

2023-24 RESOURCE GUIDE



VALLEY CITY
STATE UNIVERSITY

Welcome to your home away from home!

We are thrilled by your decision to become a Viking, and we commit ourselves to be your partner in this academic journey — a journey of self-discovery and growth. Student success is a top priority at VCSU — in the classroom, on the playing field, with leadership opportunities and in all extra-curricular activities.

Please use this resource guide to help navigate the many resources and services available to make your transition to VCSU as smooth as possible. We want to make sure you are comfortable and have all the information you need in the days and weeks ahead as you prepare to begin your education at VCSU. People throughout campus want to help you succeed. You will find much more information about them, their offices, and the various services available in this resource guide.

We are here to serve as a resource for anything you may need, from this point through your graduation from VCSU. We hope you enjoy your orientation experience on campus and meet many key people, from your new classmates to faculty, staff and administrators.

Welcome to the Viking Family!

Alan D. LaFave

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VALLEY CITY
STATE UNIVERSITY



Dr. Alan LaFave
President



Larry Brooks
Vice President for
Academic Affairs



Dr. Erin Klingenberg
Vice President for
Student Affairs



Erica Buchholz
Vice President
for Business Affairs

IMPORTANT DATES



Move-In Day
AUGUST 18, 2023

Viking Voyage Weekend
AUGUST 18-20, 2023

Attendance at Viking Voyage Weekend is required for all incoming first-year students as part of the Viking Voyage class.

Summer Vikes on Central
SEPTEMBER 7, 2023



Homecoming Week
SEPTEMBER 18-23, 2023

vcsu.edu/homecoming

2023-24 ACADEMIC CALENDAR



Fall Semester 2023

August 21	Registration/Classes Start at 4:00 p.m.
August 22	First Full Day of Classes
August 30	Last day to drop with 100% refund
September 4	Holiday - Labor Day
September 5	Financial Aid Disbursal
September 6	Tuition Due Date
November 7	Early Spring Registration
November 9	Spring Registration Opens
November 10	Holiday - Veterans Day Observed
November 22-24	Holiday - Thanksgiving/Thanksgiving Break
November 27	Classes Resume
December 1	Last Day to Apply for Spring Graduation
December 11-15	Last Week of Classes/Finals Week
December 14	Commencement
December 19	Grades Due

Spring Semester 2024

January 8	Registration/Classes start at 4:00 p.m.
January 9	Spring Semester first full day of classes
January 13	Last day to drop with 100% refund
January 15	Holiday - Martin Luther King Jr. Day
January 23	Financial Aid Disbursal
January 24	Tuition Due Date
February 19	Holiday - Presidents Day
March 4-8	Spring Break
March 11	Classes Resume
March 11	Summer Semester Registration Begins
March 29	Holiday - Good Friday
March 29-April 1	Holiday - Easter/Easter Break
April 2	Early Fall Registration
April 4	Fall Registration Opens
May 1	Last Day to Apply for Summer and Fall Semester Graduation
May 6-10	Last Week of Classes/Finals week
May 11	Commencement at 10 a.m.
May 14	Grades Due
May 27	Holiday - Memorial Day

REMEMBER: Attendance at Viking Voyage Weekend is required for all incoming first-year students.

ACADEMIC SUPPORT

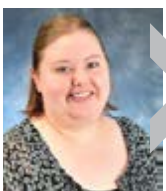


Kaleen Peterson
Director for Student
Academic Services
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STUDENT ACADEMIC SERVICES

As a learner-centered institution, Valley City State University is committed to helping students succeed in their classes. Through the Student Academic Services office, students have access to the Viking Learning Commons, the VCSU Testing Center and Disability Support Services.

The Student Academic Services team at VCSU utilizes Starfish, an innovative early-alert system that captures student academic performance and raises warning flags when students need support. Warning flags include attendance concerns, low grades and in danger of failing. Student Academic Services staff collaborate with faculty to provide necessary and timely outreach services. Outreach services include academic coaching, tutoring, time-management guidance and personalized monitoring.



Ann Dorman
Data and Testing
Coordinator
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VCSU TESTING CENTER

The VCSU Testing Center offers testing services for students with disability accommodations, Accuplacer placement testing and testing at the request of instructors in order to maximize class time for teaching. We also provide test proctoring for other institutions. The Testing Center is a quiet, distraction-free space that is monitored by proctors.

VIKING LEARNING COMMONS

The Viking Learning Commons is a relaxed, student-focused atmosphere where students can focus on personal study, receive free tutoring, join a study group, fulfill required athletic study hours and more. Staffed by knowledgeable professionals, educators and student tutors, the Viking Learning Commons is a place where students feel comfortable asking

questions and engaging in coursework. Located in the heart of campus directly under the iconic clock tower in McFarland Hall, this space is surrounded by vaulted ceilings, original woodwork and exquisite stained-glass windows. The Viking Learning Commons serves as a central hub of student support.

Viking
Learning
Commons





Jackie Owen
Disability Support Services
& Testing Coordinator
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jacqueline.owen@vcsu.edu

DISABILITY SUPPORT SERVICES

Valley City State University provides reasonable accommodations, promotes an inclusive campus environment and encourages student independence for our students with documented disabilities. We align our practices with federal law to help our students reach their goals, no matter the obstacle. Examples of accommodations include 1) Testing in a distraction-free environment; 2) Extended time on testing and major assignments; and 3) Audio/alternative texts.

Students who have met eligibility requirements (IEP, 504) in high school are encouraged to self-identify for Disability Support Services as soon as they get to campus. The process is simple, and students can choose to utilize services as needed throughout their time at Valley City State University. Students who did not meet disability eligibility requirements in high school may still qualify for accommodations under some circumstances.



Larry Brooks
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Academic Affairs
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FINAL EXAM SCHEDULE AND POLICY

The final exam week is part of a student's academic experience at VCSU, and school isn't over for the semester until the last final exam is completed.

Please plan for holiday travel accordingly: Do not purchase tickets or make appointments before checking the final exam schedule.

Fall semester: final exams run from December 11-15, 2023.

Spring semester: final exams run from May 6-10, 2024.

FINAL EXAM SCHEDULE



The final exam schedule is posted on [OneStop.vcsu.edu](https://onestop.vcsu.edu); search Final Exam Schedule. Students should check this schedule BEFORE purchasing airline tickets, scheduling appointments or otherwise planning their departure from campus. The exam policy is available to look at on OneStop. The section of this policy most pertinent to students is item 5:

Students are expected to attend course exams at the times scheduled on the official exam schedule. Exceptions to this policy may be granted for documented university activities or personal emergencies on a case-by-case basis, but planned absences (for example, airline tickets, routine medical appointments, or personal convenience) will not be excused.

Final Exam Policy Exceptions

- ALL courses at VCSU must have activities scheduled during the exam period, and all students are expected to attend.
- If you have more than two exams scheduled on a single day, you may request a change in schedule for the additional exams; please discuss this with your instructors to determine which exams may be moved with the least impact, and then complete Form AA-36 (available in the VPAA Office – McFarland 213).
- You should not have two exams scheduled at the same time, unless you are taking a collaborative course. In that case, please discuss the situation with your VCSU instructor and complete Form AA-36 (available in the VPAA Office – McFarland 213).
- Students who qualify for an exception because of a documented university activity or personal emergency should stop by the VPAA office (McFarland 213) to pick up form AA-36. This form must be signed by the instructor and department chair; the situation must be documented; and, for a personal emergency, the student must make an appointment to visit with the Vice President for Academic Affairs to discuss the request after submitting the paperwork.
- All requests must be approved by the VPAA before students complete any make-up activities.



Leslie Kalmbach
Assistant Registrar
McFarland 219
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VETERANS AFFAIRS

If you are a veteran or a dependent of a veteran, thank you for your service! Veterans Affairs provides a variety of services which include certifying students for courses that apply to declared degrees and working with students to ensure that overpayments are not created by timely reporting of adjustments to certifications. Please contact my office about the certification process at Valley City State University.

