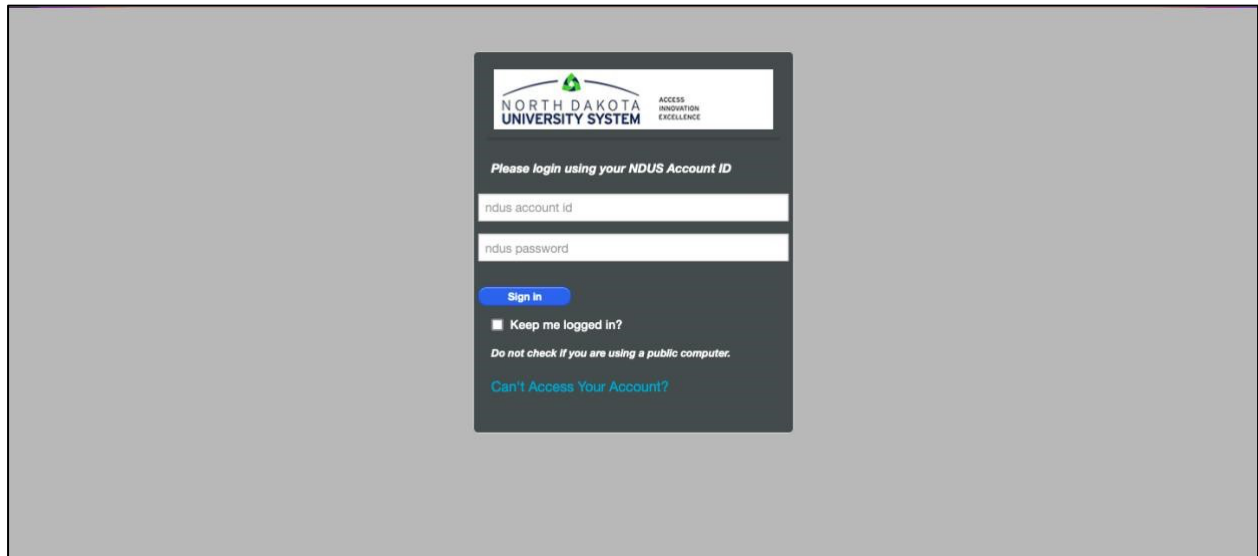


Apply Online for Housing at VCSU

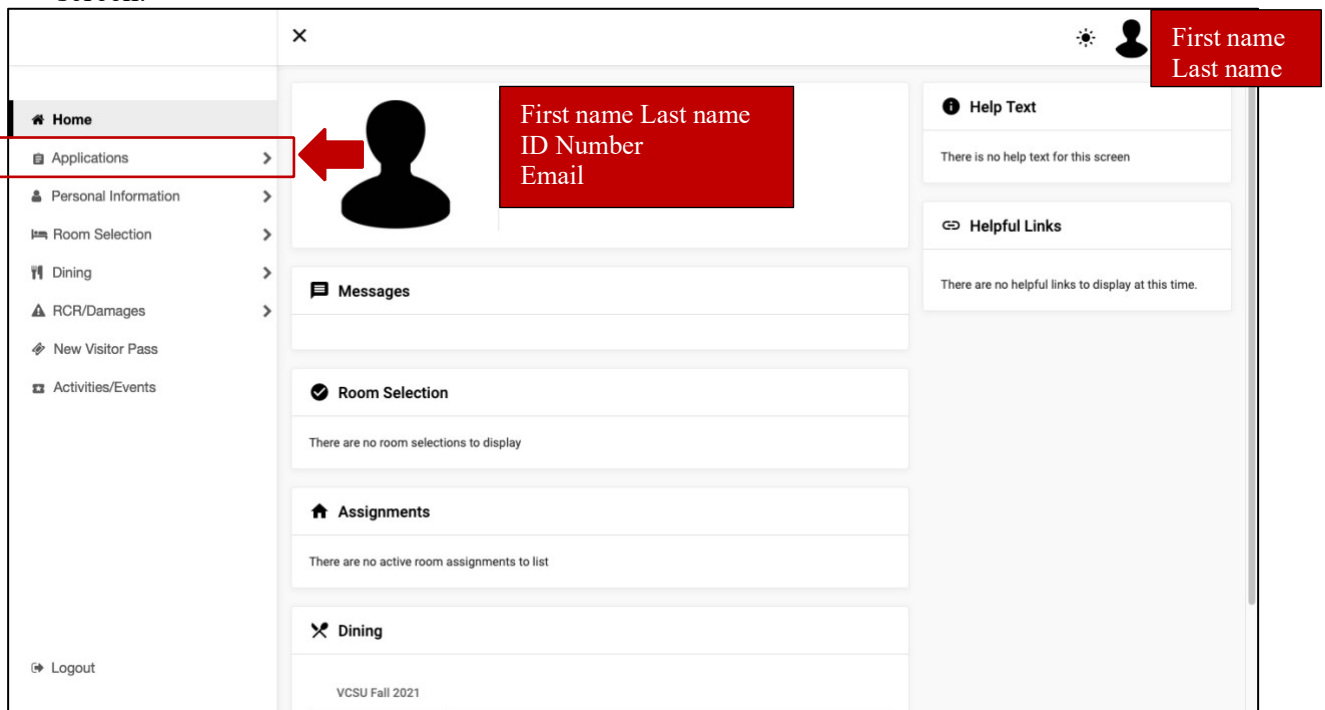
Make sure to claim your account prior to following these instructions

