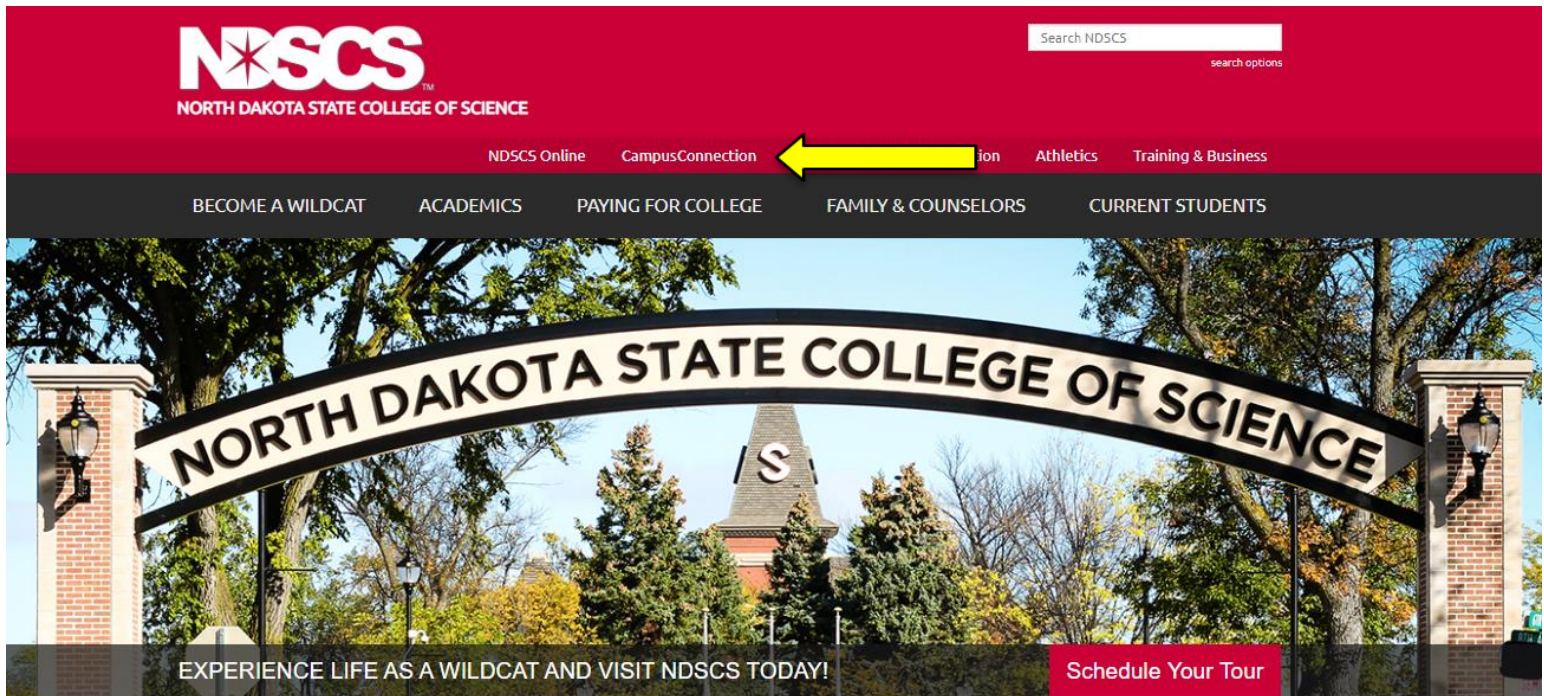


How to Apply for Residence Hall Housing and Dining Online

To apply for residence hall housing and dining online, please complete the following steps.

