

# How do I apply?

Thank you for including Valley City State University in your educational plans. You have chosen a quality institution with faculty and staff who are committed to helping you reach your goals. The procedures you will follow to complete the application for admission depend on the type of student you plan to be. Consult the chart below to determine what you need to submit to complete your application file. See the back side of this sheet for details regarding admission requirements.

	Application for Admission	\$35 Non-refundable Fee	Official HS Transcript or GED	Immunization Records - MMR	ACT or SAT Results	Official College Transcripts	Early Admission Registration Form	Dual Credit Form
Freshman					<sup>1</sup>	<sup>2</sup>		
Transfer			<sup>3</sup>					
Returning Student	<sup>4</sup>					<sup>5</sup>		
Non-degree Seeking*								
Jump Start* <small>(HS Early Entry or Dual Credit)</small>								<sup>6</sup>
Online			<sup>3</sup>					

\*If you are a non-degree seeking student or are a high school student taking college courses in our Jump Start program, you are not eligible for Federal Financial Assistance.

<sup>1</sup>If you are age 25 years old or older on the first day of class or have completed 24 or more transferable credits, you DO NOT have to submit test results.

<sup>2</sup>If you are a freshman who completed college coursework while in high school, you must have the college/university provide us official transcripts.

<sup>3</sup>If you have 24 or more transferable credits, you DO NOT have to submit a high school transcript.

<sup>4</sup>A Returning Student Form is available through the Registrar's Office at [www.vcsu.edu/registrar](http://www.vcsu.edu/registrar), [registrar@vcsu.edu](mailto:registrar@vcsu.edu), or by calling 1-800-532-8641, extension 7295 (701/845-7295 local)

<sup>5</sup>If you have attended one or more colleges or universities since you left VCSU, you must have official transcripts sent to us from each institution.

<sup>6</sup>The Dual Credit Form is required only if you are applying a VCSU course to both your high school requirements as well as college.

## EQUAL ACCESS/EQUAL OPPORTUNITY POLICY

Valley City State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age or Vietnam-era veterans status. More specifically, the University abides by the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as well as the implementing regulations of the Department of Education (34 CFR Parts 100, 106, and 104 respectively), the Americans with Disabilities Act of 1990 and North Dakota Human Rights Act of 1983. Inquiries concerning compliance may be directed to the VCSU Office of Human Resources, (McFarland 208, 845-7424) or to the Office of Civil Rights, U.S. Department of Education, 10220 N. Executive Hills Blvd., 8<sup>th</sup> Floor, 07-6010, Kansas City, MO 64153-1367.

# What are the admission requirements?

To be eligible for admission, you must meet certain academic qualifications, dependant on what you plan to pursue at VCSU. The following provides the admission requirements for each type of student that applies to VCSU.

**FRESHMAN** – You are a student who has not attended college after graduating from high school or obtaining your General Education Development (GED) diploma. To be eligible for admission, you must have the following\*:

- 4 units of English
- 3 units of Mathematics, Algebra I and above
- 3 units of Lab Science, including at least one unit each in two or more of the following: Biology, Chemistry, Physics, or Physical Science
- 3 units of Social Studies, excluding Consumer Education, Cooperative Marketing, orientation to Social Science, and Marriage/Family.

\*A limited number of students who have not met the requirements above may be admitted. Contact Enrollment Services for further information.

**TRANSFER** – You have attended another college or university since graduating from high school or obtaining your GED. To be eligible for admission, you must have a minimum cumulative GPA of 2.00. If you have less than 24 transferable credits, you must also meet the criteria listed for freshman applicants.

**RETURNING STUDENT** – You attended VCSU and have been away for one semester or more and are returning to take additional courses. If you have attended any other institutions since attending VCSU, you must have a 2.00 or greater GPA to be re-admitted.

**NON-DEGREE SEEKING** – You plan to take courses but do not intend to get a degree from VCSU. Be aware that you are unable to qualify for Federal Financial Aid. Beyond having a high school diploma or equivalency, there are no academic requirements for admission as a non-degree student. However, a limit of 16 credits may be taken as a non-degree student, at which time you must change your status to degree-seeking and meet applicable admission requirements.

**JUMP START** – You are in high school and would like to take VCSU courses. A minimum high school cumulative GPA of 3.25 is required. You must also be on track to fulfilling the core course requirements outlined in the freshman section above. Parental and school official approval is verified on the required Early Entry Registration Form.

