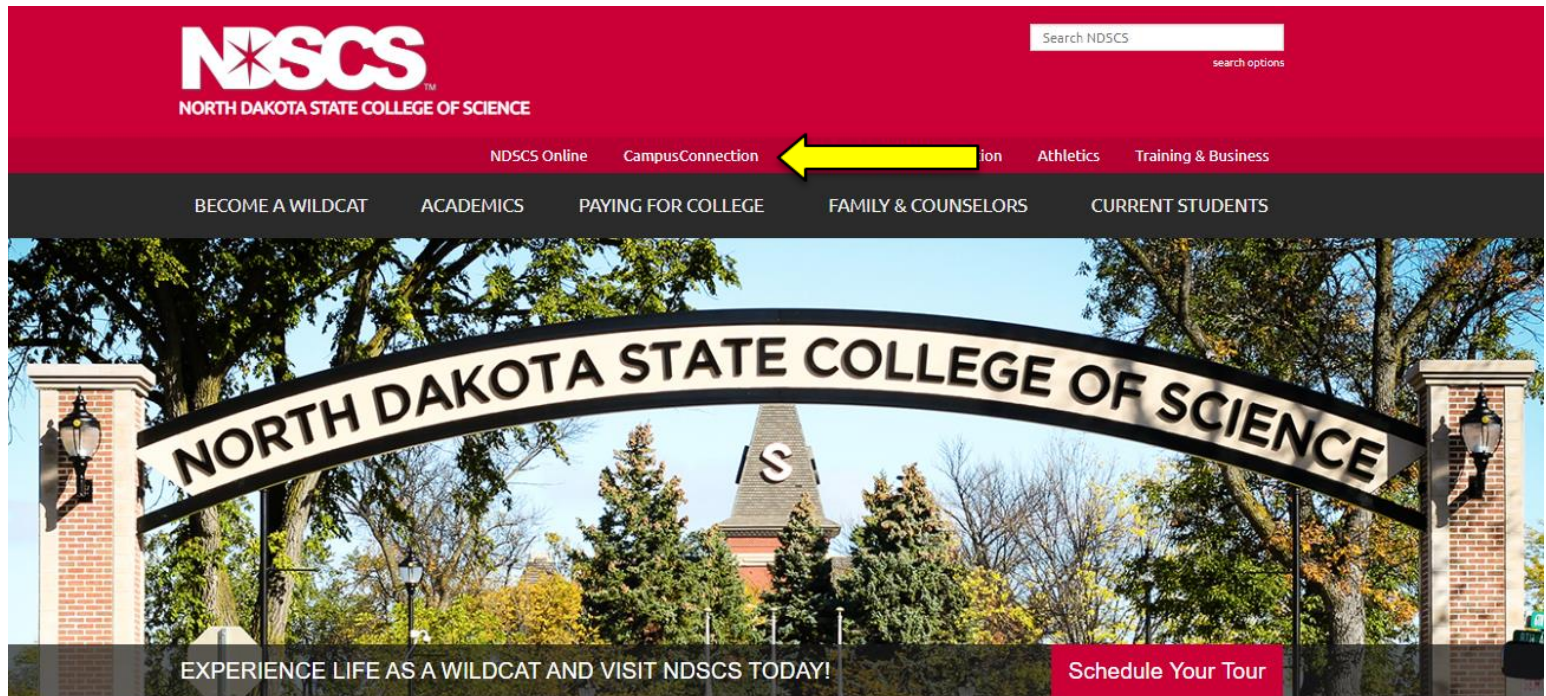


## How to Apply for Residence Hall Housing and Dining Online

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

1. Go to NDSCS homepage at [www.ndscs.edu](http://www.ndscs.edu) and select Campus Connection.



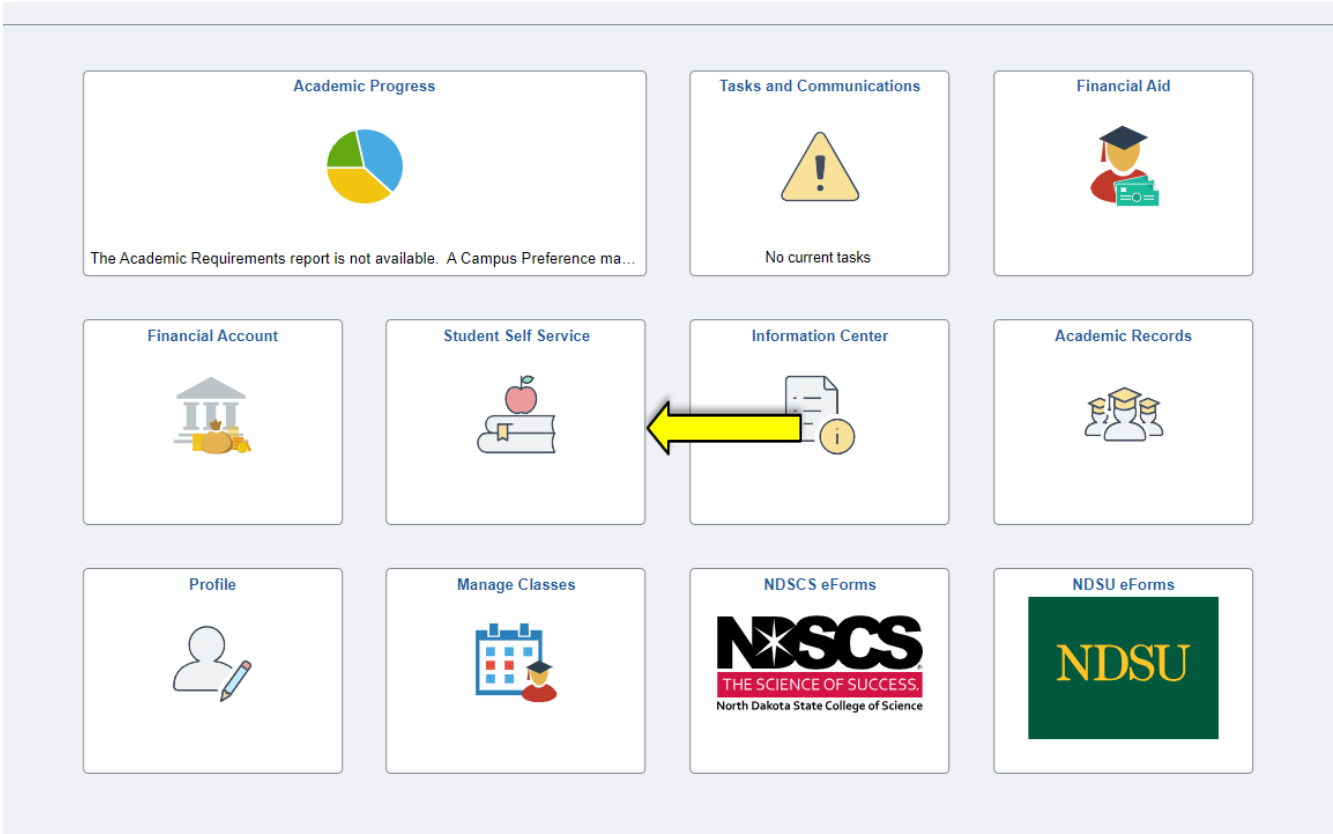
2. Log into Campus Connection.

The image shows the 'Campus Solutions Log In' page. On the left, there is a login form with fields for 'User ID' and 'Password'. A yellow arrow points to the 'User ID' field. Below the 'Password' field is a link to the 'User Agreement' and a 'Log In' button. On the right, there is a 'Trouble Logging In?' section with 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.'

