



Thank you for your interest in Valley City State University. The enclosed information on application procedures will allow you to apply for admission, housing and scholarships. Materials in this brochure are subject to change without notice. Send completed materials to: Office of Enrollment Services, 101 College Street SW, Valley City, ND 58072.

If you have any questions or concerns, please call the appropriate office.

<u>DEPARTMENT</u>	<u>PHONE NUMBER</u>
VCSU Toll Free	1-800-532-8641
Enrollment Services	701-845-7101
Department of Athletics	701-845-7161
Business Office	701-845-7232
Financial Aid	701-845-7541
Food Service, Marriott-Sodexo	701-845-7130
Housing Office	701-845-7724
Admission and Records Office	701-845-7295
Student Affairs Office	701-845-7298
University Relations Office	701-845-7411

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.

ADMISSION CHECKLIST ✓

Please use this convenient checklist to insure complete and accurate pre-enrollment processing. You should retain the checklist for your own records.

Freshmen Students:

- I have submitted my application for admission to Valley City State University
- I have submitted the \$25 non-refundable application fee
- I have requested that my high school counselor or principal send an official high school transcript of my course work
- I have submitted proof of immunity against measles, mumps and rubella
- I have submitted the ACT/SAT test results to VCSU
- Completed North Dakota University System College Preparatory Course Report Form
- I have completed the Free Application for Federal Student Aid (FAFSA)
- I have submitted a housing application

Transfer Students (24 transferable credits or more):

- I have submitted my application for admission to Valley City State University
- I have submitted the \$25 non-refundable application fee
- I have notified the registrars office at each college or university I have previously attended to send an official transcript to VCSU
- I have submitted proof of immunity against measles, mumps and rubella
- I have completed the Free Application for Federal Student Aid (FAFSA)
- I have submitted a housing application

APPLICATION PROCEDURES

Applicants are admitted to study at Valley City State University on the basis of academic and personal qualifications, consistent with the admission policies established for all public colleges and universities in the state. The admission procedures are designed to enroll those persons who will benefit from and contribute to the University as it meets the challenges of the 21st Century. In addition to the traditional admission program, Valley City State University endeavors to provide opportunities in education for the non-traditional student.

Admission of Freshmen Students

A complete application to Valley City State University requires:

1. A non-refundable fee of \$25.
2. A copy of the high school transcript or proof of successful completion of the General Education Development Test (GED).
3. 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.
4. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT). The following students are exempt from the ACT, SAT requirement:
 - Age 25 or older on the first day of class,
 - From foreign countries other than Canada.
5. Completed North Dakota University System College Preparatory Course Report Form:
-To be considered eligible for admission, all beginning freshmen applicants under the age of 23 are required to have completed the following high school curriculum.
 - 4 units of English
 - 3 units of Mathematics, Algebra I and above
 - 3 units of Laboratory 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 had the required high school courses may be admitted. Contact the Enrollment Services Office for further information.

Admission of Transfer Students

In order to be considered for admission, transfer applicants must be in good academic standing and eligible to return to their last institution of full-time attendance. A complete application to VCSU requires:

1. A non-refundable fee of \$25.
2. Official transcripts of all previous academic work from each institution attended by the applicant. Transfer credits are evaluated by the registrar. A copy of the evaluation is sent to the student with the acceptance letter. Student who are dissatisfied with course equivalency determinations may consult directly with the registrar or the appropriate division chairperson involved in an attempt to more precisely define equivalencies or identify appropriate substitutions.
3. A copy of the high school transcript or proof of successful completion of the GED. This is not required of applicants who have completed 24 or more semester (36 quarter) hours of transferable credit.
4. Verification of measles immunization. See item three in 'Admission of Freshmen Students' section.
5. Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT). This is not required of applicants who have completed 24 or more semester (36 quarter) hours of transferable credit.
6. Completed North Dakota University System College Preparatory Course Report Form. This is not required of applicants who have completed 24 or more semester (36 quarter) hours of transferable credit.

The North Dakota University System (NDUS) has developed a general education transfer agreement to assist students who transfer within the NDUS.

Early Admission

Valley City State University will admit a limited number of students with outstanding records at the end of their junior year in high school education. Students applying for this consideration must make application at the Office of Admission and Records and complete an Early Admission Application form which includes a recommendation from the high school principal.

Transient Students

Undergraduate transient students who wish to earn a limited amount of credit at Valley City State University and who intend to return to their home institutions are not required to file transcripts and examination scores. These students must apply for admission and be eligible to return to institutions previously attended. If a student wishes to attend Valley City State University for more than one term, the transient status ends and all admission requirements for a beginning transfer student must be met before the second enrollment at Valley City State University.

International Students

Please contact the VCSU Office of Enrollment Services to obtain the International Student Application Packet. **Canadian students** should complete this application along with the international student financial statement. Contact the Office of Enrollment Services for details.

North Dakota University System Application for Admission

PLEASE READ ALL DIRECTIONS BEFORE COMPLETING THIS FORM

Please type or print in ink

Mail the Application for Admission, the College Preparatory Course Report form, and the \$25 non-refundable application fee directly to the Enrollemnt Services Office at the university to which you are applying. If you are applying to a two-year college, you do not need to complete the College Preparatory Course Report form.

To which college or University within the North Dakota University System are you applying? _____

Have you previously applied for admission to that college or university? Yes No

Have you previously attended that College or University? Yes No If yes, list date attended ____/____/____

Will you be registering for courses from more than one North Dakota University System institution? Yes No

1. DATE ____/____/____ SOCIAL SECURITY NUMBER ____-____-____ NA/ID No _____
(for institutional use only)

2. Legal Name: _____
Last First Middle Former (if applicable)

3. Student's E-mail Address: _____

4. Mailing Address _____
Street Apt # City State Zip Code

County Country (if not USA) Telephone

5. Name of Parent or Guardian _____
Permanent or Parent/Guardian Address _____
Street Apt # City State Zip Code

County Country (if not USA) Telephone

6. Your Birthdate ____/____/____ Place of Birth _____
Month Day Year City State County Country (if not USA)

7. Are you a member or Veteran of the Armed Service? Yes No If yes, will you apply for benefits? Yes No

8. Are you an active member/dependent of an active member of the military stationed in ND? Yes No

9. Are you a spouse or dependent of a graduate of a North Dakota Public Institution? If so, which institution?

10. Are you a North Dakota resident? Yes No If yes, length of residency?____ If no, state of residence _____

11. Are you a U.S. Citizen? Yes No If no, in which country do you hold citizenship? _____

12. If not a U.S. Citizen, are you a permanent resident? Yes No If yes, give alien registration number _____

13. *Gender: Male Female *Race: White Native American Indian/Native Alaskan African American/Black
Asian/Pacific Islander Hispanic/Non-Black

14. Year you plan to enter? 20____ (check one) Fall Spring Summer Other (explain) _____

15. Please Indicate: _____
Academic Major Teaching Degree (yes or no) Academic College (NDSU, UND applicants only)
If undecided on academic major check here: _____

16. Indicate the date you took or plan to take either the ACT or SAT: ACT ____/____/____ SAT ____/____/____
Mo. Yr. Mo. Yr.

17. List the last high school attended:

High School City State Graduation Date

GED (high school equivalency exam) Completion Date

18. Have you attended or are you currently enrolled in any other colleges or universities? Yes No
List all colleges, universities, and schools (beyond high school) attended, whether or not credit was earned.

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

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

List additional colleges, universities and schools on a separate sheet.

I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE COMPLETE AND TRUE:

REQUIRED: (applicant's signature) Date

*NOTE: This information is requested for statistical purposes only and will not affect the status of your application. The information will not be used in a discriminatory manner and your reponse is voluntary.

NORTH DAKOTA UNIVERSITY SYSTEM

College Preparatory Course Report Form

Required for admission to the four-year public universities in North Dakota:

DICKINSON STATE UNIVERSITY, MAYVILLE STATE UNIVERSITY, MINOT STATE UNIVERSITY,
NORTH DAKOTA STATE UNIVERSITY, UNIVERSITY OF NORTH DAKOTA, VALLEY CITY STATE UNIVERSITY

PLEASE PRINT CLEARLY

Last Name:	First Name:	MI:
Home Address:		
City, State, Zip:	Social Security Number:	
High School Name:	High School ACT Code:	
City and State of High School:	Graduation Date:	

All students who are under the age of 23 are required to have completed the college preparatory requirements prior to admission to a North Dakota University System baccalaureate program. Complete this form to the best of your knowledge. Transfer applicants with 24 or more transferable semester credits are not required to submit this form.

Fill in the section below using the exact titles of college preparatory courses you have taken and/or plan to take in each semester. One unit is equal to one full year of study. See your high school counselor or principal for guidance in determining which courses are college preparatory.

Send your application, application fee, and this form at the time you apply. Have your high school send your transcript to the appropriate university even if you have not yet graduated from high school. Be sure to request that your final transcript be sent to the appropriate admission office upon completion of your senior year. The transcript will be used to verify information on this form and to certify graduation. **Be sure that you sign the Confirmation of College Preparatory Program section on the following page.**

PLEASE PRINT CLEARLY

North Dakota University System College Preparatory Requirements	Sem	9th Grade		10th Grade		11th Grade		12th Grade		Office Use
		Course Titles	units	Course Titles	units	Course Titles	units	Course Titles	units	
ENGLISH (4 Units) Written and Oral Communication Skills	1									
	2									
MATHEMATICS (3 Units) Algebra I and above	1									
	2									
LAB SCIENCE (3 Units) At least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science	1									
	2									
SOCIAL STUDIES (3 Units) Exclude consumer education, cooperative marketing, orientation to social science, and marriage/family	1									
	2									

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VCSU SCHOLARSHIP APPLICATION

Numerous scholarships are awarded to new and continuing Valley City State University students each year. Awards are very competitive and applications should be submitted before February 1st to receive priority consideration. To be considered for an academic scholarship, all of the following information must be completed fully and accurately. Should you have any questions, please contact the Office of Enrollment Services.

1. Legal Name _____
Last First Middle Former (if applicable)

2. Mailing Address _____
Street Apt # City State Zip Code

County Country (if not USA) Telephone

3. Major and Minor area of Study (if known)

MAJOR AREA _____ MINOR AREA _____ UNDECIDED _____

PRE-PROFESSIONAL AREA (specify) _____

4. Provide the name(s) and relationship to you of relative(s) who graduated from VCSU _____

FRESHMAN APPLICANTS - Signature of high school principal or counselor required.

Composite ACT Score _____ or SAT Score: Verbal _____ Math _____

Name of High School _____ H.S. Graduation Date ____/____/____

Class Rank _____ Size of class _____ Grade Point Average (GPA) _____ on a 4.00 scale

AUTHORIZING SCHOOL OFFICIAL

Typed Name _____

Title _____

Address _____ Date _____

Phone (____) _____ - _____

Signature _____

OFFICIAL HIGH SCHOOL SEAL
(required/or attached copy of high school transcript)

TRANSFER APPLICANTS*

Transfer GPA _____ CREDITS EARNED TO DATE _____

*For scholarship consideration, please have a copy of your college transcript sent to: Office of Enrollment Services 101 College Street SW, Valley City ND 58072.

VCSU Residence Hall Room & Board Contract

Academic Year: _____

NA/ID No _____
(for institutional use only)

Part I.

Name: _____
Last First Initial

Student Classification: Fr So Jr Sr
(check one)

Parent/ Guardian _____
Name

Male Female

Parent/Guardian address _____

Social Security Number: _____

City State Zip

Birthdate: _____

E-Mail: _____

Part II.

PLEASE CHECK YOUR RESIDENCE HALL PREFERENCE:

- Kolstoe Hall:** 84 room residence hall for men.
- McCoy Hall:** 58 room co-ed residence hall.
- Snoeybos Hall:** 98 room residence hall for women.
- Mythaler Hall:** 18 room residence hall for women.
- Robertson Hall:** 40 single room co-ed residence hall for students who are 21 years of age or older.

Double Room Requested Single Room Requested

Roommate Preference: _____

(All assignments subject to the provisions on the back on this contract)

ROOM CHANGES: Applications for room changes will be taken during the third week of the first semester only. A \$25.00 processing fee will be assessed to students who change rooms after this date.

Part III.

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

- Plan 1 Designed for light eaters.
- Plan 2 Will meet the needs of students who spend weekends away from campus and eat an average of two meals each day and seldom snack.
- Plan 3 Popular with students who eat an average of three meals regularly.
- Plan 4 Extra Bonus Plan - Designed for big eaters who snack frequently and remain on campus most weekends.

Housing Policy

All unmarried students under twenty-one years of age who have completed fewer than 64 semester hours of undergraduate work and who enroll for twelve or more credit hours during the academic semester are required to reside in university-operated residence halls under a contractual agreement or live at home. 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 15th. 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.

Signed: _____

Date: _____

COMPLETE AND RETURN THIS CONTRACT WITH \$50 ROOM RESERVATION FEE
(Please see conditions of contract on next page)

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, semester breaks, 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 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 in the residence halls.
- 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 7 days in advance with the housing office. The Housing Office reserves the right to move students to another residence hall during the break period.
- 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 has properly checked out, 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. The Housing Department reserves the right to remove items left in rooms beyond that time 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 Hall Life Handbook and the VCSU Student Code of Conduct, listed in the Student Handbook.