How to Apply for Exemption from the On-Campus Living Policy

To apply for exemption from living on campus online, please complete the following steps.

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

2. Log into Campus Connection.

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

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

8. Click on the drop down arrow on the “Applications and Forms” tab and select the application you are applying for.
9. **Click on the NDSCS Exemption Request for the appropriate term, sign your name and Continue.**

You can view our contract by clicking the link at the top.
10. **Complete the form.** Any item marked with an asterisk (*) is required. After you have answered all the questions, click the Continue button.

<table>
<thead>
<tr>
<th>My Information - NDSCS Exemption Request - SPRING</th>
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<tbody>
<tr>
<td>01. Please provide your cell phone number. Example: xxx-xxx-xxxx.*</td>
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<tr>
<td>02. Please provide your email address.*</td>
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<tr>
<td>03. Please select the semester for which you are requesting an exemption.*</td>
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<tr>
<td>04. Please select the reason you are requesting an exemption from the on-campus living policy.*</td>
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04a. Please select the PRIMARY reason for living at home with your parent(s)/guardian(s).

- Living with parents/guardian within 50 miles of campus
- (none)

11. **Some choices will require you to answer a follow-up question.**

12. **You will see an “Application Complete” screen.**

Application Complete - NDSCS Exemption Request - SPRING

Thank you for completing the NDSCS Exemption from On-Campus Living Policy form. The Residential Life Department will review your request and email you at the address you provided to let you know if your request has been granted or denied.

You should not make alternate living arrangements until your exemption request has been approved by the Residential Life Department.

If you have questions or concerns, please contact Residential Life at 701.671.2224 or ndscs.residencelife@ndscs.edu