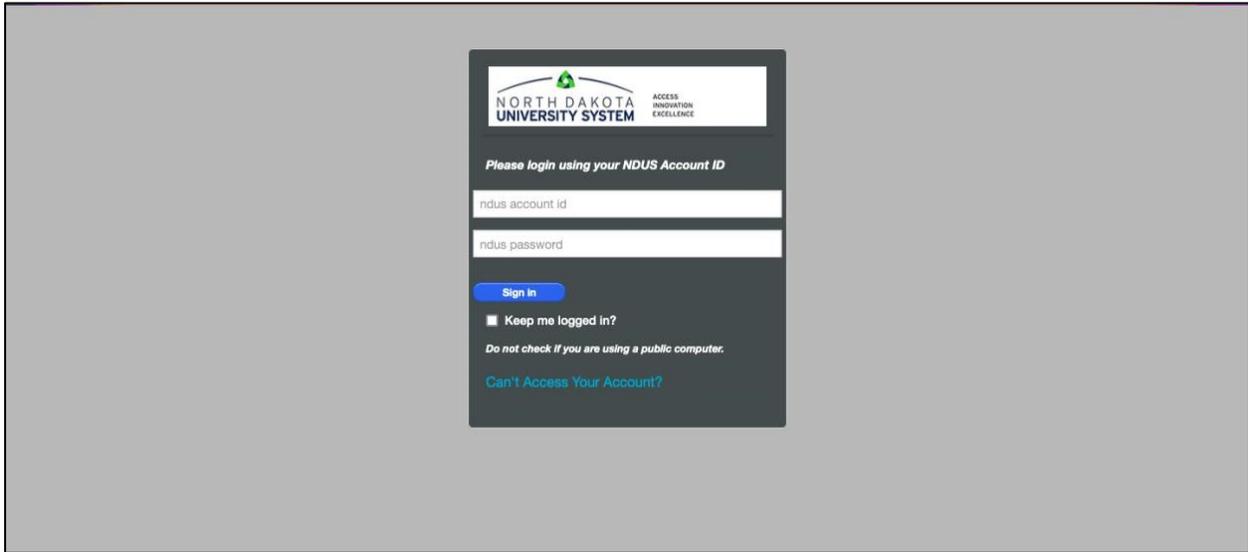


Apply Online for Housing at VCSU

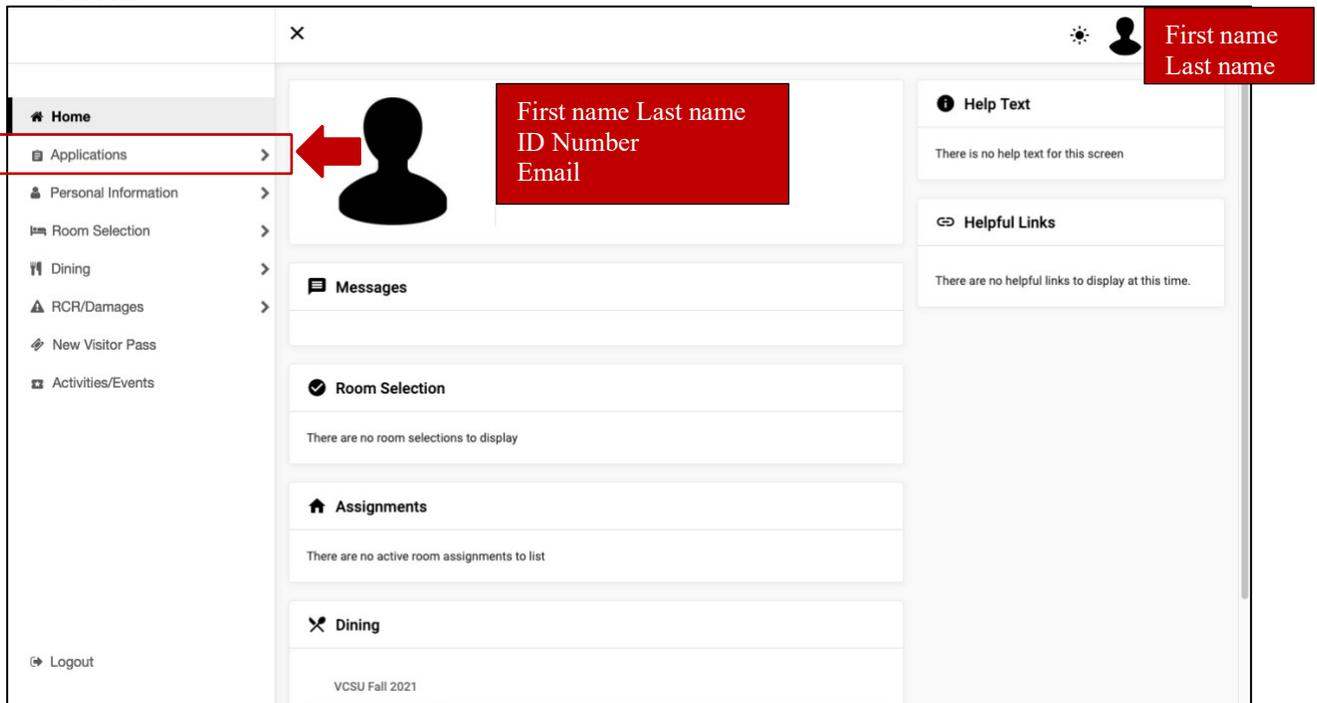
Make sure to claim your account prior to following these instructions

