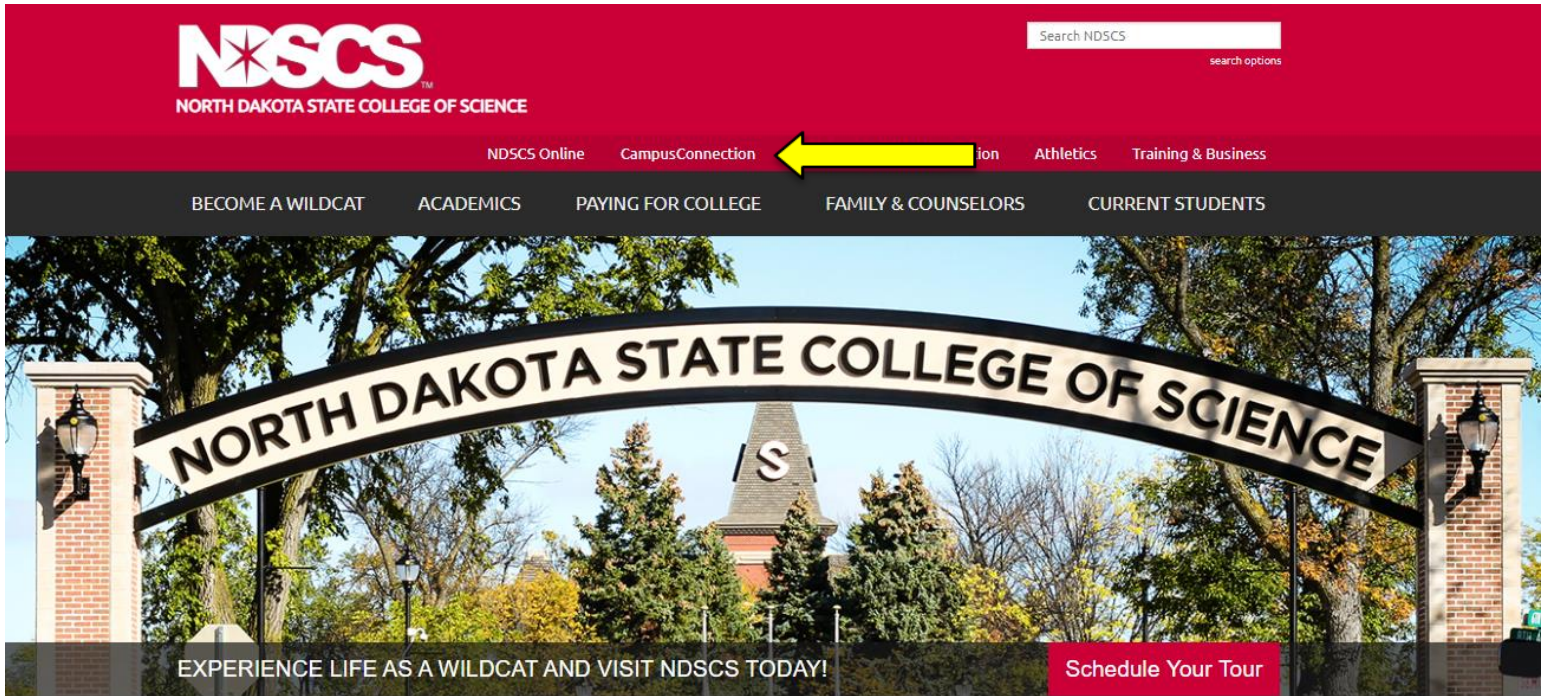


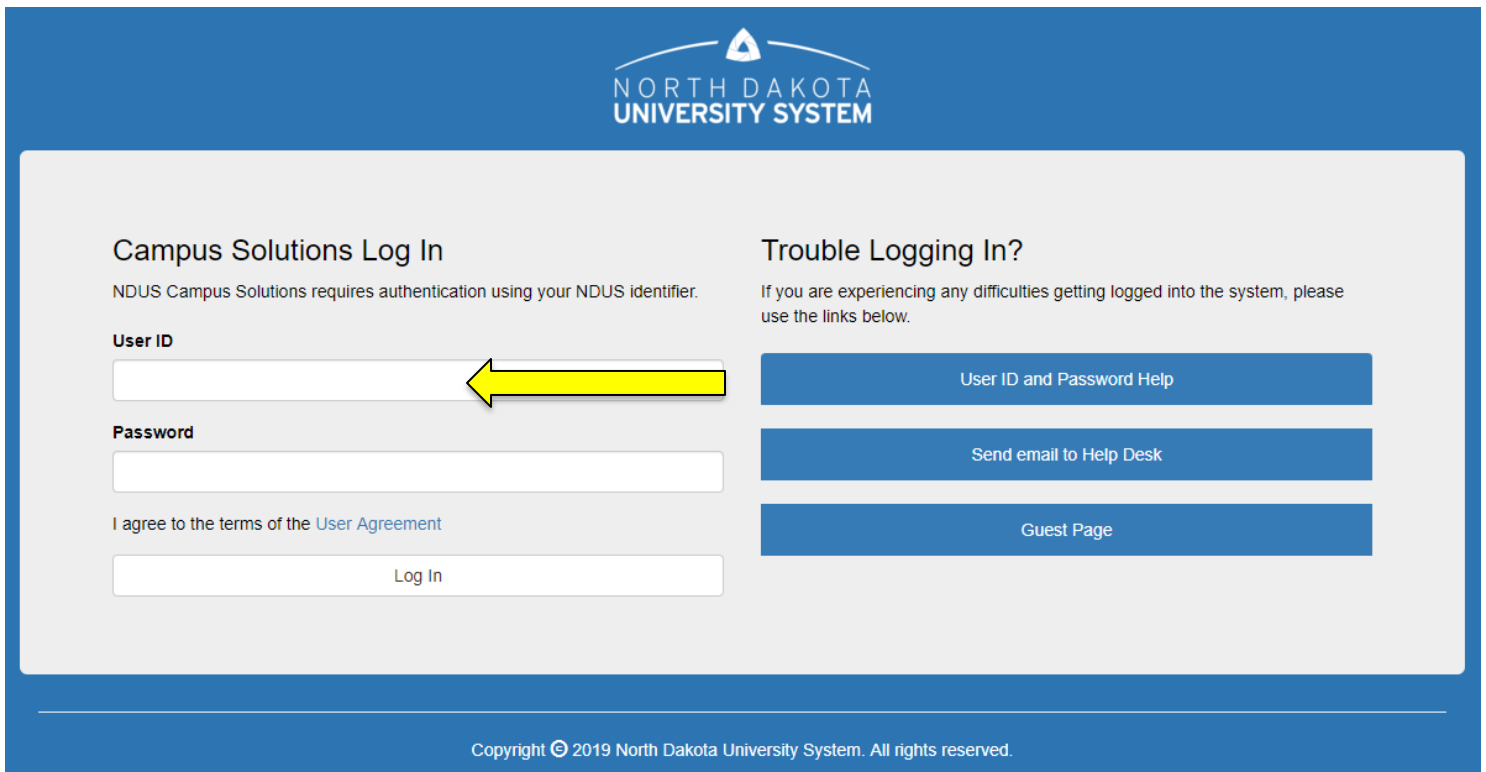
How to Apply for Residence Hall Housing and Dining Online

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.