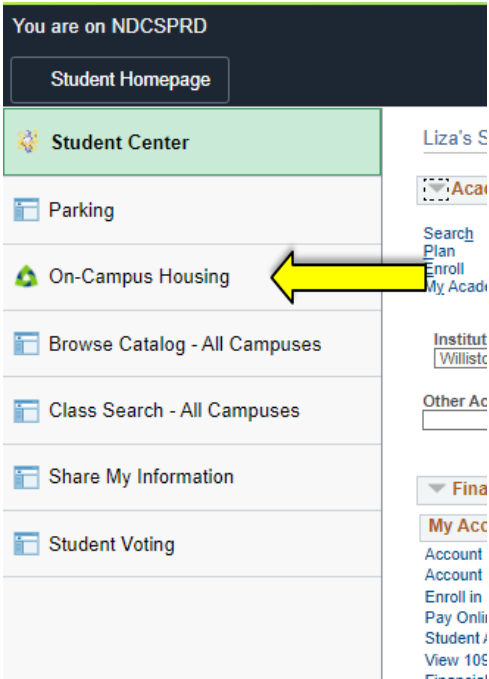
**Note:** If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45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

Student Homepage

Student Center

Parking

**On-Campus Housing**


Browse Catalog - All Campuses


Class Search - All Campuses


Share My Information


Student Voting


The 'MyHousing' website provides access to housing information related to on campus residence halls and preferences, dining plan, and waitlists. The MyHousing website will allow you to update information related to your housing preferences.


**Bismarck State College**  


**Dickinson State University**  


**Lake Region State University**  



**N.Dakota State College Science**  


**North Dakota State University**  


**University of North Dakota**  


[Browser Cookie Instructions](#)

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





Home

**Applications and Forms**

Personal Information

RCR/Damages





Messages

☒ Room Selection

There are no room selections to display



Applications and Forms

NDSCS Exemption Request - FALL

(SCS Fall 2020)

NDSCS NEW STUDENT Residence

Hall Application FALL

(SCS Fall 2020)



Messages

7. **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.**



Applications and Forms

NDSCS Exemption Request - FALL

(SCS Fall 2020)

NDSCS NEW STUDENT Residence

Hall Application FALL

(SCS Fall 2020)

### Consent - NDSCS NEW STUDENT Residence Hall Application FALL

[Please review the contract available here \(Adobe Reader required\)](#)

*If you do not have Adobe Reader, it [may be downloaded here](#).*

*If you do not agree, [exit the application here](#).*

*If you agree, sign your name in the box below.*

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name

clear signature

**Continue**

8. **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 SPRING

06. 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 experience, transferrable skills, competitive compensation and a single room at no charge. ☒ Yes ☐ No

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

03. Please enter your home phone, if applicable. 0 of 100 characters

04. Please enter your personal email address. \* 0 of 100 characters

07. If you have a roommate request, please enter your requested roommate's full name. 0 of 100 characters

08. Please enter the home town of your requested roommate. 0 of 100 characters

09. Please enter the first and last name of your emergency contact. \* 0 of 100 characters

10. Please enter your relationship to your emergency contact listed above. Example: parent, sibling, spouse, etc. \* 0 of 100 characters


11. Please enter a phone number for your emergency contact. Example: xxx-xxx-xxxx. \* 0 of 100 characters

05. Please choose your dining plan. All first-year 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 Wildcat Express or Wildcat Dining Room. \* 225 - avg. 14 meals/wk & 10 guest meals/semester

12. Are you an LGBTQ student seeking assistance in finding the best suitable living environment for you on campus? 0 of 100 characters



13. Do you identify as a member of the LGBTQ community or a supporter of the LGBTQ community? If so, select one: 0 of 100 characters

02. Please enter your cell phone number with area code. Example: xxx-xxx-xxxx. \* 0 of 100 characters

**Continue** 


9. **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.