You can also visit the GI Bill homepage, www.benefits.va.gov/gibill/, for detailed information on the various education benefits for veterans and service members.

GI BILL HOMEPAGE



VCSU FIGHT SONG

V-C-S - we love the red and blue,
V-C-S - we're always true to you.
To you, we show our great adoration
We're the best school in the land.
Rah - Rah - Rah!

Always loyal, let them know we're here.
V-C-S - let's give a lusty cheer!
Rah - Rah - Rah! Rah - Rah - Rah!
V-C-S - Rah! Rah! Rah!
Dear old V-C-S!



VALLEY CITY
STATE UNIVERSITY

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[valleycitystate](#)



Todd Rogelstad
Bookstore Manager
Student Center,
Lower Level
701-845-7209
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TEXTBOOKS

The VCSU Bookstore can help you with all of your textbook needs. We ensure that students are able to obtain the course materials they need at reasonable prices. We offer new and used textbooks as well as an option to rent textbooks for certain classes. Rental books are paid for at the beginning of class and returned by the last Friday of finals of the current semester.

On-campus students can stop by our location in the lower level of the Student Center or can reserve their books on the VCSU Bookstore website to be picked up in the store at a later date. Prepayment is required to reserve books, either by credit card or by charging the materials against any excess financial aid. Students who are in good standing and have completed their financial aid file have the ability to charge books against their excess financial aid.

Off-campus students can order their books through our website, or by calling the Bookstore at 701-845-7141 or 1-800-532-8641, ext. 7141. Please have course numbers available when ordering.

Book buyback is offered at the end of the Fall and Spring Semesters. Students will be notified through campus email of dates and times.

ONLINE BOOKSTORE



VCSU Bookstore
bookstore.vcsu.edu



VALLEY CITY
STATE UNIVERSITY



VISION

As an innovative university, we deliver distinctive, learner-centered experiences.





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FREQUENTLY ASKED QUESTIONS AT THE BUSINESS OFFICE

NET PRICE CALCULATOR



How much should I expect to pay for the school year?

Tuition and Fees

This information is based on a 15 credit hour load **per semester.** (anticipated for the 2023-2024 Academic Year.)

- \$4,228.90 ND residents
- \$4,626.10 MN residents with reciprocity
- \$5,056.30 MT, SD, Manitoba, Saskatchewan residents, MSEP states (KS, MO, NE, OH, WI), WUE states (AK, AZ, CA, CO, HI, ID, NV, NM, OR, UT, WA, or WY)
- \$6,711.10 all other non-residents and internationals

For an estimate of your charges, a Cost Calculator can be found at: www.vcsu.edu/admissions/tuition-fees/net-price-calculator/

You may also pay special course and lab fees for some classes such as science trips, music or physical education courses. These special fees are in addition to your regular tuition and fees.

Room and Board

Room charges per semester:

- Double in McCoy/Robertson/Mythaler: \$1,400.00
- Single in McCoy/Robertson/Mythaler: \$1,850.00
- Double in Snoey/Kolstoe: \$1,972.50
- Single in Snoey: \$2,327.50

Board charges per semester:

(You choose the plan most appropriate for you)

# of Meals/wk	+ Flex Dollars	=	Cost
5	\$400		\$1,433.00
10	\$300		\$2,065.00
15	\$150		\$2,181.00
19	\$100		\$2,240.00

Additional Expenses

The VCSU Financial Aid Office estimates that the average student will spend \$550 per semester for books and supplies; and approximately \$1,901 per semester for transportation and other miscellaneous expenses (such as parking permits, clothing, entertainment, etc.).

When do I have to pay money to VCSU?

Fall Semester 2023

Last day to drop with 100% refund
8/30/2023

Financial Aid Disbursal
9/5/2023

Tuition Due Date
9/6/2023

Spring Semester 2024

Last day to drop with 100% refund
1/15/2024

Financial Aid Disbursal
1/22/2024

Tuition Due Date
1/24/2024

How can I pay?

Online

- Credit Card (Discover, MasterCard, Visa) or eCheck
- Sign in to CampusConnection > Student Center > Pay Online Now

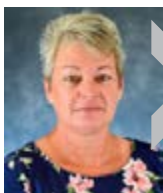
Business Office

- Cash
- Check
- Credit Card

Mail

- Check

Most student financial aid (grants, loans, scholarships, etc.) will directly credit the student's account. If your financial aid does not cover the full amount of your account, you are responsible for the balance by the due date. If unable to pay your account in full, payment plans are available. To enroll, please submit the Payment Plan Enrollment Form located in VCSU One Stop. Please also include a minimum \$200 payment, and a \$25 enrollment fee. If your account is not paid in full or a Payment Plan Enrollment Form is not submitted, your enrollment may be cancelled, including network services and room and board.



Marcia Pritchert
Director for Financial Aid
McFarland 219
701-845-7543
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FINANCIAL AID SERVICES

The Financial Aid Office is here to assist students and families concerning funding for your college education. Many resources are available including federal, state and institution funds.

Applying for federal financial aid is done by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. (VCSU's school code is 003008.) After completing the FAFSA and being admitted to VCSU, a Financial Aid Offer will be provided. Financial Aid Offers are determined from the FAFSA information, student's enrollment status, and academic year Cost of Attendance (estimated budget for the year). To receive federal financial aid, students must be enrolled in a minimum of six credits.

New students receive scholarship consideration their first year through the Enrollment Services Office. Returning VCSU students apply each year for scholarship opportunities for the next academic year. The Financial Aid Office should be informed of any external scholarships a student may be receiving from sources outside of the institution.

Students borrowing federal loans for the first time will be required to complete a Master Promissory Note (MPN) and Entrance Counseling prior to disbursement. This can be completed at www.studentaid.gov.

Parents have the option of borrowing through the Federal Parent PLUS Loan Program. Students needing additional funding may consider private/alternative loans.

Valley City State University complies with federal regulations for Satisfactory Academic Progress and Return of Title IV Refund/Repayment policies.

Information on these areas, along with other pertinent information, can be found at: onestop.vcsu.edu.

Financial Aid Quick Links referenced

FAFSA APPLICATION



FEDERAL LOANS



FEDERAL PARENT PLUS



PRIVATE LOANS



Understanding the Terms

Federal Direct Student Loan

Loan funds provided to the student by the U.S. Department of Education through the school. Repayment of principal begins six months after the borrower ceases to be a student on at least half-time basis. The Free Application for Federal Student Aid (FAFSA) is an annual application. There are two types of Federal Student Direct Loans: subsidized and unsubsidized. Students with financial need can qualify for a subsidized loan, and the government pays the interest on the loan while the student remains enrolled at least half-time (6 credits). Students who do not demonstrate financial need qualify for an unsubsidized loan and interest accrues while the student is in school. Student must complete Entrance Counseling and the Master Promissory Note to receive disbursements.

Master Promissory Note (MPN)

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).

Federal Parent Loan (PLUS)

A federal loan program that allows parents who have no adverse credit history to apply for up to the Cost of Attendance each year, less any financial aid. PLUS loans must be repaid with interest.

Satisfactory Academic Progress (SAP)

To be eligible for federal funds (Pell, FSEOG, Direct Loans, FWS, etc.) students must make satisfactory academic progress; meaning you are continuing to complete courses and maintain a required GPA and completion rate.

Private (Alternative) Loan

A loan from a commercial lender used to pay for up to the annual Cost of Attendance, less any financial aid received. Private loans usually require the applicant to be creditworthy or have a co-signer and have varying interest rates, fees and repayment options. Repayment of interest (and often principal) generally begins immediately, with some lenders offering deferment options for in-school periods.