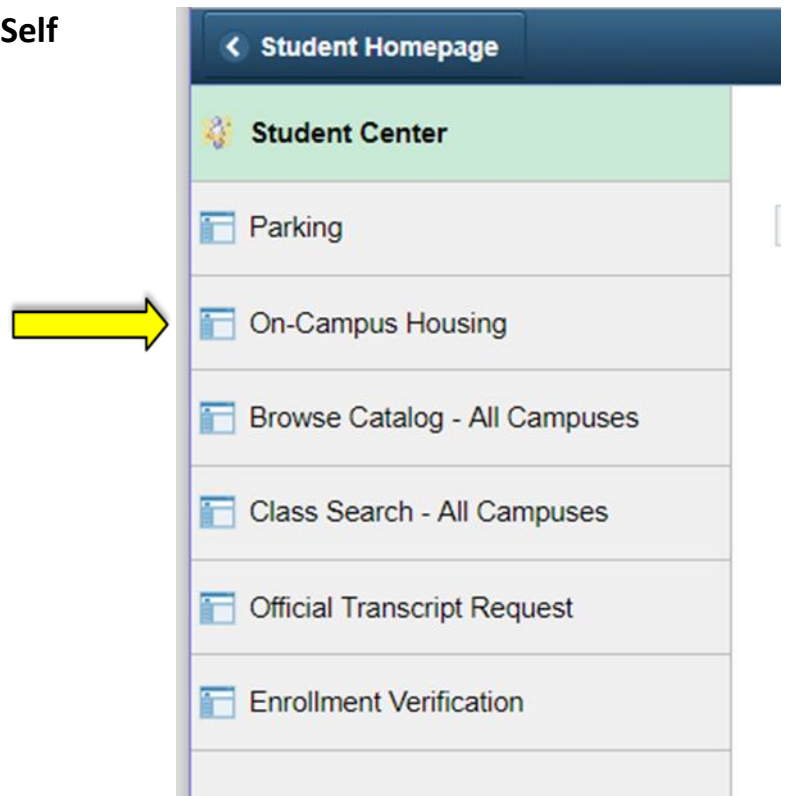
Note: If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am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

