectations

- a) Students are expected to know and agree to abide by the terms and conditions of this contract and rules and regulations outlined in the [WSC Student Code of Conduct](#). Violation of these rules or other inappropriate conduct is handled through the disciplinary processes outlined in said Guide.
- b) Students are expected to cooperate with any College official or emergency personnel in the

- performance of their duties.
- c) Students are expected to honor established quiet hours (10PM - 10AM on weekdays, Midnight - 10AM on weekends). Residents, with the assistance of the Residential Life student staff, monitor the established quiet hours. If activity/music in your room can be heard next door at this time, it exceeds quiet hour's standards. During this time, residents and guests are expected to conduct themselves in a manner that will not disturb others and to support the maintenance of quiet hours. Courtesy hours are in effect 24 hours a day/7 days a week, and are those times outside of the established quiet hours when residents are expected to be considerate of the rights of other students on their floor and in the hall that might be studying or sleeping. In addition, residents who abide by courtesy hours offer their neighbors the same respect they might ask of them. Quiet hours may be adjusted based on community need and/or final exams week.
 - i) Residents are responsible for appropriately confronting others whose behavior is unreasonable by asking them to cooperate when the noise level becomes a disturbance. When needed, the residence hall staff will assist in reaching solutions to conflicts or enforcing these regulations. Problems with excessive noise will be referred for student conduct action.
 - d) Students may not create excessive noise, disturb or infringe on the rights of others, harass, haze or in any way lessen the educational effectiveness of the college. This includes behavior that attempts to force a roommate to move out of the room and/or attempts to prevent a new roommate from moving into the room.
 - e) The Residential Life Department will not tolerate verbally or physically threatening, abusive or harassing behavior toward staff members or students. Verbal or physical threats to staff members or students may result in permanent removal from residential and dining facilities and/or suspension or expulsion from the college.
 - f) Students are responsible for viewing their Room Condition Report available in their THD upon check-in.
 - i) Students must review and submit any comments for the room/suite inventory and condition report to the Residential Life Department within 72 hours of checking into their room. If a student fails to review and submit the Room Condition Report within 72 hours, the student agrees and accepts that all items listed on the Room Condition Report are in good condition.
 - ii) Students may be billed for damages that are present in the room/suite area at check-out but are not noted on the room condition report at check in.
 - iii) The Residential Life Department and/or Facilities Management may make a final inspection of the room after check-out.
 - iv) Students are responsible for damages to their room/suite that are not reported on the Room Condition Report at check-in and are itemized on the Room Condition Report at the time of check-out or on a damage assessment provided to Residential Life by Facilities Management.
 - v) Roommates and/or suitemates are encouraged to discuss damages with each other and take responsibility for their respective charges before check-out. The last roommate/suitemate to check out will be held responsible for the remaining unclaimed damage/cleaning charges.
 - vi) To contain rising housing rates, the Residential Life Department reserves the right to charge students of a building for damage to common areas. Common area damage is defined as malicious or negligent damage to common areas, hallways, or College property/furniture, above normal wear and tear, and includes theft of property.
 - g) Students are responsible for damages and loss to college property resulting from negligence,

misuse, or reckless or intentional acts. Students are expected to report any damage to college property to Residential Life staff. When responsibility within a room or suite cannot be determined, all roommates will be jointly responsible. Damage of college property shall be cause for disciplinary action.

- h) Students are responsible for maintaining cleanliness of common spaces on campus. Students that fail to adequately clean and maintain common spaces will be subject to the disciplinary process outlines in the [WSC Student Code of Conduct](#).
- i) The Residential Life Department will communicate through the official WSC email address that is provided by the College.
 - i) This address is considered the official form of communication for all purposes.
 - ii) It is the student's responsibility to monitor their college provided email on a regular basis.
 - iii) Students are also responsible for information provided during hall/floor meetings as well as materials posted in residential facilities.