TECHNOLOGY



Technology Services Desk
701-845-7340 (option 1)
Rhoades Science Center 117
<https://myweb.vcsu.edu/technology-services/>

Welcome to Technology Services! Leveraging technology in education is part of the VCSU DNA. It is in our mission statement and most importantly, it is in the hands of our students, faculty and staff.

All Full-Time Students are issued a Laptop Computer

Full-time VCSU students, selected collaborative students and full-time faculty receive the latest model computer.

Students will be issued either a Mac or a PC based on the major(s) declared and on record within Campus Connection. If a student is pursuing a program of study not listed below or if the student is pursuing multiple majors with conflicting laptop designations, the Technology Service Desk will determine the laptop to issue depending on the inventory available and the wishes of the student.

MacBook Pro laptops for students in the following majors:

- Applied Kinesiology
- Art
- Art Education
- Communication
- Communication Studies
- Digital Design
- Elementary Education
- English
- English Education
- Exercise Science & Rehabilitative Studies
- Health Education
- Music
- Music Education
- Physical Education
- Social Science
- Social Science Education
- Spanish
- Spanish Education
- Sport Leadership & Management
- Strength and Conditioning
- Technology Education

Microsoft Windows based PC laptops for students in the following majors:

- B.A.S. Management
- Biology
- Biology Education
- Business Administration
- Business Education
- Business Process Integration Management
- Career & Technical Education
- Chemistry
- Chemistry Education
- Computer Information Systems
- Environmental Science
- Fisheries & Wildlife Science
- Health Science
- History
- History Education
- Human Services
- Mathematics
- Mathematics Education
- Medical Laboratory Science
- Non-Degree
- Psychology
- Software Engineering

Technology Beyond Laptops

All classrooms are equipped to use laptops, including student tables and chairs, large screen projectors, cameras and microphones. Students have an account balance added each semester for user printing and copying across campus.

Funds can also be added by the student using the Transact eAccounts site. Students can also check out video projectors, digital cameras, speakers and more from the Technology Service Desk.

VCSU provides an advanced secure wireless network across campus that is available to all students to connect their VCSU assigned devices as well as personal mobile and/or internet enabled devices. Registration of personal devices is required.

There is a range of industry leading online and cloud computing services including Blackboard learning management system and Microsoft Office 365 for email, online file storage and group collaboration.

All Part-Time Students can also access a Laptop Computer

Part-time students have a choice of either a current model laptop (depending on availability) or a previous model laptop at a lower cost.

Part-time students have the following three options for checking out a laptop computer:

1. Check the computer out prior to class and return the computer after the class is done. Under this arrangement, students may also check out a computer overnight, on weekends, and other times as available.
2. Team up with another part-time student and share a computer with that user. Both parties will be required to sign a "Joint Responsibility of a Laptop Computer" contract addendum.
3. Pay an additional fee to have a computer issued to them on a full-time basis, contingent on availability. This is the most popular option.

Part-time students and distance learners should review the following document for information concerning eligibility, costs, and procedures for obtaining full-time access to a laptop computer: <https://onestop.vcsu.edu/support/solutions/articles/10000026708>

PART TIME STUDENT LAPTOP ACCESS



Get Help at the Technology Services Desk on the 1st Floor of the Rhoades Science Center

The Technology Service Desk staff provides comprehensive services for user concerns related to using the essential technology at VCSU.

Technology Service Desk Hours during Fall and Spring semester except on state holidays:

Monday–Friday 7:45 a.m. - 4:30 p.m.

Summer semester except on state holidays:

Monday–Friday 7:30 a.m. - 4:00 p.m.

Call: 701-845-7340 (option 1)

Walk In: Rhoades Science Center, Room 117

Email: technology.services@vcsu.edu

URL: <https://onestop.vcsu.edu>

For issues with your account IDs/passwords

NDUS HELP DESK



For issues with your account IDs/passwords AND to report issues outside the times of the VCSU Technology Service Desk listed above, the North Dakota University System Help Desk is open 24 hours, 7 days a week.

Call: 1-866-457-6387

Email: ndus.helpdesk@ndus.edu

URL: <https://ndus.rightanswers.com/portal/ss/>



Technology Services Tasks to Complete During Student/Parent Orientation



- A. Have your photo taken for your Viking Card ID at Student Center Information Desk or setup Viking Mobile ID on your smartphone. Go to <https://www.vcsu.edu/student-life/campus-resources/viking-card/> for details.
- B. Claim your NDUS account and setup your password (create login credentials for all services). Go to <https://ndus.rightanswers.com/portal/ss>.
- C. Access the Campus Connection portal and sign in using your NDUS login credentials. Go to <https://studentadmin.connectnd.us>.
- D. Complete your Financial Obligation Agreement.
- E. Register for classes in Campus Connection.
- F. Enroll in DUO (two factor authentication). DUO will be required to access Office 365 and certain areas of Campus Connection. For more information on setting up DUO, go to: <https://ndus.rightanswers.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200204121046599&page=1&position=4&q=>
- G. Recommended: Add a cell phone number and other emergency contact information in Campus Connection. Providing a cell phone number is recommended. It will be used with an emergency notification system and DUO (two factor authentication) IT security solution.



To Do After New Student/Parent Orientation

- H. Access the MyVCSU website at <https://my.vcsu.edu>. Enter your NDUS credentials created (from B above). You may be prompted for DUO authentication (from F above). This site will give you single sign on access to multiple services including Blackboard, Email, Campus Connection, OneStop, Papercut print services, etc.
- I. Access Blackboard portal at <https://my.vcsu.edu> service link or go to <https://bb.vcsu.edu>.
- J. Access VCSU email periodically at <https://my.vcsu.edu> service link or go to <https://email.vcsu.edu>.

L



- K. After August 1: Review and digitally sign the online VCSU computing contract if planning to check out a VCSU laptop:

Found in the MyVCSU website at <https://my.vcsu.edu>, Service Quick Links, More icon, My Web Applications, Computing Contract.

- L. Optional: Learn more about your Viking Card declining balance online:
<https://onestop.vcsu.edu/support/solutions/articles/10000035937>

- M. Access the Transact eAccounts website at <https://vcsu-sp.transactcampus.com/eAccounts/AnonymousHome.aspx> to see account balances and add funds to your Viking Card. Use your NDUS username and password to “Sign into eAccounts” or others can “Make a guest deposit” with your last name and the ID number found on your Viking Card or Mobile ID. Note: Guests cannot see your balances – they can only make deposits.

M



To Do During Viking Voyage Weekend or Near the Start of the Semester

- N. Attend “Care and Use Class” to receive a VCSU laptop based on your major field of study declared and get instruction on use. Details will be provided to you prior to arrival.
- O. Optional: If you are living in a VCSU residence hall, you can connect personal wired/ethernet or WiFi gaming devices, etc on the VCSU network. First, you must register your device:

1. Locate and note the MAC address or physical address of your device connection in its network settings. It looks similar to this: 00:12:34:56:78:9A or 00-12-34-56-78-9A
2. Go to MyVCSU website at <https://my.vcsu.edu/>, Service Quick Links, More icon, My Web Applications, Connecting My Personal Devices. You will need to know the MAC address of your device and your residence hall room number.
3. If you are trying to register a wired/ethernet device, you will be asked to create a VCSU OneStop ticket at <https://onestop.vcsu.edu>. VCSU OneStop is a campuswide ticketing and solutions service providing technical support and informational support from multiple departments.
4. If you are trying to register a wireless device, you will be redirected to an NDUS site for device registration.

2



3



Q



- P. Optional: Consider purchasing insurance for the laptop computer. Students are required to pay a minimum \$50 deductible for damage to the computer and a \$500 deductible for loss or theft of the computer. You may want an insurance policy to reduce your deductible. A personal property protection plan for the laptop with no deductible or an electronics policy with low deductible are usually the best options. A rider on a homeowner’s or renters’ policy may work for some, but typically there is a deductible, and it may not be less than the VCSU deductible.
- Q. To setup printing on your VCSU laptop or personal device including smart phones, go to <https://printing.vcsu.edu>. There are multiple ways to setup printing. Follow instructions on this solution or stop by the Technology Service Desk.

