

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					¹	²		
Transfer			³					
Returning Student	⁴					⁵		
Non-degree Seeking*								
Jump Start* (HS Early Entry or Dual Credit)								⁶
Online			³					

*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.

¹If 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.

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

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

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

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

⁶The 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., 8th 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. 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.

Please read this page before you complete the Undergraduate Application for Admission.

General Information:

Thank you for your interest in a North Dakota University System College/University. This Undergraduate Application for Admission can be used to apply for admission to any of the colleges/universities listed in Item 1.

The Application for Admission is on the following pages. Mail the Application for Admission and the **\$35 non-refundable application fee** to the Admissions Office at the college/university to which you are applying. The addresses for the North Dakota University System colleges/universities are listed in Item 1.

1. LISTED BELOW ARE THE NAMES AND ADDRESSES OF THE COLLEGES AND UNIVERSITIES IN THE NORTH DAKOTA UNIVERSITY SYSTEM.

Bismarck State College
P.O. Box 5587
Bismarck, ND 58506-5587
Phone: 1-800-445-5073

Dakota College at Bottineau
105 Simrall Blvd.
Bottineau, ND 58318-1159
Phone: 1-800-542-6866

Dickinson State University
291 Campus Drive
Dickinson, ND 58601-4896
Phone: 1-800-279-4295

Lake Region State College
1801 College Drive N.
Devils Lake, ND 58301-1598
Phone: 1-800-443-1313

Mayville State University
330 3rd St. NE
Mayville, ND 58257-1299
Phone: 1-800-437-4104

Minot State University
500 University Ave. W.
Minot, ND 58707-0001
Phone: 1-800-777-0750

North Dakota State College of Science
800 North 6th St.
Wahpeton, ND 58076-0002
Phone: 1-800-342-4325

North Dakota State University
Box 6050, Dept 5230
Fargo, ND 58108-6050
Phone: 1-800-488-6378

University of North Dakota
Twamley Hall Rm 205
264 Centennial Dr Stop 8357
Grand Forks, ND 58202-8357
Phone: 1-800-225-5863

Valley City State University
101 College Street SW
Valley City, ND 58072
Phone: 1-800-532-8641

Williston State College
1410 University Avenue
Williston, ND 58801
Phone: 1-888-863-9455

2. EQUAL OPPORTUNITY POLICY: It is the policy of the NDUS that no person in the United States shall be discriminated against because of race, religion, age, color, gender, disability, or national origin, and the equal opportunity and access to facilities shall be available to all. This policy is particularly applicable in the admission of students in all colleges, and in their academic pursuits. It also is applicable in the University-owned or University-approved housing, food services, extracurricular activities and all other student services. It is a guiding policy in the employment of students either by the University System or by outsiders through the University System and in the employment of faculty and staff. Concerns regarding the Title IX, Title VI, ADA, and Section 504 may be addressed to the Office of Civil Rights, U.S. Dept. of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, email: OCR.KansasCity.ed.gov, or your on-campus Affirmative Action/Equal Opportunity Officer. Please see Item 3 below for the name and address.

3. IF YOU WANT INFORMATION REGARDING THE EQUAL OPPORTUNITY POLICY, CONTACT THE CIVIL RIGHTS COMPLIANCE OFFICER AT THE COLLEGE/UNIVERSITY TO WHICH YOU ARE APPLYING. THE NAME AND ADDRESS OF THE CIVIL RIGHTS COMPLIANCE OFFICER FOR EACH COLLEGE/UNIVERSITY IS LISTED BELOW.

Rita Lindgren
Bismarck State College
P.O. Box 5587
Bismarck, ND 58506-5587
Phone: (701) 224-5427
rita.lindgren@bsc.nodak.edu

Deb Syvertson
Dakota College at Bottineau
105 Simrall Blvd.
Bottineau, ND 58318-1159
Phone: (701) 228-5454
deb.syvertson@dakotacollege.edu

Marshall Melbye
Dickinson State University
291 Campus Drive
Dickinson, ND 58601-4896
Phone: (701) 483-2331
marshall.melbye@dso.nodak.edu

Corry Kenner
Lake Region State College
1801 College Dr. N.
Devils Lake, ND 58301-1598
Phone: (701) 662-1505
corry.kenner@lrsc.edu

Steve Bensen
Mayville State University
330 3rd St. NE
Mayville, ND 58257-1299
Phone: (701) 788-4761
steven.bensen@mayvillestate.edu

Wes Matthews
Minot State University
500 University Ave. W.
Minot, ND 58707-0001
Phone: (701) 858-3352
wes.matthews@minotstateu.edu