1. Go to NDSCS homepage at www.ndscs.edu and select Campus Connection.



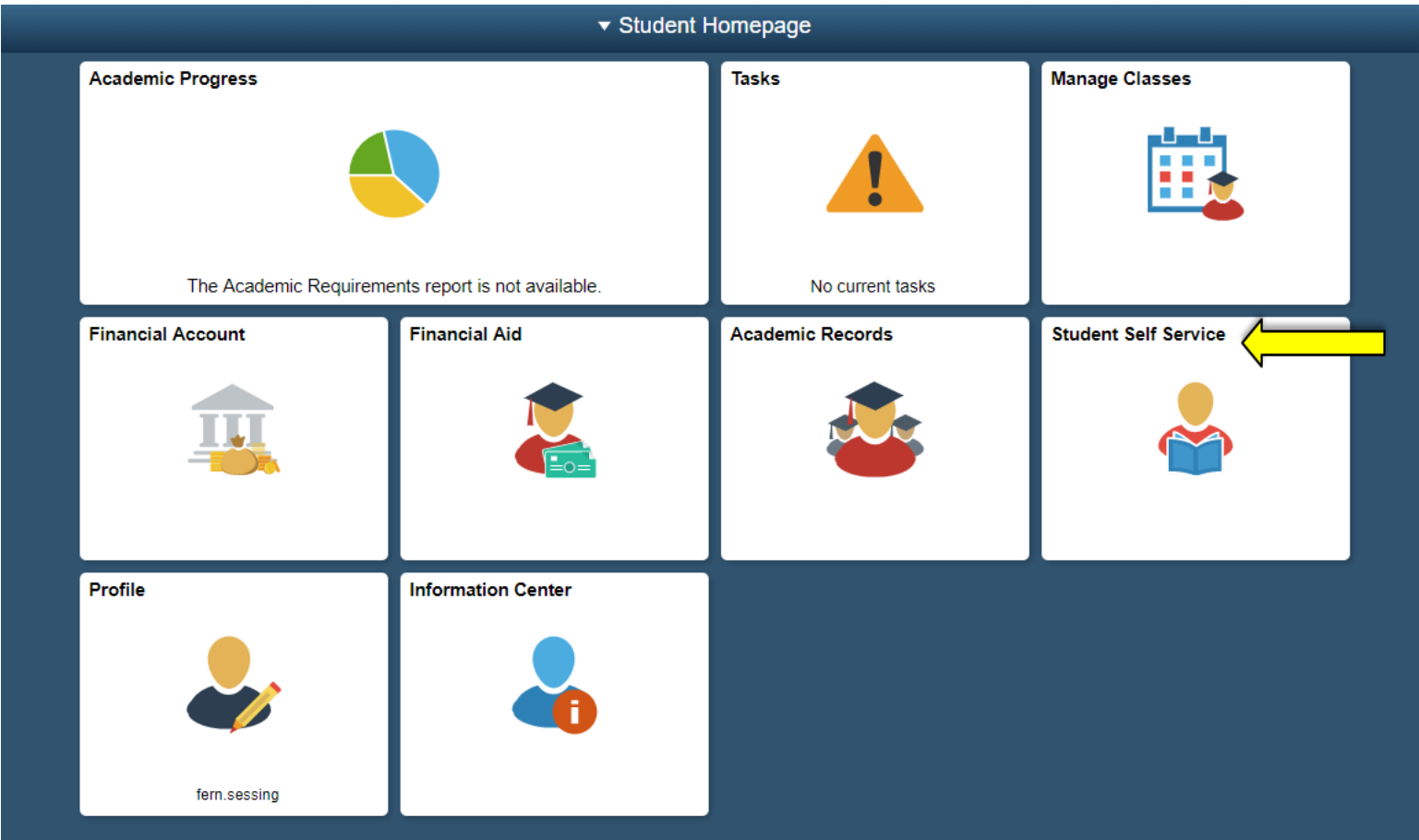
2. Log into Campus Connection.

The image shows the 'Campus Solutions Log In' page. The page has a blue header with the North Dakota University System logo. Below the header, there is a login form. The form has two main sections: 'Campus Solutions Log In' and 'Trouble Logging In?'. The 'Campus Solutions Log In' section contains a 'User ID' field, a 'Password' field, a checkbox for 'I agree to the terms of the User Agreement', and a 'Log In' button. A yellow arrow points to the 'User ID' field. The 'Trouble Logging In?' section contains three buttons: 'User ID and Password Help', 'Send email to Help Desk', and 'Guest Page'. At the bottom of the page, there is a copyright notice: 'Copyright © 2019 North Dakota University System. All rights reserved.'

