

BEFORE YOU START

When You Can Start Your Housing Application:

For an August Start	For a January Start
First-Year Students: October 1	All Students: October 1
Transfer Students: October 1	
Returning Students: Week 8 of the Spring Semester	

Priority Deadline to Apply:

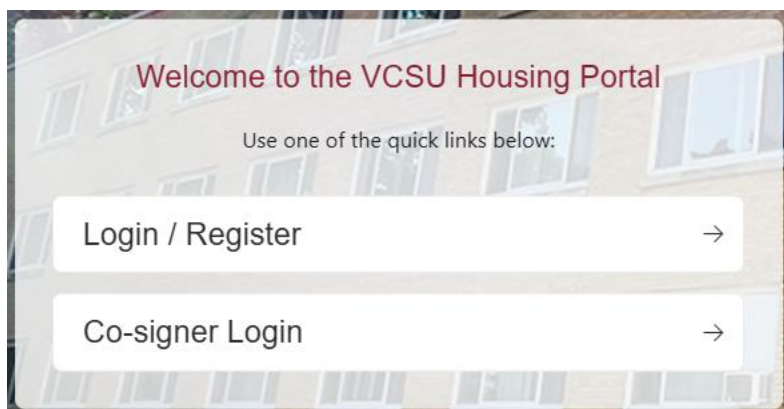
For an August Start	For a January Start
First-Year Students: May 15	All Students: End of Fall Semester
Transfer Students: May 15	
Returning Students: April 15	

Note: This is not the final deadline to apply, just when we recommend applying before in order to get your housing assignment information as soon as possible.

Have These Ready Before You Start:

- Your [NDUS EMPLID](#) (Student ID Number)
- Your NDUS Username and Password (found by claiming your [Campus Connection Account](#))
- Information for two emergency contacts and missing persons contacts (name, address, phone number, email, etc. – these can be the same person)
- Name of your roommate or suitemate preferences (if applicable)
- A credit or debit card to pay the \$50 room reservation fee.

STEP 1: LOG IN



What To Do

1. Go to the [VCSU Housing Portal](#).
2. Select "Login / Register"
3. Log in with your NDUS Username and Password

IF THIS IS YOUR FIRST TIME LOGGING IN

 **VALLEY CITY**
STATE UNIVERSITY

Home New Application Dashboard

Account ▾ Log Off

Your Addresses

You must complete any addresses that are marked in red below before you can continue.

Your addresses are show below. To change an address, select the appropriate address and click the Change button.

Emergency Contact 1 Address

Emergency Contact 2 Address

Missing Person 1 Address

Missing Person 2 Address

First Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

What To Do

1. Enter information for at least one emergency contact by choosing the red **Emergency Contact 1 Address** and then scrolling down to click the "Change" button. Don't forget to press "Save."
2. Go back to the main page by clicking "Home" on the top main navigation bar.
3. Enter information for at least one missing person contact by choosing the red **Missing Person 1 Address** and then scrolling down to click the "Change" button. Don't forget to press "Save."
4. Go back to the main page by clicking "Home" on the top main navigation bar.
 - *Make sure each contact's name, relationship, phone number, email address, and mailing address are correct.*
 - *If your emergency contact and missing person contact are the same person, you may enter the same information in both sections.*
5. When you have completed the required contact information, you will be automatically redirected to the home page.

Why This Matters

This information helps VCSU know who to contact in an emergency or if there is a concern about your safety. Your emergency contact is the person the university may reach out to in urgent situations. Your missing person contact is the person you choose to be contacted if you are reported missing.

These can be the same person, but both sections need to be completed so we have the right information on file.

STEP 2: START YOUR HOUSING APPLICATION

 Apply Complete a housing or exemption app. »	 Status Monitor your progress. »	 Billing View your expected charges. »	 Help Contact us for help. »
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What To Do

1. Click “Apply”
2. Choose the correct period of time that you would like to live on campus
3. Choose whether you are a first-year, transfer, or returning student

Which option best describes you?

I am a first-year student. This is my first-time going to college.
I am a transfer student. VCSU is not the first college I have been to.
I am a returning student. This will not be my first time living at VCSU.

4. Explore your available housing options by clicking on the name of each building.
5. When you are ready to add a building to your list of preferences, in the same row as the room type you prefer, choose the [meal plan](#) you want and then click “Apply”

Room Type:

Room Type:	Length of Stay:	Contract Starts:	Contract Ends:	Meal Plan:	Semester Total:	Total Per Year:	Apply
Suite Double	Academic Year	08/24/2026	05/14/2027	15/\$150 ▾	\$4607.50 Per Semester:	\$9,265.00	Apply
Suite Single	Academic Year	08/24/2026	05/14/2027	19/\$100 ▾	\$5325.00 Per Semester:	\$10,700.00	Apply

To Add Additional Preferences

1. Click “Add Another”

These are your preferences.