To Do During the Last Week of Classes or Finals Week

(just prior to the end of the semester)

- R. Per your online Computing Contract, the laptop computer MUST be returned to the Technology Service Desk prior to the end of each semester. Students pre-registered for the next semester can have the computer immediately re-issued to them after a new computing contract has been signed. Requirements and instructions are emailed to all students at the beginning and end of each semester.



UNDERSTANDING YOUR VIKING CARD ACCOUNT

The chart below explains the features of the four Viking Card accounts:

	Meal Plan	Voluntary Dining	Bookstore	Viking Dollars
User Deposit via eAccounts?		x	x	x
Guest Deposit via eAccounts?		x	x	x
Deposit Funds at Business Office	x*	x	x	x
Pay on Campus Connection	x			
8% Enrichment for Deposits > \$40		x		
Cash Out, Balance Must Be > \$20		x	x	
View Balance in eAccounts	x	x	x	x
View Transaction History	x	x	x	x
Transfer Balance				
Use at Cafeteria	x	x		x
Use at Viking I	x	x		x
Use at Bookstore		x	x	
Use at the Business Office			x	
Use at Concession Stands			x	
Use at Other VCSU locations			x	
Policy Regarding Fund Retention	A	B	C	C

* This is a once-per-semester purchase. No additional deposits allowed.

A. Any balance at the end of each semester is forfeited.


B. Any balance after the annual closing of the Viking I in July is forfeited.

C. Balances carry over from semester to semester provided the user maintains active employment or is preregistered for next semester classes. Refunds on any balance above \$20 at the end of the academic year are available by submitting a Refund Form to the VCSU Business Office. An account inactive for more than one year since the last transaction will incur a fee of up to \$20 if there is a balance, but the fee will not exceed the balance of the account. Reference VCSU policy V916.04 for complete details.



Parents and students can add funds to the card at the Viking eAccount website.

Students can monitor card balances and immediately disable a lost or stolen card.



A CAMPUS **DESIGNED FOR YOU**

- LIVING ON CAMPUS
- DINING SERVICES
- STUDENT CENTER
- STUDENT LIFE
- STUDENT EMPLOYMENT
- MAIL SERVICES
- HEALTH AND WELLNESS
- PARKING

LIVING ON CAMPUS



Residence Life
701-845-7928
McFarland 209



Erin Edinger
Director for Residence Life
McFarland Hall 209
701-845-7928
erin.edinger@vcsu.edu

RESIDENCE LIFE

Residence Life is dedicated to providing a safe, clean and comfortable living environment that is conducive to academic achievement, social connections and personal growth. We believe students have the right to sleep, study and socialize in their community space in that order. We provide regular programming to facilitate social development and help students establish a sense of family on campus.

University Residence Campus Policy

All full-time, first-year 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 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. Please contact the Director for Residence Life to complete the exemption form.

Board Plans

While living in a residence hall, you are required to be on a university board plan. Food Service at VCSU, operated by Sodexo, offers students meal plan options that are a combination of flex dollars and meals per week. A yearlong contract is chosen from among four options depending on eating habits. Students may choose between two dining facilities on campus – the Cafeteria and the Viking I. During the week students can use their meals to dine in the Cafeteria and their flex dollars in other areas.

FAQS

How are room assignments made?

Rooms are assigned on a first-come basis with upperclassmen receiving priority until a specified date.

How are roommates assigned?

Mutual requests for roommates are honored whenever possible. Otherwise, roommates are assigned based on information supplied on the housing application form.

Can I have a room of my own?

Yes, single rooms are allowed when available on a first-come basis with upperclassmen receiving preference. Snoeyenbos Hall has one single room available in each suite, while Kolstoe suites are offered as four-person suites only. Singles are available in both Robertson and McCoy Halls.

When will I know my room assignment?

Notices of room assignments are generally mailed in early June. Along with your room assignment, you will receive the name, address, and telephone number of your roommate, if assigned.

What if I prefer a different room?

Room changes are allowed during the 3rd week of your first semester. A \$25 processing fee will be assessed to students who change rooms after that date. Please note that no room changes are allowed during the first two weeks of the semester unless approved by the Director.

Why can't I bring a microwave or air conditioner?

Our electrical system cannot handle the power needs if every resident brought a microwave. We provide microwaves in our community kitchens and lounges and all of our buildings provide air conditioning in some capacity.

WHAT TO BRING

- Clothing
- Bedding (XL Twin)
- Towels
- Toiletries
- Shower Basket
- School Supplies
- Fan
- Snacks
- Posters
- Keurig
- Lamp
- Hobby Items
- Plants
- Organizers
- Dishes
- Garbage Can
- 3M-style hooks
- Wall Decor
- Laundry Detergent
- Alarm Clock
- Hamper
- Cleaning Supplies
- Pictures of Family and Friends

TALK TO YOUR ROOMMATE BEFORE BRINGING

- Additional Furniture
- Refrigerator
- Television
- Speakers/Sound System

DO NOT BRING

- Air Conditioner
- Coffee Pot
- Hot Plate or Toaster Oven
- Candles
- Air Fryer
- Flammable Materials
- Microwave (provided)
- Guns or Weapons
- Alcohol or Drugs

DINING SERVICES



Food Services
701-845-7131
Student Center



Tomina Andel
General Manager
Sodexo Dining
Student Center
701-845-7131
tomina.andel@vcsu.edu

SODEXO FOOD SERVICES

Sodexo Food Services offers students meal plan options that are a combination of flex dollars and meals per week. The plans are semester-long contracts where you choose the plan that works for you, depending on your eating habits. These plans are listed under the Business Office on [page 6](#).

Students can choose between our two dining facilities on campus: the Cafeteria and the Viking I. During the week, students can use their meals to eat in the Cafeteria and can use flex dollars in other areas. Meals can be used to purchase meal equivalents in the Viking I on the weekend. Students are also able to use their flex plan dollars at Viking Grounds, a Starbucks Coffee Shop located in the VCSU Student Center.

FAQS

Where can I eat on campus?

The Cafeteria and Viking I. The Cafeteria serves breakfast, lunch and dinner in a buffet style, complete with drinks, soup, salad and dessert. The Cafeteria provides an excellent atmosphere for a nice sit down meal with friends.

The Viking I serves breakfast, lunch and dinner where students can purchase a complete meal or select individual items to purchase. This is ideal for those fast-food cravings and quick snack stops. Items can be eaten in our seating area or purchased 'to go.'

Sodexo also operates Viking Grounds, a Starbucks coffee shop located in VCSU's Student Center. This is another establishment where students can use their meal plan flex dollars.

How do meal plans work?

Your meal plan will be loaded on your ID card. You need to have your ID each time you eat. Your plan consists of a certain number of meals per week, along with a set amount of "flex dollars". Your meal plan can be used 7 days a week, but Monday-Friday they must be used in the Cafeteria, and Saturday and Sunday they must be used in the Viking I. Your flex dollars can be used in the Viking I and Viking Grounds or used to purchase additional meals in the Cafeteria if you run out of your meals for the week.

What should I consider when choosing the proper food service plan?

Think about your eating habits. Do you like to eat breakfast, lunch and dinner? Do you only like to eat two meals a day? Do you normally snack throughout the day? These are all things to take into consideration while choosing a board plan that will best fit your needs.

Who is required to buy a plan?

All residence hall students are required to be on a food service plan.

What do I do if I lose my ID card?

Report the loss at the Student Center Information Desk. A replacement ID will result in a \$25 charge.

May I transfer my balance to the next semester?

No. It must be used in the semester it was purchased.

May I use my plan to pay for meals for my guests?

Each semester, Sodexo adds four, six, eight or ten guest passes to each board plan depending on which plan is purchased. Guest meals must be paid for with the guest passes, flex dollars, or cash. You may not use your board plan meals for guests.