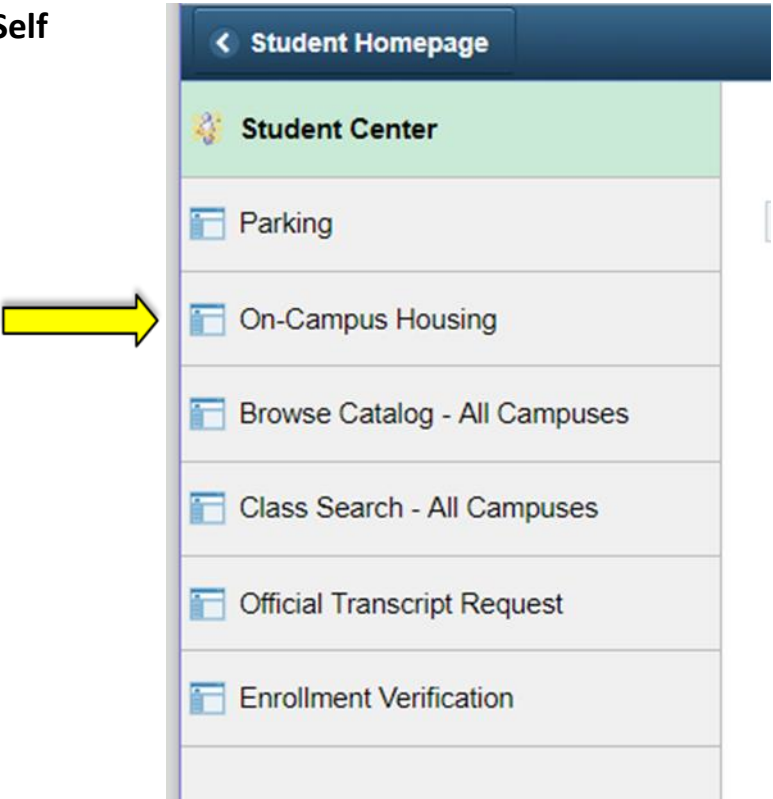
Note: If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am to 4:45 pm during the academic year and Monday – Thursday from 7:45 am to 4:45 pm

and Friday from 7:45 am to 3:00 pm during the summer. If you need assistance after business hours, please contact the NDUS Help Desk available 24 hours a day at 1-866-457-6387.

3. Select the Self Service tile from the Main Menu.



4. Select On-Campus Housing from the Self Service menu.



5. Click Continue

On-Campus Housing

ATTENTION: If you receive an error message at any time during the apply online process, please follow the steps below to enable cookies:

Click the link for the browser you are using; it will open in a new tab.

- [iOS - Safari, Chrome, Atomic, and Dolphin](#)
- [Firefox](#)
- [Google Chrome](#)
- [Internet Explorer](#)
- [Microsoft Edge](#)
- [Safari](#)

Continue



If you receive a Session Time Out error at this stage, you must enable or check the box in your Internet options for “OVERRIDE AUTO COOKIE HANDLING”. This is mainly a problem for users of Internet Explorer. If you continue having difficulty please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am to 4:45 pm during the academic year and Monday – Thursday from 7:45 am to 4:45 pm and Friday from 7:45 am to 3:00 pm during the summer. If you need assistance after business hours, please contact the NDUS Help Desk 24 hours a day at 1-866-457-6387.

6. Select ND State College of Science and click Continue.

Once you select your campus, you will be directed to login again using your campus credentials.