A screenshot of a web form for selecting a campus. It features two columns of radio buttons. The first column includes: Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, and Minot State University. The second column includes: ND State College of Science, North Dakota State University, University of North Dakota, Valley City State University, and Williston State College. The "ND State College of Science" radio button is selected and highlighted with a yellow arrow pointing to it from the right. Below the list of radio buttons is a yellow "Continue" button, also highlighted with a yellow arrow pointing to it from the right.


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



Please login to Housing Self-Service using your Campus Connection Username and Password.

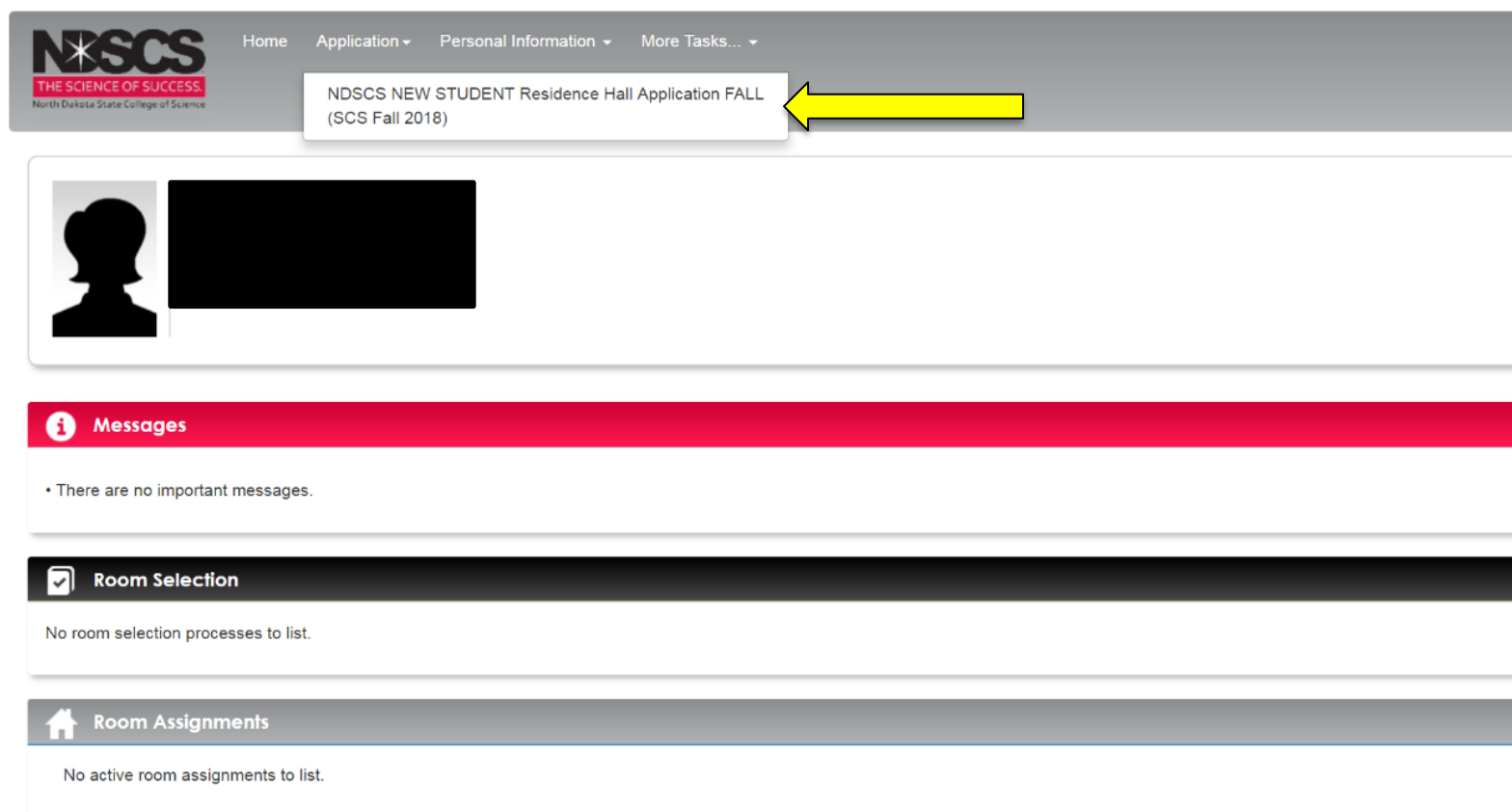
Username:

Password:

Login 

NOTICE: If you are having trouble logging in, please contact the housing department for further assistance.


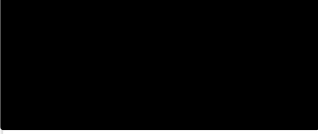
8. Click on the drop down arrow on the “Application” tab and select the application you are applying for.



NDSCS THE SCIENCE OF SUCCESS. North Dakota State College of Science

Home Application Personal Information More Tasks...

NDSCS NEW STUDENT Residence Hall Application FALL (SCS Fall 2018)

Messages

• There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

No active room assignments to list.

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, 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.

NDSCS
THE SCIENCE OF SUCCESS
North Dakota State College of Science

Home Application Personal Information More Tasks...

NDSCS NEW STUDENT Residence Hall Application FALL

[Click here to view the contract \(Adobe Reader required\)](#)

If you do not have Adobe Reader, [click here to download it.](#)

If you agree, sign your name in the box below.
If you do not agree, [click here](#) to exit the application.

Clear

Continue >>

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.

Personal Information

Questions marked with an asterisk (*) are required.

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

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

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). *

05. Please enter your home phone, if applicable.

06. Please enter your personal email address. *

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. *

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.

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

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

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

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


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

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

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

16. Are you a LGBTQ student seeking housing assistance?

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



11. Select your hall choices. Please select at least three hall choices. **YOU MUST CLICK “Add Request” AFTER SELECTING EACH OF YOUR HALL CHOICES. YOUR CHOICES WILL NOT BE RECORDED IF YOU FAIL TO CLICK “Add Request”.** 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.

Existing Living Requests for SCS Fall 2018

1) Hall Choices

Forkner - Co-ed Remove

2) Hall Choices

Nordgaard - Co-ed Remove

Information

YOU MUST CLICK THE "ADD REQUEST" BUTTON AFTER SELECTING EACH OF YOUR HALL CHOICES. YOUR CHOICES WILL NOT BE RECORDED IF YOU FAIL TO CLICK "ADD REQUEST".

Please indicate your hall preference on this page. You must list at least three hall choices. We will make every effort to meet your requests. However, if space is not available in your requested halls, a different assignment will be made.

FEMALE HALL:
Walton Hall

MALE HALLS:
Schulz Hall
Robertson Hall

CO-ED HALLS:
Forkner Hall - suite style
Nordgaard Hall - suite style
Riley Hall

For more information on the features in each residence hall, visit ndsacs.edu/residential-life

Add a New Living Request

Choice #: 3

Request Type: Hall Choices

Riley - Co-ed

Add Request 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.



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 Type:

* Account Number:

* Expiration Date:

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

* Name on Card:

Billing Address

* Street Address 1:

Street Address 2:

* City:

* State:

* ZIP Code:

* Country:

* Email:

Day Phone:

Night Phone:

Mobile Phone:

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

- 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:

* ABA Routing Number: ([View example](#))

* Account Number:

* Re-enter the Account Number:

* Name on the Account:

* Email:

Day Phone:

Night Phone:

Mobile Phone:

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: