
WELCOME to Valley City State University

Thank you for your interest in the summer session classes at Valley City State University. The enclosed information will provide you with course offerings, application procedures, registration information, and office contacts to assist you. This information is also available online at www.vcsu.edu. Materials in the brochure are subject to change without notice and these changes will be noted on the web.

<u>Department</u>	<u>Location</u>	<u>Phone Number</u>
VCSU Toll Free		1-800-532-8641
Athletics	Osmon Fieldhouse	(701) 845-7161
Enrollment Services	McFarland Hall 218	(701) 845-7101
Extended/Distance Learning.....	McFarland Hall 327E.....	(701) 845-7303
Bookstore	Memorial Student Center	(701) 845-7141
Business Office	McFarland Hall 215	(701) 845-7232
Financial Aid Office	McFarland Hall 219	(701) 845-7542
Food Service, Sodexo	Memorial Student Center	(701) 845-7131
Graduate Studies Office	McFarland Hall 327E.....	(701) 845-7303
Help Desk	Rhoades Science Center 117	(701) 845-7340
Information Desk	Memorial Student Center	(701) 845-7990
Library	Allen Memorial Library.....	(701) 845-7277
Registrar's Office.....	McFarland Hall 219	(701) 845-7295
Residence Life Office	McFarland Hall 209	(701) 845-7728
Student Academic Services.....	Vangstad 018.....	(701) 845-7302
Student Affairs Office.....	McFarland Hall 209	(701) 845-7301
University Advancement	McFarland Hall 212	(701) 845-7403

Equal Access/Equal Opportunity

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 veteran's 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 211, 701-845-7424) 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.

Important Information

APPLICATION PROCEDURES

Undergraduate Admission

- If you have not previously attended VCSU, you will need to fill out an Application for Admission and pay the \$35.00 application fee. You can apply and pay your application fee online at www.vcsu.edu/enrollmentservices/. If you have any questions, please contact Enrollment Services at 701-845-7101 or enrollment.services@vcsu.edu.
- If you are a returning student and have been out for more than one semester, you will need to fill out a Returning Student Form or the Summer Undergraduate Registration Form. You do not pay the application fee again. These forms can be found at www.vcsu.edu/registrar/. If you have any questions, please contact the Registrar's Office at 701-845-7295 or registrar@vcsu.edu.

Graduate Admission

- For information about graduate admission, go to www.vcsu.edu/graduate/. The deadline for summer graduate applications is **May 05, 2017**. If you have any questions, please contact the Graduate Studies Office at 701-845-7303 or graduate@vcsu.edu.

REGISTRATION INFORMATION

Summer registration begins on **March 20, 2017**. Please complete all course registrations one week before the course begins.

Summer sessions compress the regular semester, by meeting 3, 4, or 8 weeks instead of 16 weeks. However, the expectation for academic rigor, course content, and study remain the same. Therefore, a 3 credit course offered during an 8 week session will take the same amount of time as 6 credits would in a regular academic term, and a 3 credit course offered during a 4 week session is equivalent to 12 credits (or full time) during a regular academic term.

Prior to registering each term, you must complete a Financial Obligation Agreement (FOA). The FOA is a commitment to pay all charges in full for the selected term. To complete the FOA, you will log into Campus Connection and go to Student Center>Finances>Financial Obligation Agreement. Please contact the Business Office at 701-845-7232 or business.office@vcsu.edu with any questions.

Undergraduate Registration - Courses with a Catalog Number 100-499 are undergraduate level.

- Course loads for the summer session are as follows: full-time - 6 credits; three-quarter time - 5 credits; and half-time - 3 credits. During the summer session, the maximum load is 9 concurrent credits for a student in good academic standing. An approved overload petition must be presented with any request to enroll for more than 9 concurrent credits.
- No more than 14 credits will be allowed during the summer. In addition, students should recognize the intense demands of the compressed summer term, and limit themselves to no more than two courses in any session (for example, no more than two courses during the first four weeks, or no more than two, non-overlapping courses during the first three week session).
- For purposes of federal financial aid, undergraduates are considered half-time at 6 credits, three-quarter time at 9 credits and full-time at 12 credits.
- Registration may be completed online in Campus Connection before the last day to add for each session.
- Contact the Office of the Registrar at 701-845-7295 or registrar@vcsu.edu if you have any questions.

Important Information

Graduate Registration – Courses with a Catalog Number 601-699 are graduate level.

- All graduate courses are online.
- Registration may be completed online in Campus Connection before the last day to add.
- For purposes of federal financial aid, graduate students are considered half-time at 5 credits, three-quarter time at 7 credits and full-time at 9 credits.
- Contact the Office of Graduate Studies & Research at 701-845-7303 or graduate@vcsu.edu for assistance with graduate registration

Professional Development Registration - Courses with a Catalog Number 700 are graduate level courses which are not applicable to a master's degree. A bachelor's degree is required to enroll.

- Professional Development courses are available both online and face-to-face.
- For course availability, registration and payment information, see the Extended Learning website at www.vcsu.edu/extend/ under the **Registration and Course Availability**.
- Contact the Office of Extended Learning at extend@vcsu.edu or call 701-845-7303 for assistance with registration or questions.

SUMMER SESSION DROP/ADD DATES

Session	Begin Date:	Last Day to: -Add -Drop with No Record -Drop with a Refund	Last Day to: -Drop with Record "W"	End Date:
First 3 Weeks	May 15, 2017	May 15, 2017	May 26, 2017	June 02, 2017
First 4 Weeks	June 05, 2017	June 06, 2017	June 22, 2017	June 30, 2017
First 8 Weeks	June 05, 2017	June 08, 2017	July 12, 2017	July 28, 2017
Second 4 Weeks	July 03, 2017	July 05, 2017	July 20, 2017	July 28, 2017
Second 3 Weeks	July 31, 2017	July 31, 2017	Aug. 11, 2017	Aug. 18, 2017
GRADUATE 8 Weeks	June 05, 2017	June 08, 2017	July 12, 2017	July 28, 2017

DROP, CANCEL, and WITHDRAW

If you register for a course but will be unable to complete it, you must drop the course. A drop may be entered in Campus Connection before the last day to Drop with Record for each session. Please note Campus Connection will not allow you to drop from all of your classes to ensure that the appropriate cancel or withdraw process is followed.

If it becomes necessary to cancel all classes before the session begins or to withdraw from all classes after the session has begun, please contact the Student Academic Services Office at academic.services@vcsu.edu or 701-845-7302.

DROP REFUND POLICY

A refund is based upon the percent of the enrollment period that has been completed. Because all summer session courses are delivered in an abbreviated schedule, **the amount of time in which you can drop a course and still receive a refund is VERY brief.** Please review the Summer Session Drop/Add Dates above for the Last Day to Drop with a Refund for each session. The 2016-2017 Term-Session Drop/Add Dates are also available at www.vcsu.edu/registrar/.

Important Information

TUITION, FEES, and PAYMENT

VCSU uses electronic billing (e-bill) for processing statements. **Statements will not be mailed.** Payment can be made by check, cash, or credit card in the Business Office. Credit card (Visa, Mastercard, Discover) or e-check payments can also be made online in Campus Connection. For information, go to www.vcsu.edu/businessoffice/.

Payment for classes is due by June 14th, 2017.

Most student financial aid will directly credit your student account. If financial aid does not cover the full amount, you are responsible for the balance by the due date mentioned above. Please contact the Business Office to setup a payment plan if your financial aid will be disbursed after the deadlines. **A monthly 1.75% late payment fee may be applied to any installment balance 30 days past due.**

The tuition charge for all undergraduate courses will be assessed on a per credit hour basis at the 2016-2017 tuition rate, which is \$255.76 per credit for in-state residents. A few laboratory or high material use classes may have fees in addition to the tuition charges. *Please note: Tuition rates are subject to change depending upon State Board of Higher Education action.*

STUDENT FINANCIAL AID

Student Financial Aid is limited during the summer session. In order to receive consideration, each student must have on file a completed **2016-2017 FAFSA (Free Application for Federal Student Aid)**. The student will also need a **VCSU Summer Supplement Financial Aid Application**. These forms are available at www.fafsa.ed.gov and www.vcsu.edu/financialaid/. Early application is recommended and these forms must be received by **May 15, 2017**.