May I change my plan level?

Yes, you can. Forms can be found at the Information Desk in the Student Center. Fall semester board plan changes must be made by the date that all fall charges are due. Spring semester board plan changes must be made by December 15.

FOOD SERVICE HOURS

CAFETERIA

MONDAY – FRIDAY

BREAKFAST	7:30 a.m. – 9:15 a.m.
LUNCH	11 a.m. – 1:30 p.m.
DINNER	5 p.m. – 7 p.m.

SUNDAY

DINNER	5 p.m. – 7 p.m.
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VIKING I

MONDAY – THURSDAY

7:30 a.m. – 10:45 p.m.
Fryer/grill shuts off @ 10:30 p.m.

FRIDAY

7:30 a.m. – 3:30 p.m.
7:30 p.m. – 10:45 p.m.

SATURDAY

**11:30 a.m. – 2 p.m.
**5 p.m. – 7 p.m.

SUNDAY

**11:30 a.m. – 2 p.m.
7 p.m. – 11 p.m.

** Denotes Board meal served in Viking I

VIKING GROUNDS

MONDAY – FRIDAY

7:30 a.m. – 2 p.m.



Kari Stricklin
Director for the Student
Center / Student Activities
Student Center 105
701-845-7120
kari.stricklin@vcsu.edu

STUDENT CENTER

The Valley City State University Student Center and its many services is an important part of your experience at VCSU. The Student Center serves as the “center stage” of the entire campus. By design, and especially because of its unique location, the Student Center is naturally one of the busiest buildings on campus. A recent survey found that nearly 3,500 separate and distinct activities are held within the confines of the Student Center each academic year. To you, it may mean coffee, meeting a friend, studying, watching TV,

reading, resting, getting your mail, shopping at the bookstore or playing in the game room. The Student Center provides conference rooms, a complete food service, bookstore with mail service, game room, ATM and a number of lounge areas. The Student Center strives to create and administer programs which serve the best interests of the students. Programs and activities are planned and administered by student groups, the Viking Campus Activities Board and the Director of Student Activities.

BUILDING HOURS

Mon. – Fri.	7:00 a.m. – 11:00 p.m.
Saturday	11:15 a.m. – 7:00 p.m.
Sunday	11:15 a.m. – 11:00 p.m.

INFORMATION DESK HOURS

Mon. – Fri.	7:45 a.m. – 11:00 p.m.
Saturday	11:15 a.m. – 7:00 p.m.
Sunday	11:15 a.m. – 11:00 p.m.

Information Desk

- Information about the Student Center
- Reservations of Student Center facilities
- Information about various campus activities
- Claim lost and found items

Lower Lounge Game Room

- Pool table
- Ping pong table
- Foosball table
- Large screen TV

Questions regarding the game room should be addressed to the Student Center Information Desk.

ATM Machine

- An ATM machine is located on the main floor of the Student Center next to the Information Desk.

Viking Card Identification System

- Administered by the Student Center Information Desk, all VCSU students must carry a current official VCSU Viking ID Card, the official university identification system.
- The Viking Card is the property of Valley City State University and may be deactivated by school officials. It provides access to your residence hall, board meal plan and university sponsored events.
- It is unlawful to allow another person to use your Viking Card or to counterfeit or alter your Viking Card.
- Lost, mutilated, or stolen Viking Cards should be reported to the Student Center Information Desk. A replacement card will result in a \$25.00 charge.

Vehicle Booster Cables, Battery Charger & Extension Cords

- Available for your use at no charge from the Student Center Information Desk.
- Students must provide their Viking Card to use the equipment.



STUDENT ACTIVITIES

With student activities sponsored by the Viking Campus Activities Board (VCAB), a student group of volunteers who organize events on campus, over thirty student organizations and honor societies, and intramural sports from golf to volleyball, there's always something going on. And if there's an organization that we don't have, you can form it; there's bound to be other students interested in the same thing.

One of the biggest challenges you'll face is how to balance all of the fun of extra curricular activities with the hard work and fun of your academic coursework. The numerous VCSU student organizations and activities include but are not limited to:

ORGANIZATIONS & HONOR SOCIETIES

- ACM Student Chapter
- American Fisheries and Wildlife
- Art Alliance
- Chi Alpha
- CRU
- DECA
- Drama Club
- EBC Fraternity
- English Club
- E-Sports Club
- Fantasy Club
- Global Exploration Club
- Green Dot
- History Club/Phi Alpha Theta
- Individuals Taking Action (ITA)
- Jazz Club
- Kappa Delta Pi International Honor Society
- Native American Club
- National Society of Leadership & Success (NSLS)
- NAFME
- Psychology and Human Services Club
- Pre-Professional Club
- School of Education Study Abroad
- Shape Club
- Social Justice Club
- Student Athlete Advisory Committee
- Student Chapter of the Wildlife Society
- Student Nurse Organization
- Student Senate
- Spanish Club
- Special Olympics College
- Trap Shooting Club
- Viking Campus Activities Board (VCAB)
- Viking Ambassadors
- Viking Tennis Club

INTRAMURAL ACTIVITIES

- Basketball: Men/Women
- Co-ed Dodgeball
- Co-ed Flag Football
- Co-ed Kickball
- Co-ed Volleyball



STUDENT SENATE

Student Senate helps give students an opportunity to make a student's voice heard and helps make a difference at VCSU. The various university committees, community involvement and intercollegiate relations help improve the university experience for everyone. Student Senate is the governing body for the student association, which includes all VCSU students. Student Senate members are elected by the student body. Student Senate acts as a liaison with the faculty and administration and is the official voice of the students in university affairs. VCSU Student Senate also represents VCSU every month of the academic year in the North Dakota Student Association.

HELP US HELP YOU!

Student Senate wants to work for the students at VCSU. However, we can't do that unless the students come to us with issues. You can communicate your issues either through email, concern box located on the wall next to the coffee stand, or through our social media. Student Senate also hosts Table Times as another chance for students to raise concerns. If there is something YOU want done on campus, don't hesitate to contact us.

VCSU Student Senate is here for you!

CAREER SERVICES



Career Services
701-845-7534
McFarland 139



Janna Kohler
Director for Career
Services
McFarland 139
701-845-7534
janna.kohler@vcsu.edu

CAREER SERVICES

STUDENTS INTERESTED IN:

- Career and major exploration
- Internships
- Interview skills assistance
- Graduate school application assistance
- On and off-campus job search assistance
- On and off-campus job search resources
- Professional employment search assistance
- Resume and cover letter assistance

CAREER AND EDUCATIONAL INFORMATION:

- Classroom presentations on a variety of career-related topics
- Various interest/values/skills assessments
- Career exploration assistance and resources
- Campus visits with prospective students who are deciding on a major
- Graduate and professional school information and resources
- Instructor for UNIV 120: Career Exploration Course

EMPLOYMENT OPPORTUNITIES:

- On and off-campus job search assistance and resources
***Please note that for on-campus jobs, currently enrolled VCSU students can search and apply in the "Student Employment" section at: www.vcsu.edu/jobs*
- Professional-level job search assistance — local, state and nationwide
- Internship search assistance and coordination of internship academic credit
- Assistance in resume and cover letter writing
- Interview skills assistance and resources
- Regional and national job search websites and resources
- On-campus and virtual workshops and seminars
- On-campus and virtual employer visits
Individual appointments for any career planning needs

DECIDING STUDENTS

Career Services will also assist students in finding their career path and deciding on a major.

- Visit with the Director for Career Services about appropriate career exploration and planning assessments
- The option to enroll in UNIV 120 Career Exploration, taught by Career Services Director

MAIL SERVICES



Jenni Richman
701-845-7141
jennifer.richman@vcsu.edu
Student Center, Upper Level

Mail Service is handled by the Bookstore. Incoming mail is distributed daily, Monday through Friday, and outgoing mail is picked up in the upper level of the Bookstore Monday through Friday by 3:00 p.m. All students living in the residence halls will be assigned a campus mailbox. Off-campus students may also request a campus mailbox by contacting the Bookstore. The mailboxes are located in the lower level of the Student Center. Packages and other mail that are too large for the student mailboxes will be held in the upper level of the Student Center and will be available for pick up during regular business hours. Students will be notified by campus email when they have a package.