NDSCS NEW STUDENT Residence Hall Application SPRING - Existing Living Requests for SCS Spring 2024 (2)

Choice #	Request Name	Value	
1	Hall Choices	Forkner - Co-ed	
2	Hall Choices	Riley - Co-ed	

**Add a New Living Request**

Choice # 3 Request Type Hall Choices = Riley - Co-ed **Add**

**Continue** 

**10. If you are prepared to pay the online fee using a card, select Continue.**

NDSCS NEW STUDENT Residence Hall Application SPRING

To complete your application, you will need to remit a non-refundable housing application fee of \$25. This may be paid by credit, debit, or electronic check.

If you are not directed to an "Application Complete" screen after you enter your payment information or you do not receive a confirmation email, your payment was not processed. Your housing application is not complete until the application payment is made.

Please contact NDSCS Residential Life Office at 701.671.2224 if you have any questions regarding your application.

**Continue**

**NDSCS**  
NORTH DAKOTA STATE COLLEGE OF SCIENCE

**Make Payment**

**Make Payment**

1 Payment Information 2 Payment Method 3 Payment Confirmation

Paying North Dakota State College Of Science Housing

Required fields are marked with an \*

Payment Amount \*

\$ 25.00

Total amount to pay: \$25.00

**Next - Payment Method**

**11. 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.**

**NDSCS**  
NORTH DAKOTA STATE COLLEGE OF SCIENCE

**Make Payment**

**Make Payment**

1 Payment Information 2 Payment Method

Select A Payment Method

**Credit / Debit**

Card transactions for North Dakota University System are processed by Nelnet Campus Commerce, USA.

+ enter credit / debit information

**eCheck**

+ enter eCheck information


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

Make Payment

1 Payment Information2 Payment Method3 Payment Confirmation

Enter Credit / Debit Payment Information

Required fields are marked with an \*

Card Number \*

Account Holder Name \*

Expiration Date \*

MM/YY

CVV2 Code \*

Billing Address

Country \*

Select One...▼

Address \*

City \*

State/Province/Region \*

Zip / Postal Code \*

Payment Information Recap

Contact Information

Email Address \*

[Add Another Email](#)

Total Amount

Paying North Dakota State College of Science Housing

\$25.00

Total amount to pay: \$25.00

Submit Payment for \$25.00

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

**Make Payment**

1

Payment Information

2

Payment Method

3

Payment Confirmation

**Enter ECheck Payment Information**  
Required fields are marked with an \*

**Bank Account Details**  
Account Holder Name \*  
  
Account Type \* ☐ Checking ☐ Savings  
Routing Number \*  
 ⓘ  
Account Number \*  
 ⓘ

**Billing Address**  
Country \*  

UNITED STATES ▼

  
Address \*  
  
  
City \*  
  
State \*  

Select One... ▼

  
Zip / Postal Code \*

**Payment Information Recap**  
**Contact Information**  
Email Address \*  
  
[Add Another Email](#)  
**Total Amount**  
Paying North Dakota State College of Science Housing \$25.00  
**Authorization**  

By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

☐ Authorize Payment

**Note:** Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Total amount to pay: \$25.00

Submit Payment for \$25.00

←



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

**14. 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](mailto:ndscs.residencelife@ndscs.edu).

## Payment Receipt

Print this page as your receipt.

Receipt Number:

Date Stamp of Transaction:

Amount:

Student ID:

Amount:

\$25.00

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:

2/23/16 2:45 PM

Name on the Account:

Alissa M Herbranson

Account Type:

Checking

Routing Number:

091310521

Account Number:

xxxxx6110

[Change Payment Information](#)

## 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

[Continue](#)

[Print Agreement](#)

[Cancel this payment transaction.](#)

NDSCS Residential Life is excited to have you join us! If you have any questions, please contact us!

[Ndscs.residencelife@ndscs.edu](mailto:Ndscs.residencelife@ndscs.edu)

701-671-2224

If you need assistance after business hours, please contact the NDUS Help Desk 24 hours a day at

1-866-457-6387.