**ONLINE** – You plan to take all of your courses online. Follow the applicable admission standards above.

## DETAILS OF OTHER REQUIREMENTS TO NOTE:

**Immunization** - All students taking courses on campus are required to provide verification of measles immunization. Such immunity shall be proved by:

- presenting evidence of two doses of measles, mumps, and rubella (MMR) vaccine no less than one month apart,
- presenting proof of a positive serologic test for measles,
- presenting proof of date of birth prior to 1957.

\*Exemptions to this policy may be granted for medical reasons (certified by a licensed physician) or religious objections (form available from the Enrollment Services Office). This requirement applies to all students. No student will be officially admitted without the report on file with the Enrollment Services Office.

**Canadian Applicants** – Along with the applicable admission requirements listed above, you must also provide proof of financial support for your study in the United States by completing the International Student Financial Statement available at [www.vcsu.edu/international](http://www.vcsu.edu/international). A non-refundable \$100 tuition deposit is also required.

**International Applicants (other than Canadian)** – Because of additional information needed as part of immigration requirements, complete the international application located in pdf form at [www.vcsu.edu/international](http://www.vcsu.edu/international).

# Valley City State University Undergraduate Application for Admission

**Please Read All Directions Carefully** **Please print in ink**

Mail the Application for Admission and the \$35 non-refundable application fee directly to the Admission/Enrollment Services Office.

1. Have you previously applied for admission to Valley City State University?  Yes  No
2. Have you previously attended this college or university?  Yes  No If yes, list last date attended \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Will you be registering for courses from more than one North Dakota University System institution?  Yes  No
4. Legal Name: \_\_\_\_\_  

Last
First
Middle
Former (if applicable)
5. SOCIAL SECURITY NUMBER\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      6. Gender\*:  Male  Female
7. Your Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_  

Month Day Year
City
State/Province/Municipality
County
Country (if not USA)
8. Are you a U.S. Citizen?  Yes  No If no, in which country do you hold citizenship? \_\_\_\_\_
9. If not a U.S. Citizen, are you a permanent resident?  Yes  No If yes, give alien registration number \_\_\_\_\_
10. Are you Hispanic/Latino?\*  Yes  No
11. Select one or more races: \*  American Indian or Alaska Native  Asian  Black or African American  
 Native Hawaiian or Other Pacific Islander  White
12. Your Address \_\_\_\_\_  

Street
Apt #
City
State
Zip Code

---

County
Country (if not USA)
Telephone
Your E-mail Address: \_\_\_\_\_
- Permanent Mailing Address \_\_\_\_\_  

Street
Apt #
City
State
Zip Code

---

County
Country (if not USA)
Telephone
13. Mother/female guardian name: \_\_\_\_\_ Address \_\_\_\_\_  

Street
Apt #
City
State
Zip Code

---

County
Country (if not USA)
Telephone
- Father/male guardian name: \_\_\_\_\_ Address \_\_\_\_\_  

Street
Apt #
City
State
Zip Code

---

County
Country (if not USA)
Telephone
- Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_
14. Check the option that best describes your current educational goal at this institution (keeping in mind that not all options are available at each institution):  
 Earn a certificate/diploma (circle one)  Earn a bachelor degree  Complete courses but not a degree  
 Earn an associate degree  Complete undergraduate courses and transfer
15. Indicate delivery method/location through which you will be taking courses (check all that apply):  
 On campus  Online  Off-campus site (indicate location): \_\_\_\_\_  Undecided
16. When do you plan to enter? Year \_\_\_\_\_  Fall  Spring  Summer
17. Indicate academic major/program: \_\_\_\_\_ Teaching degree:  Yes  No  Undecided
18. List the last high school attended: \_\_\_\_\_  

High School
City
State
Graduation Date

---

GED (high school equivalency exam)
Completion Date

\* Disclosure of this information is voluntary. This information is requested for statistical purposes only and will not affect the status of your application. This information will not be used in a discriminatory manner. Failure to provide a Social Security Number may cause delays in administrative services such as financial aid processing and receiving federal tax information.

19. Indicate the completion date (if applicable) of the following exams: ACT \_\_\_\_\_ SAT \_\_\_\_\_  
Month/Year Month/Year

20. List all colleges, universities, and schools attended, or currently enrolled, whether or not credits were earned. Include college credits earned while in high school.

Failure to list all colleges, universities, and schools previously attended may result in denial of admission, rescission of admission, dismissal, loss of credit(s), or other appropriate sanctions.