Stamps are available at the Bookstore which also offers shipping via USPS or UPS.

If you have any questions regarding mail or the VCSU Bookstore, please call 701-845-7141.

Your mail should be addressed as follows:

Student Name
Box Number
230 Viking Drive SW
Valley City, ND 58072

HEALTH & WELLNESS



Betty Tykwinski MSN, RN
Director for
Health Services
Mythaler Hall 119
701-845-7305
betty.j.tykwinski@vcsu.edu

HEALTH SERVICES

Visits to Health Services are free, confidential and unlimited to all students enrolled at VCSU. Services provided include assessment and treatment of minor illnesses and injuries, over-the-counter medications and referrals to medical providers when needed. All medical care received off campus is the financial responsibility of the student.

Along with providing education on many health and wellness topics, smoking cessation counseling is also available as VCSU is a tobacco-free campus.

The Health Services Office is located on the first floor of Mythaler Hall and is staffed by a Registered Nurse. Office hours are Monday-Friday when classes are in session. Appointments can be made by calling or emailing the Health Services Office, but walk-ins are always welcome.

Valley City State University's Health Services mission is to help each student achieve optimal health and wellness by providing quality health care so each student may participate fully in the educational and personal growth opportunities offered by the University.



Dr. Erin Klingenberg
PhD, LPCC, NCC
Vice President for
Student Affairs,
Director for Counseling
Services
McFarland Hall 206
701-845-7300
erin.klingenberg@vcsu.edu



Sara Schmuhl
MS, LAPC
Mental Health Counselor
701-845-7424
McFarland 425
sara.schmuhl@vcsu.edu



Kelsie Carter
M.Ed; LPCC
Mental Health Counselor
701-845-7427
McFarland 424
kelsie.carter@vcsu.edu

COUNSELING SERVICES

A student may discuss any personal concern with a counselor. Student concerns typically involve relationships with others, unpleasant feelings, life discussions, values clarification, study problems, depression, eating disorders, sexual identity issues, alcohol or drug use or general confusion. Any personal concern is appropriate to bring to a counselor.

Group counseling workshops and seminars, consultations and referrals are also provided by the counseling office. Any topic is appropriate to bring to the counseling services office. All information is kept confidential.



SUBSTANCE ABUSE POLICY

University Alcohol/Drug Policy

Tobacco Policy

Valley City State University, in accordance with ND State Board of Higher Education Policy 918, prohibits the possession, sale, dispensation, use or consumption of alcoholic beverages upon land, or in buildings owned by the Board or its institutions. Exceptions to the policy are provided for university apartments or as permitted with the approval of the president.

The VCSU Alcohol Policy applies to students while participating in off-campus university sponsored events including university sponsored travel to and from events.

Alcoholic beverages and the possession of empty alcoholic beverage containers are prohibited in the residence halls. Residence hall students found to be responsible for hosting events where alcohol violations occur, will be subject to additional sanctions. Hosting is defined as having more than one non-resident of the room or suite present at the time of the violation.

Behavior while in a state of intoxication that is loud, disruptive, potentially harmful to the health or safety of self or others or affecting the cleanliness or maintenance of university facilities is considered a violation of the policy.

Sanctions

Students found to be in violation of any standard of conduct regarding alcohol will be subject to the following sanctions:

1st Offense:

- Attend and complete Alcohol Violators Seminar
- \$200.00 contribution to the Alcohol Education Fund
- Eight hours community service

2nd Offense:

- \$350.00 contribution to the Alcohol Education Fund
- 15 hours community service
- Possible Alcohol Evaluation at student's expense
- Conduct probation for six months

3rd Offense:

- \$500.00 contribution to Alcohol Education Fund
- Required alcohol evaluation
- 25 hours community service
- Conduct probation for one year
- OR
- Suspension from the University

Alcohol violations carry from one year to the next. For example, if you received a violation last year and one this year, it would be your second violation.

All fines collected are applied to substance abuse education programs, speakers, and materials. VCSU reserves the right to assign additional sanctions as deemed necessary or appropriate. The above sanctions are subject to review and change as necessary.

Residence Hall students found to be responsible for hosting events where alcohol violations occur, will be subject to additional sanctions. Hosting is defined as having any non-resident of the room present at the party. Residents of party rooms will be assessed an additional \$150 fine.

Illicit Drug Policy

The illegal possession of paraphernalia or use of compounds that produce hallucinations or illusions when introduced into the body and all compounds covered under federal and state drug control laws are prohibited. They are not allowed on campus or in the residence halls. Individuals who engage in such illegal acts are subject to disciplinary and/or legal action.

To find out more about North Dakota drug laws, visit www.legis.nd.gov

Sanctions

Students found to be in violation of any standard of conduct regarding illicit drugs will be subject to the following sanctions:

1st Offense:

- Parent notification
- Conduct probation for six months
- \$250 contribution to the Substance Abuse Education Fund
- 20 hours of community service
- Complete e-toke program

2nd Offense:

- Parent Notification
- \$375 contribution to the Substance Abuse Education Fund
- 30 hours of community service
- Conduct probation for one academic year
- OR
- Possible suspension
- Possible removal from housing

3rd Offense:

- Suspension from the University

Parental Notification Policy

The Vice President for Student Affairs has the authority to notify parents or guardians when students under the age of 21 are found to have committed violations of university policies related to the possession, use, or distribution of alcohol or drugs. The notification of parents is warranted in any of the following cases:

- The violation involved harm or threat of harm to persons or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation resulted in or could result in the student being suspended from the university and/or dismissed from the residence halls.
- The student has shown a pattern of violations.
- The student who committed the violation became ill and/or required medical intervention as a result of consumption of alcohol or drugs.

When possible, students will be notified that parental notification will take place. Students will be encouraged to discuss the situation with their parents prior to notification. A record of the notification will be kept on file in the student's record.

Tobacco Free Campus V917 Policy

Rationale for Prohibiting Smoking, Tobacco, and Cannabis Products Use

Valley City State University is committed to a healthy and safe environment for students, employees, and visitors. Use of tobacco products, e-cigarettes, cannabis products, and

vaping products is prohibited on all campus property. Campus property includes all property, both indoor and outdoor, that is owned, operated, leased, occupied, or controlled by Valley City State University, all buildings, green spaces, athletic fields, parking lots, sidewalks, walkways, and state vehicles. This policy applies to all employees, students, visitors, and contractors. The purpose of this policy is to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including Electronic Smoking Device (ESDs); to guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and to encourage a healthier, more productive living/learning environment for all members of our campus community. The smoking of tobacco, hookahs, or cannabis products and the use of ESDs are forms of air pollution and constitute both a danger to health and a material public nuisance.

Prohibition of Tobacco and Cannabis Products Use and Advertising

1. Tobacco Use: Valley City State University prohibits the use of all forms of tobacco products on campus property and at all off-campus, school-sponsored events at all times. This tobacco-free policy includes all events held on campus property, whether or not such events are sponsored by, or associated with, Valley City State University.
2. No tobacco related advertising or sponsorship shall be permitted on campus property or in campus publications. "Tobacco related" refers to the use of a tobacco brand, corporate name trademark, logo, or any other product identifiable with any brand of tobacco or Tobacco Company.
3. Sales: Valley City State University prohibits the sale or free sampling of Tobacco Products on Campus Property and at Off-Campus, School-sponsored Events.
4. Electronic Smoking Device includes any product containing or delivering nicotine, CBD, or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor, but does not include medically prescribed inhalers.
5. Hookah is defined as a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
6. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including cannabis products, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
7. Tobacco product includes any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the US Food and Drug Administration for use in treating nicotine or tobacco dependence.