David Lindberg
North Dakota State College of Science
800 North 6th St.
Wahpeton, ND 58076-0002
Phone: (701) 671-2904
david.lindberg@ndscs.nodak.edu

Eveadean Myers
North Dakota State University
P.O. Box 6050, Dept. 4600
Fargo, ND 58108-6050
Phone: (701) 231-7703
evie.myers@nds.u.edu

Sally Page
University of North Dakota
Twamley Hall Rm 101
264 Centennial Dr Stop 7097
Grand Forks, ND 58202-7097
Phone: (701) 777-4171
sallypage@mail.und.edu

Derek Hughes
Valley City State University
101 College Street
Valley City, ND 58072
Phone: (701) 845-7401
derek.hughes@vcso.edu

Michelle Borlaug
Human Resources Officer
Williston State College
1410 University Avenue
Williston, ND 58801
Phone: (701) 774-4204
michelle.borlaug@wsc.nodak.edu

Valley City State University Undergraduate Application for Admission

NDUS Procedure 402.0.0

January 2011

Please Read All Questions Carefully

Please print in ink

Mail the Application for Admission and the \$35 non-refundable application fee directly to Enrollment Services Office, 101 College St. SW, Valley City, ND 58072. If you have any questions about the application, please call 1.800.532.8641, ext. 37101.

- 1. Have you previously applied for admission to Valley City State University? Yes No
- 2. Have you previously attended Valley City State 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: _____
First (Name or Given Name) Middle Last (Surname or Family Name) Former (Surname or Family Name) (if applicable)

5. Social Security Number*(U.S. residents only) _____-_____-_____

*** Disclosure of this information is voluntary. Failure to provide a Social Security Number may cause delays in administrative services such as financial aid processing and receiving federal tax information. International Students: Please provide a U.S. Social Security Number if you have been assigned one. If you are entering the U.S. for the first time, please leave this blank.**

6. Gender:** Male Female

7. Your Birthdate: ___/___/_____ Place of Birth: _____
Month Day Year Country City State/Province/Municipality

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 of the U.S.? 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 Current Mailing Address: _____
Country, (if not USA) Street Apt # City State/Province/Municipality

Zip Code County Telephone Your E-mail Address: _____

Permanent Address: _____
Country (if not USA) Street Apt # City State/Province/Municipality

Zip Code County
(_____) _____ (_____) _____ (_____) _____
Home Telephone Cell Phone Other Telephone

13. Mother/female guardian name: _____ Father/male guardian name: _____

Parent/Guardian Address: _____
Country (if not USA) Street Apt # City State/Province/Municipality

Zip Code County Telephone E-mail Address: _____

14. Check the option that best describes your current educational goal at this institution:

- Earn a certificate Earn a bachelor degree
- Complete courses but not a degree (not eligible to receive financial aid)

15. Indicate delivery method/location: On campus Online Off-campus site (indicate location): _____

16. Indicate term you plan to enter: Fall Spring Summer ____ Year

17. Indicate academic major/program: _____ Teaching Degree

**** 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.**

18. List the last high school attended: _____
High School City State Graduation Date/Anticipated Graduated Date

GED (high school equivalency exam) Completion Date

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 (including withdrawals). 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 United States (U.S.) Armed Services? Yes No

24. Are you a member of any of the following U.S. Armed Services? Army Navy Air Force Marines
 Coast Guard North Dakota National Guard National Guard
 If so, are you: Active Duty Reservist Dependent/Spouse

Additional Information Required

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.nodak.edu/policies/ndus-policies/subpolicy.asp?ref=2602> 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.

Signature Required

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 Enrollment Services Office of the changes and understand that my admission status will be reevaluated at that time.

Student ID _____
(for institutional use only)

Signature of Student: _____

Date: _____

Valley City State University Supplemental Questions

1. Are you a first generation college student (neither parent has completed a baccalaureate degree)? Yes No

2. How did you learn about Valley City State University?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Billboard | <input type="checkbox"/> High School Visit | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Magazine | |
| <input type="checkbox"/> College Guide | <input type="checkbox"/> Mailing | |
| <input type="checkbox"/> Email | <input type="checkbox"/> Referral | |

3. Did you use a web search?

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cappex | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> College View | <input type="checkbox"/> USNews |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> YouTube |
| <input type="checkbox"/> Hobson's | <input type="checkbox"/> Zinch |
| <input type="checkbox"/> Naviance | <input type="checkbox"/> Other: _____ |