Step 1. Click on the Housing application link and you will be brought to the sign in page. Use your Campus Connection credentials to login. You will need to claim your account to login.



The image shows a login page for the North Dakota University System. At the top, there is a logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, it says "Please login using your NDUS Account ID". There are two input fields: "ndus account id" and "ndus password". A blue "Sign in" button is below the password field. There is a checkbox for "Keep me logged in?" and a note "Do not check if you are using a public computer." At the bottom, there is a link "Can't Access Your Account?".

Step 2. Once you login you should see this page. Click on the Application tab on the left side of your screen.



The image shows a user dashboard interface. On the left, there is a sidebar with a list of navigation items: Home, Applications, Personal Information, Room Selection, Dining, RCR/Damages, New Visitor Pass, and Activities/Events. The "Applications" item is highlighted with a red box and a red arrow pointing to it. At the top right, there is a user profile section with a silhouette icon and a red box containing the text "First name Last name", "ID Number", and "Email". Below the profile, there are sections for "Messages", "Room Selection", "Assignments", and "Dining". The "Room Selection" section shows "There are no room selections to display". The "Assignments" section shows "There are no active room assignments to list". At the bottom left, there is a "Logout" link. At the bottom center, it says "VCSU Fall 2021". On the right side, there are sections for "Help Text" and "Helpful Links", both showing "There is no help text for this screen" and "There are no helpful links to display at this time." respectively.

Step 3. Click on the application that corresponds with your class status and the semester you will be living on campus. DO NOT select the current semester.

Ex. Freshman or transfer student = First Year Student

Sophomore, Junior, Senior = Returning Student Application

Applications

- First Year Student (VCSU Fall 2021)
- Returning Student Application (VCSU Fall 2021)

First name Last name
ID Number
Email

Messages

Room Selection

Assignments

Dining

VCSU Fall 2021

Help Text

There is no help text for this screen

Helpful Links

There are no helpful links to display at this time.

Step 4. Read through the contract. Once you read through the contract either type your full name or sign in the box to give consent. Click Continue to move onto the next page.

Consent - First Year Student

Contract Statement

All full-time (minimum of 12 semester hours) first-year students are required to reside on campus and purchase a board plan for a period of one 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.

Students, parents, and guardians will be asked to provide written verification of any off-campus residence. Students determined to be in violation of this policy will be retroactively charged a minimum room and board rate for the time they did not live on campus.

This is a legal and binding contract for the entire academic year. Students, including upperclassmen, can only break the contract for the following reasons:

1. The student withdraws completely from VSCU.
2. The student joins the military and can produce active duty orders.
3. The student gets married and can produce a valid marriage certificate.
4. The student has a child and can produce a valid birth certificate.
5. The student has a documented medical condition that cannot be accommodated by Residence Life.

Students not returning to VCSU for a second semester must file a room and board contract change form with the Director of Residence Life by December 1. The room and board contract is required for all resident hall students. Room and board charges are due by the designated due date of each semester. Refer to www.vcsu.edu/businessoffice for rates, refund, payment policy, and additional information.

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name

First name Last name

<
x

Applications

First Year Student
(VCSU Fall 2021)

Returning Student Application
(VCSU Fall 2021)

My Information - First Year Student

01. Please provide your cell phone number. *

02. Please choose a meal plan. *

03. Do you have any documented food allergies? (Please list them)

04. Please share some of your hobbies and interests.

05. If you would like to request a roommate, please provide their name.

06. Please tell us about your sleep preferences.

07. Please tell us about your sleep preferences.

08. If you would like, please share your preferred name and/or preferred gender here.

09. Please refer to the information box on the right hand side. *

10. Are you currently required to register as a sex offender in any State? *

11. Please refer to the information box on the right hand side. *

01. Please provide your cell phone number. * field is required

(none) ▾

Please select an option other than (none).