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 screenshot shows a login form for the North Dakota University System. At the top, the logo for the North Dakota University System is displayed with the tagline "ACCESS INNOVATION EXCELLENCE". Below the logo, the text "Please login using your NDUS Account ID" is shown. The form contains two input fields: "ndus account id" and "ndus password". A blue "Sign in" button is located below the password field. There is a checkbox labeled "Keep me logged in?" and a note that says "Do not check if you are using a public computer." At the bottom of the form, there is a link that says "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 screenshot shows a user dashboard with a sidebar on the left and a main content area on the right. The sidebar contains 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. The main content area features a user profile card at the top with a silhouette icon and a red box containing the text "First name Last name ID Number Email". Below the profile card are sections for Messages, Room Selection, Assignments, and Dining. The "Room Selection" section shows "There are no room selections to display" and the "Assignments" section shows "There are no active room assignments to list". On the right side of the dashboard, there are sections for "Help Text" (stating "There is no help text for this screen") and "Helpful Links" (stating "There are no helpful links to display at this time."). A "Logout" link is located at the bottom left of the sidebar. The text "VCSU Fall 2021" is visible at the bottom of the page.

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

The screenshot shows the 'Applications' page in a mobile app. On the left, a sidebar menu lists 'First Year Student (VCSU Fall 2021)' and 'Returning Student Application (VCSU Fall 2021)'. Red arrows point to these options. The main content area shows a profile card with a silhouette icon and a red box containing the text: 'First name Last name', 'ID Number', and 'Email'. Below the profile card are sections for 'Messages', 'Room Selection', 'Assignments', and 'Dining', each with a status indicator and a message. The right sidebar contains 'Help Text' and 'Helpful Links' sections. A red box in the top right corner contains the text 'First name Last name'.

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.

The screenshot shows the 'Consent - First Year Student' page. The left sidebar menu lists 'First Year Student (VCSU Fall 2021)' and 'Returning Student Application (VCSU Fall 2021)'. The main content area features a 'Contract Statement' section with a scrollable text area containing the following text:
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 VCSU.**
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.
A red box highlights the consent options: 'Enter your full name to give consent (Hand drawn signature will be auto generated)' (selected) and 'Use the signature pad to draw your signature'. Below this is a text input field labeled 'Enter your full name' with a red box around it. The right sidebar contains 'Help Text' and 'Helpful Links' sections. A red box in the top right corner contains the text 'First name Last name'.