4. Who were you referred by?

- Alumni Coach Counselor Family Friend Teacher Other: _____

5. Please indicate which admit type best describes you:

- First Year Student - You are applying for admission and HAVE NOT attended a post-secondary institution AFTER high school graduation or GED completion.
- Transfer Student - You are applying for admission and HAVE attended a post-secondary institution AFTER high school graduation or GED completion.
- Non-Degree Student - You intend to take (a) course(s) but do not intend to get a degree from this institution. The institution reserves the right to limit the credits taken as a non-degree student. Not eligible to receive financial aid.
- Early Entry/Dual Credit Student - You are a high school student applying to enroll in (a) college course(s) BEFORE high school graduation and will use the course(s) ONLY for college credit or for BOTH college and high school credit.
- Returning Student - You have attended this institution before and are returning to complete (an) additional course(s). You HAVE NOT earned a degree from this institution.
- Continuing - You are returning to complete (an) additional course(s) and HAVE earned a degree from this institution.

6. Are you an International student? Yes No

(Canadian students please mark NO, as you do not need to complete an additional form)

FAQ About VCSU

WHAT IS AN R.A.? - A resident assistant, or R.A., is an upperclassman living on your floor who provides leadership for their residents.

WHAT IS L2L? - Learning to Live, Living to Learn. This is a seminar which provides first year students with an introduction to many aspects of campus life at VCSU. The groups are led by upperclassmen and they will guide you through topics that will help you adjust to college living, such as; time management, campus services, stress management, paying for college, academic advising and more. you also get the opportunity to participate in a service project.

WHAT IS THERE TO DO? -Your options are endless. The Viking Campus Activities Board has a variety of activities during the week and on weekends. Events like Vikings After Dark, Comics, Hypnotists, Crafts, Movie night, dances are just a few activities going on throughout the semester.

CAMPUS CONNECTION? -The Campus Connection portal provides a secure and convenient access point to your personal and campus information. You are able to register for classes, see your financial aid status, check your bill, find out who your advisor is, and more.

<http://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST>

WHAT IS FAFSA? - Free Application for Federal Student Aid. the FAFSA is used to apply for federal student aid such as grants, work-study, and loans. You may also use the FAFSA to apply for most state and some private aid. What to learn want to learn more? Visit www.fafsa.ed.gov

DO I NEED A LAPTOP? - Don't have a laptop? No problem! All full-time students at VCSU will receive a laptop from VCSU to use throughout the semester. The campus is totally wireless, although there are over 2,000 ethernet hook-ups around campus. You have the ability to print from numerous printers on campus and there is great support from our Help Desk staff to manage any computer issue.

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 five 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 26 Suites	Robertson 40 Rooms	Mythaler 18 Rooms
Room Furnishing	Co-ed	Women	Co-ed	Men	Men
Twin Bed Extra Long Mattress	•	•	•	•	•
Chairs (2)	•	•	•	•	•
Desks (2)	•	•	•	•	•
Closet (2)	•	•	•	•	•
Dresser (2)	•		•		
Mirror		•		•	•
Hall Furnishing					
Telephone <small>Local call access on each floor</small>	•	•	•	•	•
Bathrooms	Private	Community	Private	Community	Community
Big Screen Television <small>*Located in the Lounge</small>	•	•	•	•	•
Carpet	•	•	•	•	•
Central Air-Conditioning	•		•		
Free Laundry Facilities	•	•	•	•	•
Coin-Operated Vending	•	•	•	•	•
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	•	•	•	•	•
Wireless Internet	•	•	•	•	•
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(first floor)	•	•	•	•	•
Recreation Room	•	•	•	•	•
Study Lounge	•	•	•	•	•

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 that spend weekends off campus

Board Plan 2: This plan is intended for students who spend a few weekends on campus and eat some meals during the week

Board Plan 3: This plan is appropriate for students who eat on campus during the week, some weekends, and snack lightly

Board Plan 4: This plan is designed for students who stay on campus during the weekend, eat most meals on campus, and snack occasionally.

**The above descriptions are based on students who eat the majority of their meals in the cafeteria. The cafeteria is a one price, all inclusive meal that is more cost effective than dining in the Viking I retail location.

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 exams for that semester. Any changes in the normal board contract schedule will be posted at the entrance of 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 families 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 & Spring Break. A special charge will be assessed to those students who must stay. Approved arrangements must be made 7 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. The Housing Department reserves the right to remove items left in rooms 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 VCSU Student Handbook.
- I. VCSU prohibits the use of alcohol and tobacco on campus.

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>)
(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
- Include proof of Meningitis vaccine
- Complete the personal profile (optional)

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

Housing Office
Valley City State University
230 Viking Drive SW
Valley City, ND 58072