Area:	Room Type:	Length of Stay:	Contract Starts:	Contract Ends:	Meal Plan:	Price:	Total Per Year:	Delete
Snoeyenbos Hall	Suite Double	Academic Year	08/24/2026	05/14/2027	10/\$300	\$50.00 One Off for \$2,225.00 Per Semester for Suite Double \$2,255.00 Per Semester for 10/\$300	\$9,010.00	Delete

[Add Another](#) [Next](#)

2. Repeat Steps 4 & 5 from above
3. To change the ranking of your preferences, use the “Move Up” or “Move Down” buttons

These are your preferences.

Area:	Room Type:	Length of Stay:	Contract Starts:	Contract Ends:	Meal Plan:	Price:	Total Per Year:	Ranking:	Delete
Snoeyenbos Hall	Suite Double	Academic Year	08/24/2026	05/14/2027	10/\$300	\$50.00 One Off for \$2,225.00 Per Semester for Suite Double \$2,255.00 Per Semester for 10/\$300	\$9,010.00	Move Down	Delete
McCoy Hall	Traditional Single	Academic Year	08/24/2026	05/14/2027	10/\$300	\$50.00 One Off for \$2,200.00 Per Semester for Traditional Single \$2,255.00 Per Semester for 10/\$300	\$8,960.00	Move Up	Delete

4. When you are happy with your list of preferences, click “Next”

STEP 3: ANSWER ADDITIONAL QUESTIONS

Further Details

Please answer the following questions.

Attributes

Please select the options below.

Within the past seven (7) years, have you pled guilty (or no contest) to or otherwise been convicted of a crime involving violence or of a sex offense? *

Are you currently required to register as a sex offender in any state? *

Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years? *

If you will need any physical accommodations to your room, please briefly describe your needs.

Please list any food allergies that you have.

What To Do

1. Confirm that the Emergency Contact and Missing Person contact information appears correct.
2. Answer all required questions marked with a red asterisk (“*”)
3. Complete as many of the optional questions as you would like
4. Use the Notes section to tell us anything else we should know
5. Click “Next”

Students Who Are Not Yet 18 Years Old

Guarantor

As you are under 18 a parent/guardian must also sign your housing contract. Please select an existing record below or add a new one.

Add New

Edit

1. Click “Add New” to enter the information for the parent or guardian who will be co-signing your application Answer all required questions marked with a red asterisk (“*”)
2. Enter their Last Name, First Name, and Email Address.
3. Click “Save”
4. Check the circle next to their newly added name.

Why This Matters

These required questions help us confirm eligibility for campus housing and support a safe residential community. The optional questions help us better understand your preferences, connect you with campus resources, and consider roommate or suitemate matches. For those who are not 18 years old, adding a guarantor (co-signer) allows your parent or guardian to start the process of approving your application.

STEP 4: REVIEW YOUR APPLICATION

Application Details

Please review your application information.

Application ID: 240
Term: 2026-2027
Application Type: I am a first-year student.
Application Date: 07/22/2026
Status: Awaiting Submission

[Edit Co-signer](#)

Preferences

These are your preferences, with your top choice listed first.

[Edit Preferences](#)

Rank:	Area:	Room Type:	Length of Stay:	Meal Plan:	Contract Starts:	Contract Ends:	Price:	Total Per Year:	Periods
1	Snoeyenbos Hall	Suite Double	Academic Year	10/\$300	08/24/2026	05/14/2027	\$50.00 for \$2,225.00 Per Semester for Suite Double \$2,255.00 Per Semester for 10/\$300	\$9,010.00	Show

What To Do

1. Scroll through your application details to confirm that everything looks correct
 2. Make edits to anything that doesn't look correct
 3. When you are happy with how things look, click "Submit"
-

STEP 5: REVIEW AND SIGN YOUR HOUSING CONTRACT

Terms & Conditions

Your Contract

Please read and sign your contract below.

F. By signing this contract the student agrees to abide by the rules and regulations outlined in the VCSU Residence Life Handbook and the VCSU Student Code of Conduct, listed in the VCSU Student Handbook.

G. VCSU prohibits the use of alcohol and tobacco on campus.

H. Personal refrigerators up to 4.5 cubic feet are allowed in the residence halls. Microwaves are not permitted in rooms or suites.

I. The student agrees to pay the room and board fee of \$1,200 per semester.

Name

Erin Edinger

ID

0797709

Date of Birth

4/15/2000 12:00:00
AM

Signed On

22 July 2026 15:30

Occupant Sign here:

Clear Signature

What To Do

1. Scroll through and read your Housing Contract.
2. After reading the Contract Statement, type your initials in the box to confirm you have read that section.
3. When you are ready, sign in the "Occupant Sign here:" box using your mouse or finger (if you have a touchscreen)
4. Click "Accept"

Note: Your guarantor/co-signer will also sign this document in a later step.

STEP 6: PAY THE \$50 ROOM RESERVATION FEE

Payments

Please pay the following amounts by card.

Name:	Amount:
26/27 - Application Fee	\$50.00
Total	\$50.00

[Cancel](#)

[Back](#)

[Next](#)

What To Do

1. Click “Next” to be taken to the checkout page.
2. Enter your Payer Information and Payment method.
3. When your information looks correct, click “Pay \$50.00”
4. You should be redirected back to the housing application, confirming that your application and payment were successful.

Initial to confirm you have read section:

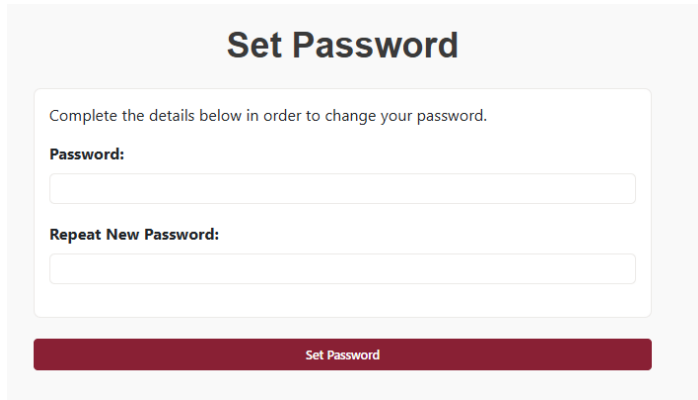
ee

Initial to confirm guarantor has read section:

STEP 7: HELPING YOUR PARENT/GUARDIAN WITH THE CO-SIGNING PROCESS

What To Do

1. Have your parent check the email address you entered for them in Step 3 for a message from housing@vcsu.edu with the Subject “You Have Been Asked to Co-Sign.” Make sure they check their Junk or Spam folder if they don’t see it in their main Inbox.
2. Have them open the email and click the provided link to set a new password. If the link does not open, copy and past it into a web browser. They will have 24 hours to complete their part of the process.
3. They will then create a new password by entering it twice and then clicking “Set Password.”

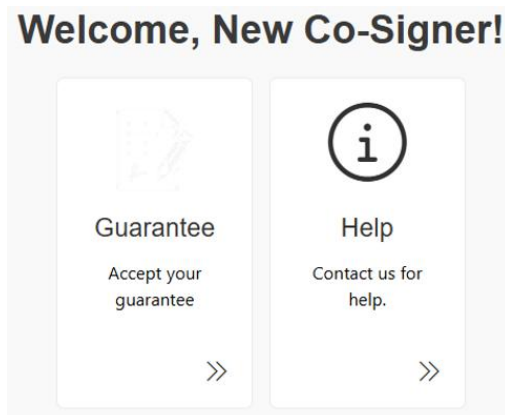


The image shows a 'Set Password' form. At the top, the title 'Set Password' is centered. Below it, a message says 'Complete the details below in order to change your password.' There are two input fields: the first is labeled 'Password:' and the second is labeled 'Repeat New Password:'. At the bottom of the form is a red button with the text 'Set Password'.

4. After they get logged in, they will click “Change” when prompted to update their contact information.

Note: Even though the button says “Change,” they will likely be entering this information for the first time.

5. After they get logged in, they will click “Change” when prompted to update their contact information.
6. Help them complete all required contact information and click “Save.”
7. Next, they will click the “Home” button at the top of the page and then click the “Guarantee” tile.



8. They will then “Select” your housing application and, similar to your Step 5 instructions, initial and sign the contract.
9. Last Step: Have them click “Accept”!

How You’ll Know It Worked: When the process is completed correctly, you will see a “Guarantee Accepted” page thanking you for accepting the agreement. You and your co-signer will also receive a confirmation email.

NEXT STEPS

When To Expect Your Housing Placement Information for an August Start

When Applying Before the Priority Deadline	When Applying After the Priority Deadline
First-Year Students: June 1	All Students: Assignments made every other week beginning June 1
Transfer Students: June 1	
Returning Students: Week 16 of the Spring Semester	

When To Expect Your Housing Placement Information for a January Start

When Applying Before the Priority Deadline	When Applying After the Priority Deadline
All Students: The first week of Winter Break	All Students: As applications are received.

WHO DO I CONTACT FOR HELP?

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