NAME	LOCATION (City, State)	INCLUSIVE DATES OF ATTENDANCE	DEGREE(S) EARNED AND DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

21. Do you now or have you live(d) in North Dakota?  Yes  No If yes, list years (e.g. 1990-present or 1990-2009) \_\_\_\_\_  
 If no, or not currently a ND resident, in what state are you a resident? \_\_\_\_\_ List years (e.g. 1997-present) \_\_\_\_\_  
 If you have lived in ND less than one year, in what state did you most recently reside? \_\_\_\_\_ List years \_\_\_\_\_

22. Are you the spouse or a dependent of a graduate of a North Dakota public institution of higher education?  Yes  No  
 If yes, which institution(s)? \_\_\_\_\_

23. Are you a Veteran of the Armed Services?  Yes  No

24. Are you a member of any of the following Armed Services?  Army  Navy  Air Force  Marines  Coast Guard  
 National Guard

If so, are you:  Active Duty  Reservist  Veteran  Dependent/Spouse

### Required Additional Information

All students making application must answer the following questions. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal, or other appropriate sanction.

- 1) Have you ever pled guilty (or no contest) to or been convicted of any felony?  Yes  No
- 2) Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving violence or the threat of violence in any court? ("Crime of violence" means an offense that involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault [including sexual assault or domestic violence], battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment).  Yes  No
- 3) Are you currently required to register as a sex offender in any state?  Yes  No
- 4) Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.)  Yes  No

Go to <http://www.ndus.edu/uploads/ndus-policies/P511.pdf> to view the list of NDUS academic programs which require further criminal history background checks. These may include nationwide FBI criminal history background checks or a criminal history background check which may be a North Dakota BCI check, nationwide check or check of another state or multiple jurisdictions.

### Required Signature

I understand the information presented on both sides of this form will be used in evaluating my application for admission to Valley City State University. I certify that all statements are complete and true as of this date. If this information changes, I will notify the Admission/Enrollment Services Office of the changes and understand that my admission status will be reevaluated at that time.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

# How do I reserve a room?

One of the greatest memories of your college experience is the fun times you will have living in the residence halls. Our three residence halls provide a unique living experience that is a key ingredient in the total educational program. Educational, cultural, and social programs sponsored throughout the year will expand your horizons and you will develop friendships that last a lifetime.

## THE ROOMS

Each room contains different amenities according to the residence hall. For specific features of each hall, see the grid below. Basic necessities that you will have to bring are a pillow, blankets, and linens. We suggest you visit with your roommate in advance to discuss your needs regarding TV's, refrigerator (up to 4.5 cubic feet), and other large items.

VCSU Residence Halls	Kolstoe 27 Suites	McCoy 58 Rooms	Snoeyenbos 98 Rooms
<b>Room Furnishing</b>	Co-ed	Women	Men
Twin Bed Extra Long Mattress	•	•	•
Chairs (2)	•	•	•
Desks (2)	•	•	•
Closet (2)	•	•	•
Dresser (2)	•		
Mirror		•	•
<b>Hall Furnishing</b>			
Telephone <small>*Long Distance Personal University Authorization codes are issued upon request for long distance service.</small>	•	•	•
Bathrooms	Private	Community	Community
Big Screen Television <small>*Located in the Lounge</small>	•	•	•
Carpet	•	•	•
Central Air-Conditioning	•		
Coin-Operated Laundry	•	•	•
Coin-Operated Vending	•	•	•
Curtains/Blinds	•	•	•
Fitness Facility <small>*A fitness facility is located within 2 blocks of every residence hall and is available for all students.</small>	•	•	•
Fitness Room (Located in hall)	•		
Internet Connections	•	•	•
Kitchenette <small>*Located on the Main Level</small>	•	•	•
Mattress Pads (2)	•	•	•
Microwave <small>* One Microwave is located on each floor of each hall. Individual microwaves are not permitted in the dorms.</small>	•	•	•
Smoke Detector	•	•	•
Smoke Free	•	•	•
Printer	•	•	•
Recreation Room	•	•	•
Study Lounge	•	•	•
Wireless Internet	•	•	•

## FOOD SERVICE (Board Plans)

We have the most flexible meal plans available in the region. You only pay when you eat, which means that you don't lose your money if you miss a meal or two. The following are the meal plans available for your choice.

**Board Plan 1:** This plan is designed for light eaters as well as students who frequently go home on weekends.

**Board Plan 2:** This plan will meet the needs of students who spend some weekends away from campus and eat an average of two meals each day and seldom snack.

**Board Plan 3:** This plan is our most popular plan with students who eat an average of three meals per day.

**Board Plan 4:** This is an Extra Bonus Plan that is designed for those who eat all meals on a regular basis, snack frequently, and remain on campus most weekends.