0 of 300 characters

0 of 300 characters

0 of 300 characters

(none) ▾ ↺

(none) ▾ ↺

0 of 50 characters

☐ Yes
 ☒ No

☐ Yes
 ☒ No

☐ Yes
 ☒ No

Help Text

09. Within the past seven (7) years, have you pled guilty (or no contest) to or otherwise been convicted of a crime involving violence or the threat of violence or of a sex offense. Crimes of violence refer to an offense in which physical force was used, attempted or threatened against the person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Sex offenses include, but are not limited to, rape, sexual assault, sexual battery, gross sexual imposition, trafficking, and the possession or distribution of child pornography.

11. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years ("Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspended for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.)

Helpful Links

There are no helpful links to display at this time.

Continue

Step 6. Here you will fill in your Address(es) and Contact(s) information. Click the pencil icon which will allow you to edit each of the respective lines. See the three images below for guidance. Once you have completed steps 6a and 6b click Continue to move onto the next page.

6b. Fill in the information for Guardian 1. You can fill in both spaces, but at least one is preferred. Click Save and move onto the next step.

Applications

First Year Student
(VCSU Fall 2021)
Returning Student Application
(VCSU Fall 2021)

Require d	Comple ted	Type	Name	Relation ship	Email	Mobile	Home	Work
X	X	Guardian 1	N/A	N/A	N/A	N/A	N/A	N/A

Clear

Edit Contact: Guardian 1

Name _____ Relationship _____

Email _____ Mobile Phone _____

Home Phone _____ Work Phone _____

Address _____ Address 2 _____

Address 3 _____ Address 4 _____

City _____ State _____

Zip Code _____ Country _____
United States

Save Cancel

Continue

First name
Last name

Step 7. Now you will enter in your living requests. This is where you put your preferred hall preference in. You may enter up to 3 requests.

- Select the choice number
 - 1 = first choice/most preferred; 2 = second choice; 3 = third choice/least preferred
- Under Request type select VCSU Hall Selection
- Select the building and room type you would like
- Click add then move onto your next choice number
- Once you enter in your 3 requests click Continue to move onto the step

First name
Last name

Applications

First Year Student
(VCSU Fall 2021)

Returning Student Application
(VCSU Fall 2021)

First Year Student - Existing Living Requests for VCSU Fall 2021 (0)

Choice #	Request Name	Value
You have not entered any living requests for this term.		

Add a New Living Request

Choice # 1 Request Type VCSU Hall Selection =

Kolstoe Hall (co-ed hall)

McCoy Hall Double (all female hall)

McCoy Hall Single (all female hall)

Robertson Hall Double (all male hall)

Robertson Hall Single (all male hall)

Snoeyenbos Hall Double (co-ed hall)

Snoeyenbos Hall Single (co-ed hall)

Add

Continue

Help Text

There is no help text for this screen

Helpful Links

There are no helpful links to display at this time.

Step 8. Now it is time for the \$50 room reservation fee payment. Read through the box before clicking Continue.

First name
Last name

Applications

First Year Student
(VCSU Fall 2021)

Returning Student Application
(VCSU Fall 2021)

First Year Student

Application Payment Required

Thank you for choosing VCSU. The Residence Life office is excited that you will call our halls your home during your time at VCSU. To complete the application process, you will be asked to make a \$50 room reservation payment. This payment will be applied to your room and board charges for the term in which you are requesting housing.

If you are not prepared to make the \$50 payment at this time, through the use of a credit card or e-check, please log in again when you are ready.

When you click Continue, you will be redirected to your institution's online payment provider's website. When you are finished, you will be redirected back to Self Service to continue with your application.

Continue

Help Text

There is no help text for this screen

Helpful Links

There are no helpful links to display at this time.

Step 9. You have finished the application. Here you will make your \$50 room reserve payment. This will be added to your student account and will go towards your balance for the term you are applying for. You can choose to pay by credit card or e-check from this page. Once you have completed the payment process you will be brought to the confirmation page. You should receive an email confirmation as well. You have completed the application as soon as the payment goes through!



Housing



Payment

Payment Information

* Indicates required information



Total: \$50.00

Payment Method:*

Select a Payment Method



[Click to Cancel this Payment and Return to the Housing Portal](#)

[Continue](#)

[Privacy Policy](#)

[Return Policy](#)

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