☐ Bismarck State College

☐ Dakota College at Bottineau

☐ Dickinson State University

☐ Lake Region State College

☐ Mayville State University

☐ Minot State University

☒ ND State College of Science

☐ North Dakota State University

☐ University of North Dakota

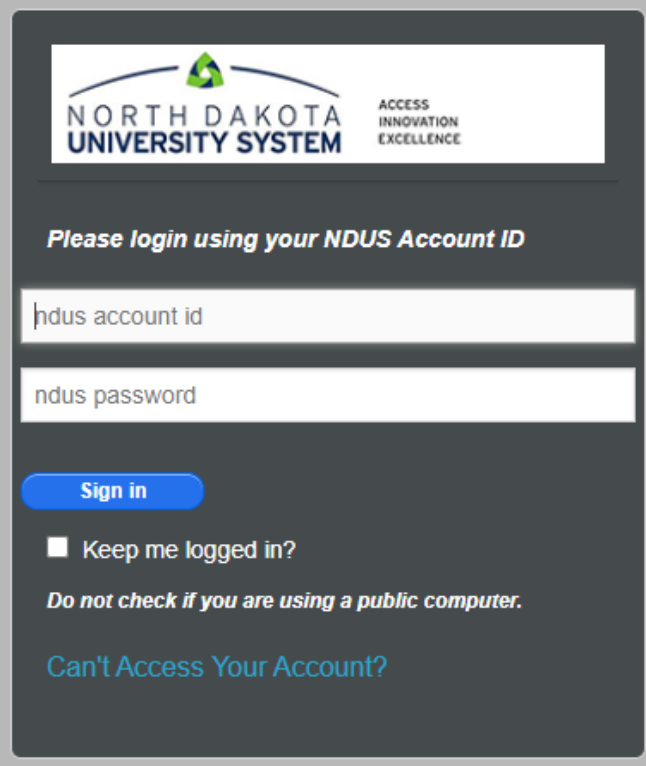
☐ Valley City State University

☐ Williston State College

Continue

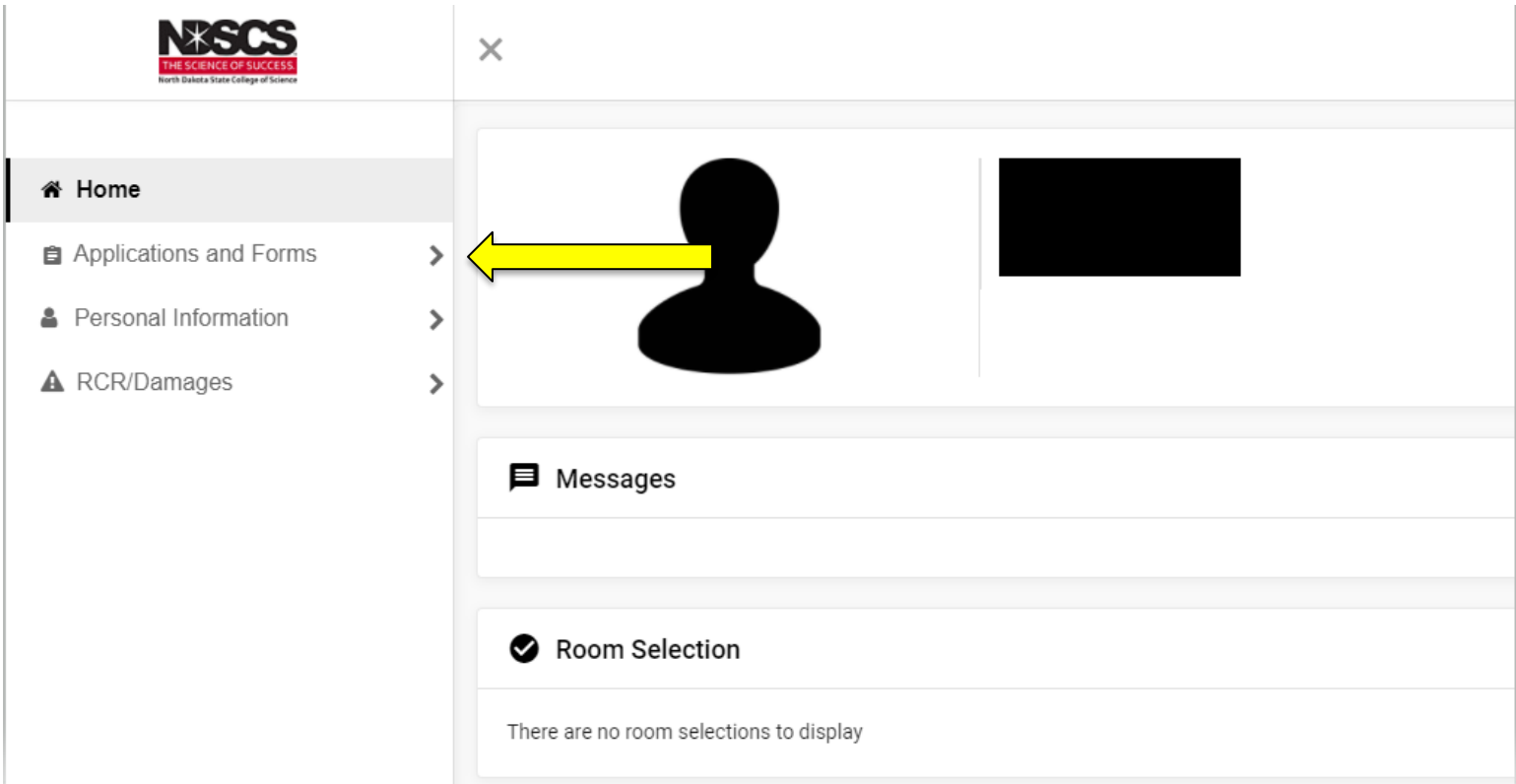


7. Login a second time using your Campus Connection Username and Password.

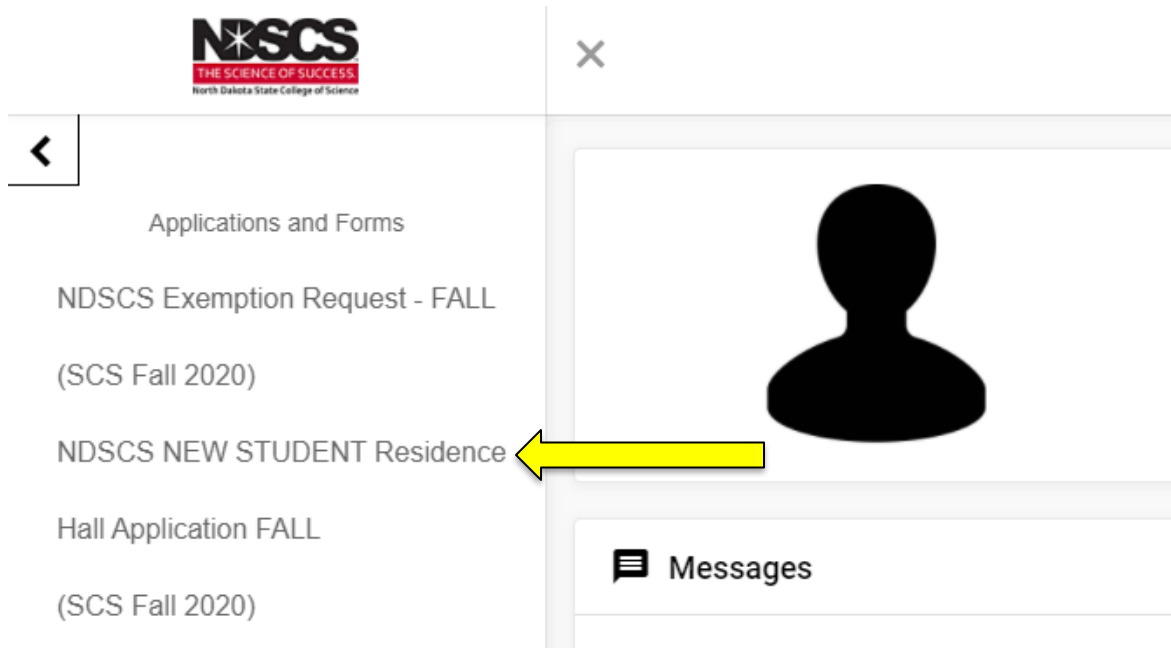


The login page for the North Dakota University System. At the top is the logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, it says "Please login using your NDUS Account ID". There are two input fields: "ndus account id" and "ndus password". A blue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

8. Click on the drop down arrow on the “Applications and Forms” tab and select the application you are applying for.



The screenshot shows the N*SCS user interface. On the left is a sidebar with a logo at the top and a list of menu items: "Home", "Applications and Forms", "Personal Information", and "RCR/Damages". Each item has a right-pointing chevron. A yellow arrow points to the chevron next to "Applications and Forms". The main content area on the right has a close button (X) at the top. Below it is a user profile section with a silhouette icon and a blacked-out photo. Further down are sections for "Messages" and "Room Selection" (which has a checkmark icon). At the bottom, it says "There are no room selections to display".



