

# Entire Semester, Full-time Access to VCSU Laptop Computers

Procedures, Effective April 2012

## A. Availability and Applicability

The Rental Fee table below lists optional fees above and beyond mandatory technology fees associated with VCSU course registration. These fees apply to all part-time students and campus affiliates that desire full-time access to a laptop computer.

Laptops are available on a full-time basis to part-time students and campus affiliates located in the U.S.A. for an extra charge on a first come, first served, as available basis.

## B. Checkout Process

1. Prerequisites: Users must meet the following two general criteria in order to qualify for full-time laptop access:
  - a) Completion of prior coursework from VCSU, OR hold permanent resident status within North Dakota, OR belong to a VCSU collaborative degree program, OR have completed a Bachelor's degree.
  - b) Register for one or more classes from VCSU or an institution with a VCSU collaborative program for the semester you wish to use the laptop; OR be designated as a campus affiliate by the Chief Information Officer.
2. Accept (sign) the computing contract. This is done digitally by going to the VCSU portal > My Web Applications channel > "Computing Contract."
3. Request a laptop. This may be done in-person at the Technology Service Desk; or using your vcsu.edu email account, send an email to [technology.services@vcsu.edu](mailto:technology.services@vcsu.edu) expressing your desire to rent a VCSU laptop and specify your preference for either the current model, or the previous model (previous model is lower cost).
4. When the above steps are completed and verified, the Technology Service Desk will issue a laptop to you, contingent on availability. The appropriate charges will be added to your account at the VCSU business office. There is no charge for pickup and return of laptops, if the user comes to the Technology Service Desk. For an additional fee of \$50, VCSU will arrange for standard ground shipment to the user for locations in the continental USA; users are responsible for additional shipping costs to other locations. Users are responsible for return shipping and shipping insurance. If applicable, save the box the laptop shipped in for return shipping.
5. Return the laptop in accordance with the contract. Typically, this means the laptop must be received by the VCSU Technology Service Desk on or before the last day of finals each semester. Exceptions to the return date must be approved in writing from VCSU Technology Service Desk staff, prior to the contract ending date. Exception note: a distance learner pre-registered for spring or summer semester classes may elect to sign a new contract and rent the laptop for the subsequent semester. If the new contract for the subsequent semester is signed prior to the last day of finals of the current semester, and the Technology Service Desk approves the continued use via e-mail notification, the user may retain the laptop as specified in the new contract. The laptop must be returned in such a manner that it is received at the VCSU Technology Service Desk no later than the contract ending date; if this is not possible, the Technology Service Desk must be notified in writing prior to the contract ending date to avoid fines and legal actions.

### C. Rental Fee Table

VCSU Tech Fee Paid*	Fall	Spring	May- July**	July - Aug**
0.00	499.00	142.00	50.00	20.00
1 - 41.99	420.00	120.00	40.00	0.00
42 - 83.99	370.00	110.00	30.00	0.00
84 - 124.99	320.00	100.00	20.00	0.00
125 - 166.99	270.00	90.00	10.00	0.00
167 - 207.99	220.00	80.00	0.00	0.00
208 - 249.99	165.00	70.00	0.00	0.00
250 - 291.99	110.00	60.00	0.00	0.00
292 - 332.99	55.00	50.00	0.00	0.00
Above 332.99	0.00	0.00	0.00	0.00

\* VCSU tech fee paid is determined by looking at Campus Connection tuition/fee reports. If a student drops or adds classes, the amount quoted at the time of laptop checkout may change. Final charges to student accounts will be posted after the last day to drop and add classes. Zero credit rentals include only the software loaded on the laptop at purchase, unless the renter is a VCSU student working on an incomplete, a VCSU student pre-registered for the subsequent semester, a student enrolled in a collaborative academic program, or a VCSU employee.

\*\* Registered students are issued a laptop on a full time basis from the start date to the end date of the class or workshop, regardless of the number of registered credits. The rental fee only applies to optional use of the laptop outside of the actual class dates. Summer rental is at the discretion of the VCSU Technology Service Desk. Students must be registered for fall semester and have completed prior coursework from VCSU.

Note: Prices stated pertain to the current model laptop. Prices for previous model laptop = 50% less.

Example: A Campus Connection report indicates a student has paid \$90 in VCSU tech fees. Going down the left column, this amount is between 84 - 124.99. Go across the chart to the right to find the fee for the current semester, e.g. Fall = \$320, Spring = \$100.