26) Search and Inspection

- a) The right to inspect rooms without notice is reserved by the Residential Life Department and Facilities Management for purposes of maintenance, cleaning, fire and personal safety and for purposes of administering provisions of this contract.
 - i) Such entry by the Residential Life Department and Facilities Management shall not be regarded as a search but is separately agreed to and authorized by the student party to this contract.
 - ii) Entry and search of rooms by the Residential Life Department, Facilities Management or law enforcement officials for the purpose of discovering violations of college regulations, local, state or federal law will be subject to the college policy expressed in the [WSC Code of Conduct](#). Inspections are conducted monthly, the dates and times will be set by the Residence Life Department at the beginning of the Fall Semester. It will be communicated via email and print material.
 - (1) Students are **not** required to be present at the time of inspection/entry
 - (2) If the student would like to be present, they must be in the room at the time of inspection that is set at the beginning of the year by the Residence Life Department.

27) Termination of License of Contract by College

- a) This license contract may be terminated by the Residential Life Department for student's violation of college and/or Residential Life policies including, but not limited to, nonpayment of debt owed by the student to the college, conduct violations, the student is no longer enrolled at WSC, or the student has been suspended or expelled.
- b) If a student's license contract is terminated as a result of conduct violation(s), the student will be responsible for all housing charges remaining in the semester their housing license contract is terminated. If a student's license contract is terminated as a result of conduct violation(s) in the fall semester, the student will be responsible for all housing charges remaining in the fall semester and 50% of the housing charges in spring semester.
- c) Students whose license contract is terminated by the Residential Life Department or become ineligible to live in housing must vacate campus housing within 48 hours of the date the student's license contract was terminated, unless an alternate timeline is established by the Residential Life Department.
- d) The Residential Life Department or designee may temporarily suspend, restrict or reassign a student from their room or residence hall pending an investigation and/or hearing whenever, in the Department's judgment, the continued presence of the student in a particular room or hall constitutes a danger to the student or the safety of persons or property in the residence

halls.

28) Vacating and Semester Break Check Out

- a) Students must properly check out of the residence halls by 6pm on the last day of the spring and summer semesters, unless an alternate timeline is established by the Residential Life Department.
- b) A student has properly checked out of their room when they have scheduled a checkout time with a Residential Life staff member, or received approval to complete an express checkout, removed all personal belongings from the room and/or suite, returned all College provided furniture/equipment to original layout, completed basic cleaning of the space (i.e., sweeping, removing trash, etc.) and returned all department- issued keys for the assigned space(s).
- c) Students must contact the Residential Life Department if vacating any day prior to the last week of the fall, spring or summer semester.
- d) Students must properly check out of their room with a Residential Life staff member by the due date communicated to the student by the Department. Failure to do so will result in a \$100 improper check out charge.
- e) Students who plan to return for spring semester must complete a semester break check out at the end of fall semester prior to leaving campus for semester break.
 - i) Students are required to complete the list of semester break checkout items (i.e., removing trash, defrosting and unplugging refrigerator(s), ensuring windows are closed, etc.) and returning their key(s) to the Residential Life Department.
 - ii) Students that do not complete the semester break checkout items or return their key(s) will be charged a \$100 improper check out fee and possible re-core charges.
- f) Each student is responsible for the cleanliness of their room and if applicable, common suite area upon check out.
 - i) If a room/suite area requires additional cleaning by Facilities Management staff after a student vacates, students will be charged a minimum of a \$100.00 cleaning charge. Additional cleaning charges over \$100.00 may be applied to a student's account, if applicable.
 - ii) Additional charges for damages, including cost of labor and materials, may be assessed to a student's account if additional maintenance, repair and/or replacement to any area in the room/common suite area are required.
- g) After termination of this license, the Residential Life Department can dispose of a student's abandoned or unclaimed property held in storage for more than 30 days by way of public or private sale, donation or disposal.
 - i) The Residential Life Department can keep the proceeds.
 - ii) Students who abandon property will be charged \$100.00 for removal and storage of abandoned property.

- 29) WSC reserves the right to amend this contract at any time and notice will be sent to residents within 7 days of the enactment of the amendment via email to the students WSC provided email.