9. Click on the link to view the License for Residential Halls and Contract for Dining Services. If you agree with the terms in the License, type your name on the line or sign your name in the Electronic Signature box. If you do not enter a signature, you will not be able to continue with the application. To finalize your application, you will need to remit a nonrefundable \$25.00 application fee at the end of the application. **If you are able to make the payment through use of a credit/debit card or electronic check, please click the Continue button. If you are unable to make the payment at this time, please log in again when you are ready to do so.**

A screenshot of the NDSCS website's 'Consent - NDSCS NEW STUDENT Residence Hall Application FALL' page. The left sidebar is identical to the previous screenshot, with a yellow arrow pointing to 'NDSCS NEW STUDENT Residence'. The main content area has a title 'Consent - NDSCS NEW STUDENT Residence Hall Application FALL'. Below the title, there is a blue link 'Please review the contract available here (Adobe Reader required)' with a yellow arrow pointing to it. Below this link are three lines of text: 'If you do not have Adobe Reader, it may be downloaded here.', 'If you do not agree, exit the application here.', and 'If you agree, sign your name in the box below.' There are two radio button options: 'Enter your full name to give consent (Hand drawn signature will be auto generated)' (which is selected) and 'Use the signature pad to draw your signature'. Below these options is a text input field labeled 'Enter your full name'. At the bottom of the form is a black 'Continue' button with a yellow arrow pointing to it.

10. Complete the Personal Information screen. Any item marked with an asterisk (*) is required. After you have answered all the questions, click the Continue button.

My Information - NDSCS NEW STUDENT Residence Hall Application FALL

01. If you prefer to go by a nickname or a name that is different from your legal name, please enter your preferred name.

0 of 100 characters

02. Please select the semester that you will begin living in campus housing. *

Please select an option other than (none).

03. Please enter your cell phone number. Example: xxx-xxx-xxxx. *

03. Please enter your cell phone number. Example: xxx-xxx-xxxx.

04. If you would like to receive important housing notifications via text message from Residential Life, please select your Mobile Carrier. (Msg. & data rates apply). *

Verizon

05. Please enter your home phone, if applicable.

0 of 100 characters

06. Please enter your personal email address. *

0 of 100 characters

07. Please choose your dining plan. All first time students must live on campus and carry the 160 or higher dining plan. 225 & 300 meal plans include \$50 in dining dollars for use in the Wild Grounds Cafe, Bookstore or Flickertail Dining Room. *

Please select an option other than (none).

08. Are you interested in becoming an RA? RAs are student staff that live in the residence halls and serve as leaders & resources for residents. Benefits include leadership training, work experience in an accommodating setting and free single room.

☐ Yes ☐ No

09. If you have a roommate request, please enter your requested roommate's full name.

0 of 100 characters

10. Please enter the home town of your requested roommate.

0 of 100 characters

11. If you have a suitemate(s) request, please enter their first & last name. As returning students reserve rooms prior to new students, it is challenging to assign first-year students with requested suitemate(s), however, your request will be considered.

0 of 100 characters

12. Please enter the first and last name of your emergency contact. *

Carson H

0 of 100 characters

13. Please enter your relationship to the emergency contact listed above. Example: parent, sibling, spouse, etc. *

husband

0 of 100 characters

14. Please enter a phone number for your emergency contact. Example: xxx-xxx-xxxx. *

7

0 of 100 characters

15. Please enter an e-mail address for your emergency contact, if applicable.

0 of 100 characters

16. Please enter a home address for your emergency contact.

0 of 100 characters

17. Are you an LGBTQ student seeking assistance in finding the best suitable living environment for you on campus?

18. Do you identify as a member of the LGBTQ community or a supporter of the LGBTQIA community? If so, select one:

Continue



11. Select your hall choices. Please select at least three hall choices. **YOU MUST CLICK “Add” AFTER SELECTING EACH OF YOUR HALL CHOICES, THEN CHANGE THE CHOICE # AND HALL NAME AND CLICK “Add” AGAIN. YOUR CHOICES WILL NOT BE RECORDED IF YOU FAIL TO CLICK “Add”.** You will see them listed if they have been recorded. When you have entered your hall choices,

click the “Continue” button. Residential Life will make every effort to meet your requests, however, if space is not available in your requested halls, a different assignment will be made.

NDCS NEW STUDENT Residence Hall Application FALL - Existing Living Requests for SCS Fall 2020 (2)

Request Name	Value	
Hall Choices	Forkner - Co-ed	
Hall Choices	Nordgaard - Co-ed	

Add a New Living Request

Choice #
2


Request Type
Hall Choices

=

Nordgaard - Co-ed

Add

Continue





12. Select the type of payment you will be making, credit/debit card or electronic check, from the drop down menu and click the Continue button.






NDCS
RESIDENTIAL LIFE

Payment Information

Total: \$25.00

* Indicates required information


* Payment method:  Select a Payment Method 

Return Policy Agreement

The application fee you are providing is non-refundable. If you have any questions or concerns, please contact the Department of Residential Life at 701-671-2224 prior to providing the application fee.