Sanctions

Students found to be in violation of any standard of conduct regarding alcohol will be subject to the following sanctions:

1st Offense:

- \$200.00 contribution to the Substance Abuse Education Fund
- Eight hours community service
- Attend appropriate educational seminar through Counseling Services

2nd Offense:

- \$350.00 contribution to the Substance Abuse Education Fund
- 15 hours community service
- Possible drug evaluation at student's expense
- Conduct probation for six months

3rd Offense:

- \$500.00 contribution to Substance Abuse Education Fund
- Required drug evaluation at student's expense
- 25 hours community service
- Conduct probation for one year
- OR
- Suspension from the University.

Cannabis Products violations carry from one year to the next. For example, if you received a violation last year and one this year, it would be your second violation.

All fines collected are applied to substance abuse education programs, speakers, and materials. VCSU reserves the right to assign additional sanctions as deemed necessary or appropriate. The above sanctions are subject to review and change as necessary.

Assistance for tobacco cessation is available through the Office of the University Health Nurse. Individuals requesting assistance with tobacco cessation services, will be referred to NDQuits (www.NDHealth.gov/NDQuits), the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to anyone currently residing in North Dakota.

Exemptions

This policy will be printed in the employee and the student handbooks. Valley City State University shall post signs indicating that the campus property is tobacco-free in all locations and in the manner identified in NDCC 23-12-10.4.1(a) and (b). In addition, notices should be posted in other highly visible places on Campus Property including, but not limited to, walkways, athletic fields, parking lots and at all off-campus, school-sponsored events. In accordance with Valley City State University's plan for communicating this policy, the University Nurse will communicate the importance of the tobacco-free campus policy at least once per semester via campus-wide emailing to all students, employees, and staff.

"Native American" is a person who is an enrolled member of a federally recognized tribe.

Communication of tobacco-free policy

This policy will be printed in the employee and the student handbooks. Valley City State University shall post signs indicating that the campus property is tobacco-free in all locations and in the manner identified in NDCC 23-12-10.4.1(a) and (b). In addition, notices should be posted in other highly visible places on Campus Property including, but not limited to, walkways, athletic fields, parking lots and at all off-campus, school-sponsored events. In accordance with Valley City State University's plan for communicating this policy, the University Nurse will communicate the importance of the tobacco-free campus policy at least once per semester via campus-wide emailing to all students, employees, and staff.

Responsibility/Enforcement

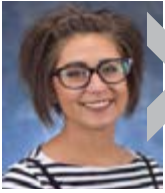
Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students to not only comply with the policy, but also to encourage others to comply in order to promote a healthy environment in which to work, study and live.

Violations of this policy should be referred to the appropriate administrative office for review and appropriate action: for faculty, the Office of the Vice President for Academic Affairs; for staff, the Office of the Vice President for Business Affairs; for students, the Office of the Vice President for Student Affairs.

SAFETY



Facilities Services Office
701-845-7705
facility.services@vcsu.edu



Jessica Gortmaker
Director for Facilities Services
Facilities Services 101
701-845-7710
jessica.gortmaker@vcsu.edu

Residence Hall Security

Residence Halls are locked 24 hours a day, seven days a week. Only students who live in the buildings and maintenance workers are given access to these buildings.

Security Cameras

VCSU has numerous surveillance cameras across campus. These cameras record happenings at building entrances and other areas. We ONLY review the footage if there is a problem.

Threat Assessments

VCSU reviews warning signs, threats and other information and shares information with local PD in necessary cases. VCSU also follows state policies and guidelines to avoid potential problems.

Safety Walk

Each year, Facilities Services staff, the Vice President for Student Affairs and Student Senate members walk around campus to find areas of improvement.

Building Security

VCSU has employees on campus 24 hours a day, seven days a week, 365 days a year, including building security staff who patrol the campus and check doors, halls and other areas from the hours of 3 p.m.–7 a.m. The building security staff is in direct contact with the VCPD if an incident occurs.

Valley City Police Department

VCSU has an agreement with the VCPD to monitor the campus several times each day. Their response time to an incident on campus is under five minutes.

Fire Drills

VCSU conducts fire drills in each residence hall according to federal and state guidelines. The campus works with the local fire department in conducting unannounced drills to each residence hall to help get students acquainted with different entrances and exits. Fire drills are conducted each semester in all academic buildings.

Emergency Notification System

Assurance NM is the emergency notification system used by all 11 North Dakota University System colleges and universities to provide timely information and instructions directly to students, faculty, staff and others during emergencies or urgent situations. It uses cell-based telephone and text messaging, land lines and e-mail to inform participants of the emergency situation. Assurance NM is used only if a situation poses an urgent or immediate threat to health or safety or if a situation significantly disrupts campus activities such as a weather-related closing. If students choose not to participate in Assurance NM, they run the risk of missing information that might be vital to their safety. Student employees are required to participate in Assurance NM because of their campus responsibilities. Students will be reminded every 90 days to update their information or participate in the system. At any time, students can update their information by clicking on the emergency notification link.

PARKING



Facilities Services Office
701-845-7705
facility.services@vcsu.edu

Parking permits are available to purchase online through Campus Connection (use the qr code in the header for more information).

The VCSU Parking Office is open from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., Monday through Friday, to answer any questions or help with the online permit sales. ***Permits will be mailed out to the address that is used during purchase*

The annual parking fee for students and employees is \$50.00. At semester break, parking permits are reduced to \$25.00. All of the parking lots on VCSU campus require either a student permit, employee permit or a guest pass.

Overnight parking is only permitted in the following lots:

- Lot 4, 5, 6, 7, a portion of 10, 11, 12, 13, 14, 17, 18

Lots that DO NOT allow overnight parking are numbers:

- Lot 1, 8, 9, a portion of 10, 6

The permit holder, registered owner or driver can be held liable for any parking violation expenses. If a citation can be associated to an account, citations will transfer and post to the VCSU CampusConnection account after the citation is issued. Citations are paid in the VCSU Business Office.



GAUKLER FAMILY WELLNESS CENTER

A high-quality fitness center for improving health and enhancing education and expanding social opportunities.

The 63,000 square foot facility includes the following features:

- Swimming pool with four lap lanes and zero depth entry leisure pool
- Hot tub
- VCSU KHP Department with three classrooms, training room & physiology lab
- ♦ Two high school basketball courts with divider curtain and 12 adjustable basketball hoops from 8'–10'; lines for two volleyball courts, and four badminton courts
- Three lane track (about 10 $\frac{3}{4}$ laps per mile)
- 9,700 sq. ft. fitness center
- Two group fitness rooms
- Indoor playground with multilevel play structure
- Party room for birthdays and other events
- Conference room
- Locker space including men's, women's and family locker rooms
- Parks and Recreation offices
- Caribou brewed coffee and smoothie bar



Current Hours

Monday – Thursday: 5 a.m.–9 p.m.
 Friday: 5 a.m.–8 p.m.
 Saturday: 6 a.m.–8 p.m.
 Sunday: 8 a.m.–8 p.m.

Membership

Membership for currently registered VCSU students is included in student fees. Students may obtain a Wellness Center ID by bringing their student ID and proof of current class registration to the Wellness Center front desk.

PLACES TO STAY AND ENJOY IN VALLEY CITY

The President's Guest House

Stay in a lovely Victorian home right on campus!

Call 701-845-7122 or toll free at 1-800-532-8641 to schedule a stay or event.



The historic President's House is located on the beautiful campus of Valley City State University. This magnificently preserved Victorian home, built in 1901, served as the home for VCSU presidents from 1921–1994. It is now being offered as a guest inn providing accommodations for visitors to the campus and the Valley City area. The President's House is also available for special events such as weddings, dining, teas, showers, business meetings, tours, and graduation receptions with full dining privileges for a few or many. Several local caterers are also available.