## GENERAL CONDITIONS AND REQUIREMENTS OF THE BOARD CONTRACT PROGRAM

- A. Students pay for their board contract at the VCSU Business Office. Students will be issued an identification card and **must present the ID card for payment of purchases** made in either the cafeteria or “Viking I” snack bar. Lost or stolen ID cards should be reported to the Student Center Information Desk immediately. Illegal or fraudulent use of the ID card will result in the appropriate disciplinary action.
- B. **Students requesting board contract plan changes for a subsequent semester must complete the necessary form with the Housing Office, located in the Student Center, prior to the end of the semester.**
- C. The board contract does not include regular University vacations such as Veteran’s Day, Thanksgiving, Christmas, President’s Day, Spring Break, Easter, and other days designated as national or state holidays. The board contract begins with the first day of classes and ends on the last day of final examinations for that semester. Any changes in the normal board contract schedule will be posted at the entrance to the cafeteria.
- D. In the event that food service credit remains at the end of the semester, refunds will not be given or applied to the next semester. Refunds for students who cancel enrollment will follow the regular University refund policy. The University refund/repayment policy is available at the VCSU Financial Aid Office.
- E. Any questions regarding the board contract program should be referred to the Food Service Director.
- F. University facility charge - a constant charge paid to VCSU for utilities, equipment, depreciation, etc. For detailed information regarding this charge, refer to the Food Service brochure.

## GENERAL CONDITIONS AND REQUIREMENTS FOR THE RESIDENCE HALL ROOM CONTRACT

- A. If an occupant vacates a double room, the remaining occupant will have the option of paying the single rate (providing the room is not needed by the Housing Office) or being assigned to an occupied room.
  - 1. Single rooms are assigned on the basis of prioritized availability.
  - 2. The University reserves the right to transfer students from one room and/or hall to another if deemed necessary either prior to the opening of the University semester or during the year.
  - 3. The University reserves the right to enter rooms to aid in our basic responsibility regarding maintenance, student conduct, and in our role as an educational institution. A complete description of the Room Entry policy can be found in the Residence Hall Handbook.
- B. The University is not responsible for the personal belongings of any resident at any time. If these items are not covered by your family’s present homeowners policy; it is suggested that personal property insurance be obtained if expensive items are to be kept in your room.
- C. Personal refrigerators up to 4.5 cubic feet are allowed in the residence halls. Waterbeds are not permitted.
- D. Pets are not allowed in the residence halls.
- E. **The residence halls will be closed during extended vacation periods**, i.e., Christmas/Semester Break and Spring Break. A special charge will be made for those who must stay. Approved arrangements must be made seven days in advance with the housing office.
- F. Any damage beyond normal wear or loss of furniture or equipment will be charged against the responsible person or persons. We expect a certain amount of wear to occur to your room, however, you will be charged for damage or loss which is a result of negligence or misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage to the public areas in the residence halls, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, fire extinguishers, etc., will be charged to the individual(s) responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.
- G. Residence Hall Cancellations/Withdrawal: Students will be billed for the residence hall room until all personal property is removed and a proper checkout has been conducted, even if he/she has ceased attending classes or withdrawn from school. Students leaving as a result of academic suspension, disciplinary sanctions, or withdrawal must check out of the residence hall within 24 hours from the date notified. Refer to the following website for the drop and withdrawal refund schedule: [www.vcsu.edu/businessoffice/vp.htm?p\\_1036](http://www.vcsu.edu/businessoffice/vp.htm?p_1036). The Housing Department reserves the right to remove items left beyond the 24 hour time period and to sell or dispose of any property held in storage for one year or more.
- H. By signing this contract the student agrees to abide by the rules and regulations outlined in the VCSU Residence Life Handbook and the VCSU Student Code of Conduct, listed in the Student Handbook. VCSU prohibits the use of alcohol and tobacco on campus.

# VCSU Residence Hall Room & Board Contract

Academic Year: \_\_\_\_\_

Student ID \_\_\_\_\_  
(for institutional use only)

## Part One:

Name: \_\_\_\_\_  
Last First MI

Student Classification: \_\_Fr \_\_So \_\_Jr \_\_Sr  
(Check One)

Address: \_\_\_\_\_  
Mailing Address

Gender: \_\_\_Female \_\_\_Male

City State Zip Code

Social Security Number\*: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_  
Mailing Address

Email: \_\_\_\_\_

City State Zip Code

Parent/Guardian Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## Part Two:

Please indicate your residence hall preference below:

- Kolstoe Hall: Suite Style Deluxe 114 bed Co-ed residence hall –upperclassmen have priority
- McCoy Hall: 58 room residence hall for women
- Snoeyenbos Hall: 98 room residence hall for men

Indicate preference between a single room or a double room (roommate):

- Single Room (not available in Kolstoe)
- Double Room

We will do our best to accommodate roommate preference requests. Indicate roommate preference below:

**NOTE:** If you have special needs, which may affect your housing assignment, you must send documentation and a statement of need to VCSU Housing Office, 230 Viking Dr SW, Valley City, ND 58072.