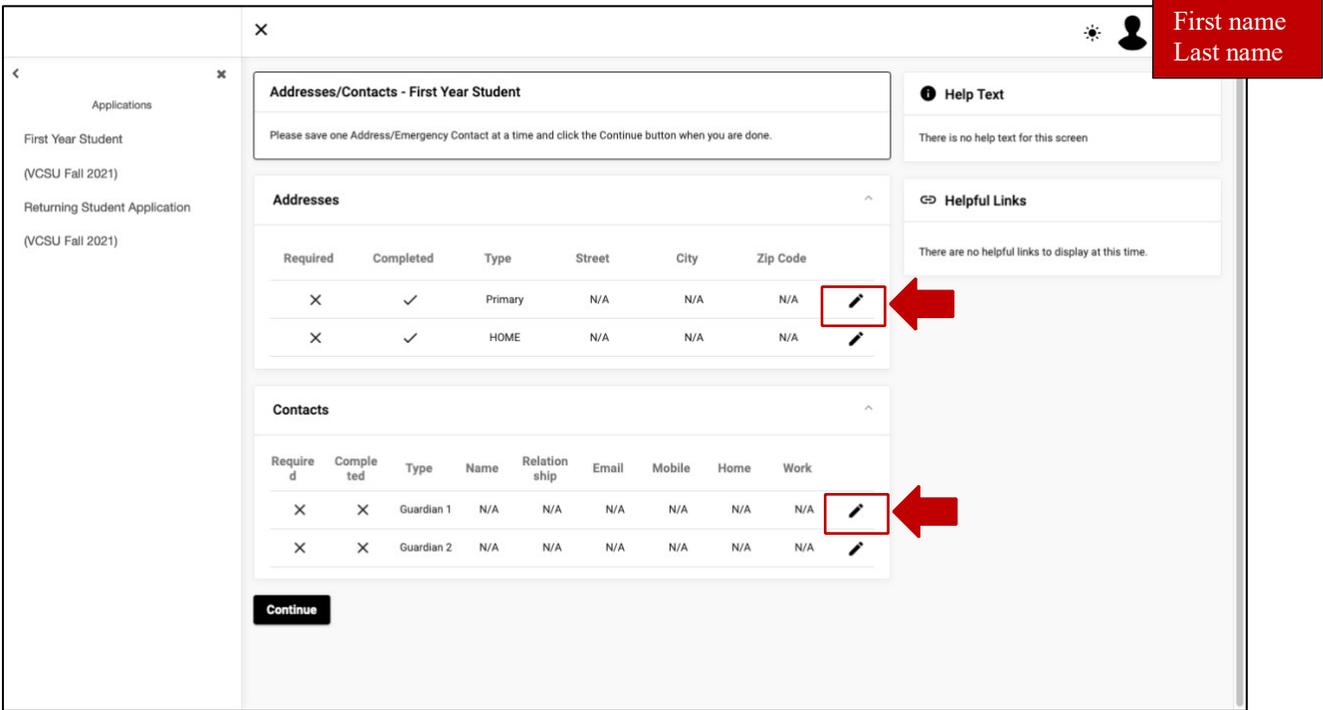
Step 5. Please fill in each of the fields on the “My Information” page. Click Continue to move onto the next page.

The screenshot shows a web application interface for a student's information page. On the left is a sidebar with navigation options: 'Applications', 'First Year Student (VCSU Fall 2021)', and 'Returning Student Application (VCSU Fall 2021)'. The main content area is titled 'My Information - First Year Student' and contains 11 numbered questions:

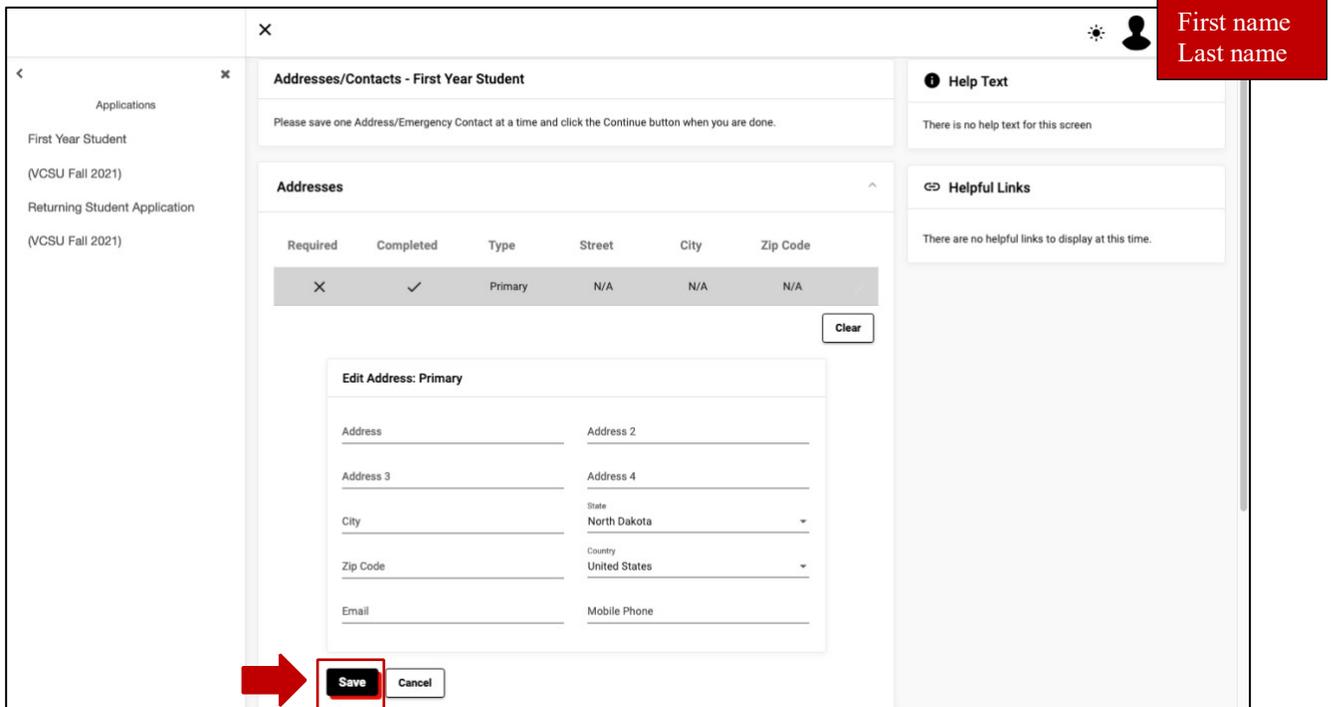
- 01. Please provide your cell phone number. * (Text input field)
- 02. Please choose a meal plan. * (Dropdown menu with '(none)' selected)
- 03. Do you have any documented food allergies? (Please list them) (Text input field, 300 characters limit)
- 04. Please share some of your hobbies and interests. (Text input field, 300 characters limit)
- 05. If you would like to request a roommate, please provide their name. (Text input field, 300 characters limit)
- 06. Please tell us about your sleep preferences. (Dropdown menu with '(none)' selected)
- 07. Please tell us about your sleep preferences. (Dropdown menu with '(none)' selected)
- 08. If you would like, please share your preferred name and/or preferred gender here. (Text input field, 50 characters limit)
- 09. Please refer to the information box on the right hand side. * (Radio buttons for Yes/No)
- 10. Are you currently required to register as a sex offender in any State? * (Radio buttons for Yes/No)
- 11. Please refer to the information box on the right hand side. * (Radio buttons for Yes/No)

On the right side, there is a 'Help Text' section with detailed information about criminal offenses and disciplinary actions. Below that is a 'Helpful Links' section which is currently empty. At the bottom left of the form is a 'Continue' button. A red box on the right side of the image contains the text 'First name' and 'Last name'.

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.



6a. Fill in the information for your Primary and Home address. If these addresses are the same, you only need to fill out one of them. Click Save then move onto the Guardian information section.



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.

The screenshot shows a mobile application interface for editing a contact. At the top, there is a table with columns: Required, Completed, Type, Name, Relationship, Email, Mobile, Home, and Work. The row for 'Guardian 1' shows 'N/A' for Name, Relationship, Email, Mobile, Home, and Work. Below the table is a 'Clear' button. The main form is titled 'Edit Contact: Guardian 1' and contains the following fields:

Name	Relationship
Email	Mobile Phone
Home Phone	Work Phone
Address	Address 2
Address 3	Address 4
City	State
Zip Code	Country
	United States

At the bottom of the form, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. A red box highlights the 'First name' and 'Last name' fields.

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.

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

The screenshot shows a web interface for adding a new living request. The main heading is "First Year Student - Existing Living Requests for VCSU Fall 2021 (0)". Below this is a table with columns for "Choice #", "Request Name", and "Value". A message states, "You have not entered any living requests for this term." The "Add a New Living Request" section contains a form with a "Choice #" dropdown set to "1", a "Request Type" dropdown set to "VCSU Hall Selection", and a list of hall options. The selected option is "Kolstoe Hall (co-ed hall)". An "Add" button is to the right of the list. A "Continue" button is below the form. Red callout boxes with arrows point to: "a. Choice #" (pointing to the dropdown), "b. Request Type" (pointing to the dropdown), "c. Hall Selection" (pointing to the list), and "d. Add" (pointing to the "Add" button). A user profile box in the top right corner shows "First name" and "Last name".

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

The screenshot shows a screen titled "First Year Student" with a message box. The message reads: "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." Below the message box is a red-bordered box containing a "Continue" button. A red arrow points to the "Continue" button. A user profile box in the top right corner shows "First name" and "Last name".

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!



Payment

Payment Information

* Indicates required information



Total: \$50.00

Payment Method:

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