The main floor of the home contains a kitchen, dining room, den, sitting room, music room, one handicap accessible bedroom and full bathroom. The second floor has four bedrooms, a maid's room with a bed, and 1½ baths. There is also a third-floor bedroom. For more information, check out our website at www.presidentshouse.com

SPECIAL EVENT PRICING (use of main floor & bath-rooms)

- \$35.00 - 4 hours
- \$60.00 - 6 hours
- \$100.00 - 12 hours

GUEST INN PRICING

- \$75.00 single room per night
- \$200.00 entire home for one night
- \$175.00 per night entire home 2 or more consecutive nights
- \$1,000.00 entire home per 7-day stay

Prices do not include 10.5% tax. \$50 per night deposit required on entire home overnight rentals.
Must cancel 60 days before rental or forfeit deposit.

Local Hotels and Bed & Breakfast

AmericInn

280 Wintershow Rd
Valley City, ND, 58072
701-845-5551

Super 8

822 11th Street SW
Valley City, ND, 58072
701-840-6226

EconoLodge

455 Wintershow Road
Valley City, ND, 58072
701-845-5333

Open Country Lodge

*Hotels/Motels, Guest Inn,
Bed & Breakfast, Hunting,
Fishing, Recreation*
9678 35th St SE
Spiritwood, ND, 58481
701-490-1440

GrandStay Hotel & Suites

271 Winter Show Road SW
Valley City, ND, 58072
701-490-3500

Local Restaurants and Coffee Shops

Alley Beans

Bridges Bar & Grill

Budget Burger

Burger King

Casey's Pizza

City Lights

Cookie Plätz

Dairy Queen

Eagles Club

Epworth's Holy
Grounds

Healthier You Nutrition

Jimmy's Pizza

Kirin House

La Cita

McDonalds

PetroServe

Pizza Corner

Pizza Ranch

Sabir's Dining &
Lounge

Sky Lanes

Subway

Tavern 94

Taco John's

Valley City Town &
Country Club (seasonal)

Wild Prairie Bakery



**The Valley City
Activities Calendar,
Tourism and Events**

Meet the Crew



Chloe Anderson
Sheldon, ND
Human Services
I'm forklift certified.



Sadie Hansen
Oakes, ND
Elementary Education
My favorite song is *Dior* by Pop Smoke.



Grace Mueller
Wimbledon, ND
English
I love traveling but I have a terrible sense of direction, which is kind of funny.



Emma Bastian
Casselton, ND
Elementary Education
I'm a barista at Alley Beans in Valley City!



Brinklyn Johnson
Valley City, ND
Business Education
I have never seen the ocean!



Mattilyn Nathan
West Fargo, ND
Art Education & English Education
My favorite Taylor Swift album is *Lover*.



Derek Bear
Valley City, ND
Computer Information Systems
I was a homeowner at 19.



Ian Keyes
Jamestown, ND
Psychology
I am learning a song in French for voice class.



Kendra Odegard
Lisbon, ND
Elementary Education
I am in track and field.



Darissa Becker
Napoleon, ND
Elementary Education
I have an australian shepherd poodle mix named Dani.



Amber Knutson
Kathryn, ND
Business Administration
I grew up on a family farm that has been in our family for over 100 years.



Kloe Sauter
Linton, ND
Elementary Education
The way I spell my name is unique, as I have never met or seen anyone else spell it the way I do.



Myah Bolluyt
West Fargo, ND
Psychology
My favorite Taylor Swift album is *Speak Now!*



Grant Larson
Leeds, ND
Elementary Education
I'm a bladesmith. I've forged three swords, I'm not sure how many knives, and various other things.



Macey Schlenker
Ellendale, ND
Communication
I attended Rushmore Music Camp for 7 years, 6 years for trumpet and 1 year for musical theater.



Dahlia Diegel
Wishek, ND
English Education w/ Library Science
My dog's name is Coconut.



Elijah Leik
Medina, ND
Music Education
I own seven cats.



Eve Scott
Mandan/Bismarck/Wilton, ND
English Education
I run the Drama Club!



Joplin Fink
Bismarck, ND
English Education
I have three wiener dogs.



Beth Mehus
Finley, ND
English Education
I coach a JO volleyball team in Valley City.



LilyBeth Townsend
Wahpeton, ND
English Education
My favorite Taylor Swift album is *Evermore!*



Carter Gill
Fargo, ND
History Education
I was born in Southern California.



Sarah Monilaws
Absaraka, ND
Communication
I love anything strawberry flavored.



Neeleigh Wollenzien
Towner, ND
Health Science
I've ridden on a private jet before.

New Student Checklist



DURING ORIENTATION

While you're here on campus, take the opportunity to get your questions answered and become familiar with the people and resources available to you!

- ☐ Add Viking Voyage Weekend to your calendar: August 18–20
 - Move-In Day is August 18, 2023
 - These activities are required for incoming freshmen
- ☐ Visit with Enrollment Services about any missing documents you might have
- ☐ Make sure your Housing is set up
- ☐ Activate your CampusConnection account
 - Keep your username and password in a safe place.
 - Do NOT share your credentials with anyone, including parents, as that violates NDUS policy.
- ☐ Register for classes
- ☐ Consider completing the FERPA Waiver
- ☐ Take your Viking Card photo
- ☐ Pick up your VCSU t-shirt
- ☐ Download the myvcsu app and explore it
- ☐ Use your Bookstore coupon to buy some swag
- ☐ Use Starbucks coupon before the end of the day
- ☐ Meet at least one person who can be a resource
 - Ask questions, have fun!



BEFORE VIKING VOYAGE

Before arriving on campus as a VCSU student, there are a couple additional tasks you may choose to do to prepare.

- ☐ Purchase parking permit (see Parking, pg. 21)
- ☐ Learn about Viking Card and check eAccounts (see Technology Services, pg. 11)
- ☐ Consider purchasing laptop insurance
- ☐ Contact your roommate to plan for Move-In Day: Aug 18, 2023

Students with disabilities or requesting accommodations are asked to contact the Disability Support Services Office at (701) 845-7307 at least 72 hours prior to arriving on campus.

MARK YOUR CALENDAR

Move-In Day	Viking Voyage Weekend	Summer Vikes on Central	Homecoming Week
August 18 2023	August 18-20 2023	September 7 2023	September 18-23 2023



VALLEY CITY STATE UNIVERSITY

ACADEMIC BUILDINGS

- 1 Center for the Arts
- 2 Memorial Student Union
- 3 Allen Memorial Library
- 4 Vangstad Auditorium
- 5 McFarland Hall
- 6 McCarthy Hall
- 7 Rhoades Science Center

RESIDENCE LIFE BUILDINGS

- R1 Snoeyenbos
R2 McCoy
R3 Mythaler
R4 Robertson
R5 Kolstoe
R6 University Apartments

COMMUNITY BUILDINGS

- C1 Gaukler Wellness Center
C2 The President's House
C3 President's House Garage

ATHLETIC FACILITIES

- A1 W.E. Osmon Field House
A2 Softball Complex
A3 Lokken Field
A4 Graichen Gym

PARKING

- P1 Facilities Parking
P2 Rhoades Rear Parking
P3 Power House Parking
P4 Rhoades West Gravel
P5 North River
P6 Foss West Parking
P7 Foss East Gravel
P8 Student Center North
P9 Student Center West
P10 McCoy Parking
P11 Lion's Court Parking
P12 Snoeyenbos Parking
P13 Mythaler Parking
P14 Kolstoe Street Parking
P15 State Fleet
P16 McCarthy Parking
P17 Field House East
P18 Field House West Gravel

FACILITIES

- F1 Greenhouse
F2 Campus Shop
F3 Campus Storage
F4 Athletic Storage
F5 The Bunker
F6 Facilities Building
F7 Ceramics Lab
F8 Metals Lab
F9 Heat Plant