**ROOM CHANGES:** Applications for room changes will be taken during the third week of the first semester, free of charge. A \$25 processing fee will be assessed to students who change rooms before or after this date.

## Part Three:

Select one of the four board plans listed below. Residents who fail to indicate their plan preference will **automatically be billed for Plan 2**. The board contract may be used in the Cafeteria or the *Viking I* restaurant.

- Plan 1 Designed for light eaters as well as those who frequently leave campus on the weekends
- Plan 2 Meets needs of students who spend some weekends away from campus, eat an average of two meals per day, and seldom snack
- Plan 3 The most popular plan, this is for students who eat an average of three meals per day during the week and occasionally snack
- Plan 4 Extra bonus plan is designed for those who eat all meals on a regular basis, snack frequently, and remain on campus weekends

## Housing Policy

All full-time (12 semester hours) first-time freshman students will be required to reside on campus and be on a board plan for a period of one full academic year or two full semesters. The only exceptions to this policy are as follows:

1. **The student is living at home providing the home residence is within 35 miles of Valley City.**
2. **The student is 21 years of age.**
3. **The student is married or the single head of a household.**

Students and parents will be asked to provide written verification of any off-campus residence. Students determined to be in violation of this policy will be considered in violation of the VCSU Student Code of Conduct and will be subject to disciplinary action. Rooms are provided with bed, desk, chair, closet, and dresser. Students must provide their own linens, blankets, and towels.

**This is a legal and binding contract for the entire academic year.** Students not returning to the residence hall for the second semester must be approved for cancellations by filing a room and board contract change form at the Housing Office by **December 15**. **There will be no room and board refunds to students moving off campus within a semester.** The room and board contract is required of all resident hall students. Room and board charges are due by the designated due date of each semester. Refer to this web page for dates, refund and repayment policy, and additional information: [www.vcsu.edu/businessoffice/](http://www.vcsu.edu/businessoffice/)

I have read, understand, and agree to abide by the *General Conditions and Requirements of the Board Contract Program* and the *General Conditions and Requirements for the Residence Hall Room Contract*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*NOTE: Social Security Number disclosure is voluntary and is used as an individual ID number for record-keeping and administrative purposes only.

# Roommate Compatibility Survey

To increase the probability of you having a compatible roommate, we've designed a list of characteristics that we will use in matching roommates. If you know of someone you would like to have as a roommate, be sure to indicate that student's name on the contract and have that student indicate your name on his/her contract. Otherwise, complete the following personal profile and we will do our best to match you with someone who possesses the characteristics you desire in a roommate. *Be sure to be honest when completing the Student Personal Profile to ensure that you and your roommate are as compatible as possible. Completion of this profile is optional.*

## Check the Characteristics that apply to you:

### Characteristic

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Get up Early   | <input type="checkbox"/> Go to bed late   | <input type="checkbox"/> Prefer a neat room        |
| <input type="checkbox"/> Get up Late  | <input type="checkbox"/> Go to bed early  | <input type="checkbox"/> I don't mind a messy room |
| <input type="checkbox"/> Smoke  | <input type="checkbox"/> Like to Socialize  | <input type="checkbox"/> Prefer to keep to myself  |
| <input type="checkbox"/> Require it quiet to study  | <input type="checkbox"/> Like to Listen to Music ( <i>circle those that apply</i> )<br>(Christian, country, heavy metal, rap, rock, R&B, other:_____) |  |
| <input type="checkbox"/> Special interests & abilities: _____ (athletics, music, theatre, etc.)   |   |  |
| <input type="checkbox"/> I would welcome the opportunity to share a room with a student from a different ethnic or national background. |   |  |
| If so, my ethnic origin is: <input type="checkbox"/> African American/Black <input type="checkbox"/> Asian/Pacific Islander             |   |  |
| <input type="checkbox"/> Hispanic/Non-Black <input type="checkbox"/> Native American/Native Alaskan                                     |   |  |
| <input type="checkbox"/> White <input type="checkbox"/> International Student   |   |  |

## Before submitting this contract and optional personal profile, did you?

- Complete all of the questions on the contract side of this form
- Sign the bottom of the contract side of this form
- Include the \$50 check or money order
- Complete the personal profile (optional)

**SUBMIT THE COMPLETED CONTRACT, SURVEY, AND \$50 ROOM RESERVATION FEE TO:**

Housing Office  
Valley City State University  
101 College St SW  
Valley City, ND 58072