VCSU students enrolling for collaborative/consortium courses are required to file the appropriate forms for aid consideration. Forms are available at: <http://www.vcsu.edu/documents/vp.htm?p=1294>.

STUDENT GRADES/OFFICIAL TRANSCRIPTS

Summer grades will be posted after the undergraduate First Four Week session and the First Eight Week session. **Students may check grades and view unofficial transcripts in Campus Connection.** An official transcript may be requested in Campus Connection under Self Service > Academic Records > Order Official Transcript or directly from www.getmytranscript.com. A fee of \$5 is required per official transcript, plus applicable processing fees if special order options are requested. More details about transcript ordering are available at www.vcsu.edu/registrar/.




OFFICE HOURS



Summer office hours Monday through Friday are 7:30 am – 4:00 pm CDT (Central Daylight Time). If you have general questions or need more information, please call 1-800-532-8641.

CAMPUS CONNECTION

Through the Campus Connection links on the VCSU website, you can search the class schedule, register for classes, pay your account online, view grades/unofficial transcripts, and more.

To help you navigate, there are a number of help documents with the detailed instructions and screenshots at <http://www.vcsu.edu/CampusConnection/>.

[Search for a Course?](#) 
[Add Classes](#) 
[Make a Payment](#) 

[View My Grades](#) 
[View/Print Unofficial Transcript](#) 

Important Information

STUDENT CENTER

Valley City State University cordially invites all summer school students to use the facilities in the fully air-conditioned Student Center. The summer hours are 7:30 am until 6pm from June 5 to July 14. The game room, conference rooms, lounge, bookstore, and food service are available to students and guests. Special services for conferences or meetings may be arranged by calling the Information Desk at 701-845-7990.

BOOKSTORE

The VCSU Bookstore can meet all of your textbook needs. A link to the textbook information for each class section is available in Campus Connection by clicking on the ISBN book icon. Most books are available two weeks before the session begins. Book purchases may be billed to excess financial aid starting one week prior to the session. The text area of the Bookstore is located in the lower level of the Student Center and the hours are 8:00 am – 3:30 pm.

If you need to place a book order, please visit us online at <http://bookstore.vcsu.edu/home.aspx> or contact the Bookstore at 701-845-7141.

Please consider purchasing your books from the VCSU bookstore. You can be certain that your campus bookstore has the correct edition, as well as any access codes or additional materials required by the instructor.

FOOD SERVICE

The university food service is located in the air-conditioned Student Center. A variety of food will be served in the Viking I on a per meal basis Monday through Friday between June 5 and June 30 from 11:00 am to 1:00 pm

HOUSING/RESIDENCE HALL

Students will be housed in Kolstoe Hall, which has two bedroom suite style units with a separate bathroom in each suite. *The university reserves the right to use an alternate residence hall if necessary.*

If you plan to stay in the residence hall, you will need to complete a Contract for Residence Hall Housing. The form is available online at www.vcsu.edu/housing/.

Students staying in the residence hall will check in at the front desk of their assigned hall.

The check-in schedule is as follows:

Sunday check-in: 6:00-10:00 pm

Monday check-in: 4:00-6:00 pm

Exceptions to the check-in schedule:

Sunday, May 28: no scheduled check-in

Monday, May 29 check-in: 6:00-10:00 pm

Tuesday, May 30 check-in: 4:00-6:00 pm

Special arrangements for alternate check-in times can be made through the Housing Office. If you have any questions, please contact the Residence Life Office at 701-845-7728 or housing@vcsu.edu.