By clicking Continue, I agree to the above Return Policy

Click to Cancel this Payment and Return to the Housing Portal  Continue

13. If you are paying by credit/debit card, please fill out all of the required information and click the Continue button.

Please enter your credit card information

Total:

\$25.00

* Indicates required information

* Payment method:

Credit Card ▼



* Credit Card Type:

Select a Credit Card Type ▼

* Account Number:

* Expiration Date:

07 ▼ 2019 ▼

* Security Code: ([View example](#))

* Name on Card:

Billing Address

* Street Address 1:

Street Address 2:

* City:

* State:

North Dakota ▼

* ZIP Code:

* Country:

United States ▼

* Email:

Day Phone:

(555) 555-5555

Night Phone:

(555) 555-5555

Mobile Phone:

(555) 555-5555

Return Policy Agreement

The application fee you are providing is non-refundable. If you have any questions or concerns, please contact the Department of Residential Life at 701-671-2224 prior to providing the application fee.

By clicking Continue, I agree to the above Return Policy

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

[Continue](#)



- If you are paying by electronic check, please fill out all of the required information and click the Continue button.

Please enter your bank account information

Total:

* Indicates required information

* Account Type	<input type="text" value="Select an Account Type"/>
* ABA Routing Number: (View example)	<input type="text"/>
* Account Number:	<input type="text"/>
* Re-enter the Account Number:	<input type="text"/>
* Name on the Account:	<input type="text"/>
* Email:	<input type="text"/>
Day Phone:	<input type="text"/>
Night Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>

Return Policy Agreement

The application fee you are providing is non-refundable. If you have any questions or concerns, please contact the Department of Residential Life at 701-671-2224 prior to providing the application fee.

By clicking Continue, I agree to the above Return Policy

14. You will be asked to verify your ACH Payment information. After verification, please click the continue button.

ACH Payment Information

Amount:

I understand that payment(s) will be initiated once the order(s) has/have been submitted. I will be electronically notified when my order(s) has/have been fulfilled. I understand that I may be charged a non-sufficient funds (NSF) fee of \$35.00 in the event any transaction agreed to in this "Authorization Agreement" is returned from the account holder's financial institution as NSF.

Date and Time:
Name on the Account:
Account Type:
Routing Number:
Account Number:

Return Policy Agreement

The application fee you are providing is non-refundable. If you have any questions or concerns, please contact the Department of Residential Life at 701-671-2224 prior to providing the application fee.

By clicking Continue, I agree to the above Return Policy

15. After your payment is processed, you will see the Application Complete screen. You will also receive an e-mail receipt for your payment. If you do not see this screen, your application **has not been processed.** If you do not receive an e-mail receipt, please contact the Residential Life office. Once an application is complete, it cannot be revisited. If you wish to make changes to your application, please call Residential Life at 1-800-342-4325 ext. 32224 or 701-671-2224. Thank you for applying for housing at NDSCS! If you have any questions, please call Residential Life at 1-800-342-4325 ext. 32224 or 701-671-2224.



Home Applications ▾ Personal Information ▾



Application Complete

Thank you for completing the NDSCS Residence Hall Application. This letter serves as your receipt of the application fee. If you do not receive a confirmation email regarding your application, please contact our office. Residential Life will make every effort to comply with the hall preferences indicated on your application when your assignment is made. However, if space is not available in your requested halls, an alternate assignment will be made wherever space is available. Your assignment will be available on your Campus Connection account approximately 30 days prior to the term you will attend. An email notifying you to review your assignment on your Campus Connection account will be sent to the email entered on your application. To cancel your fall housing application you must contact the Residential Life Office on or before August 1. Spring housing applications must be cancelled prior to the first day of classes in the spring semester. Any cancellations made after the dates indicated above will result in a \$50 late cancellation fee. We are excited you have chosen NDSCS! The Residential Life staff hopes to make your living and learning experience at NDSCS rewarding and memorable. If you have any questions, please contact us at 701-671-2224 or 1-800-342-4325 ext. 32224. Our email address is ndscs.residencelife@ndscs.edu.

Payment Receipt

Print this page as your receipt.

Receipt Number:

Date Stamp of Transaction: '

Amount:

Student ID: