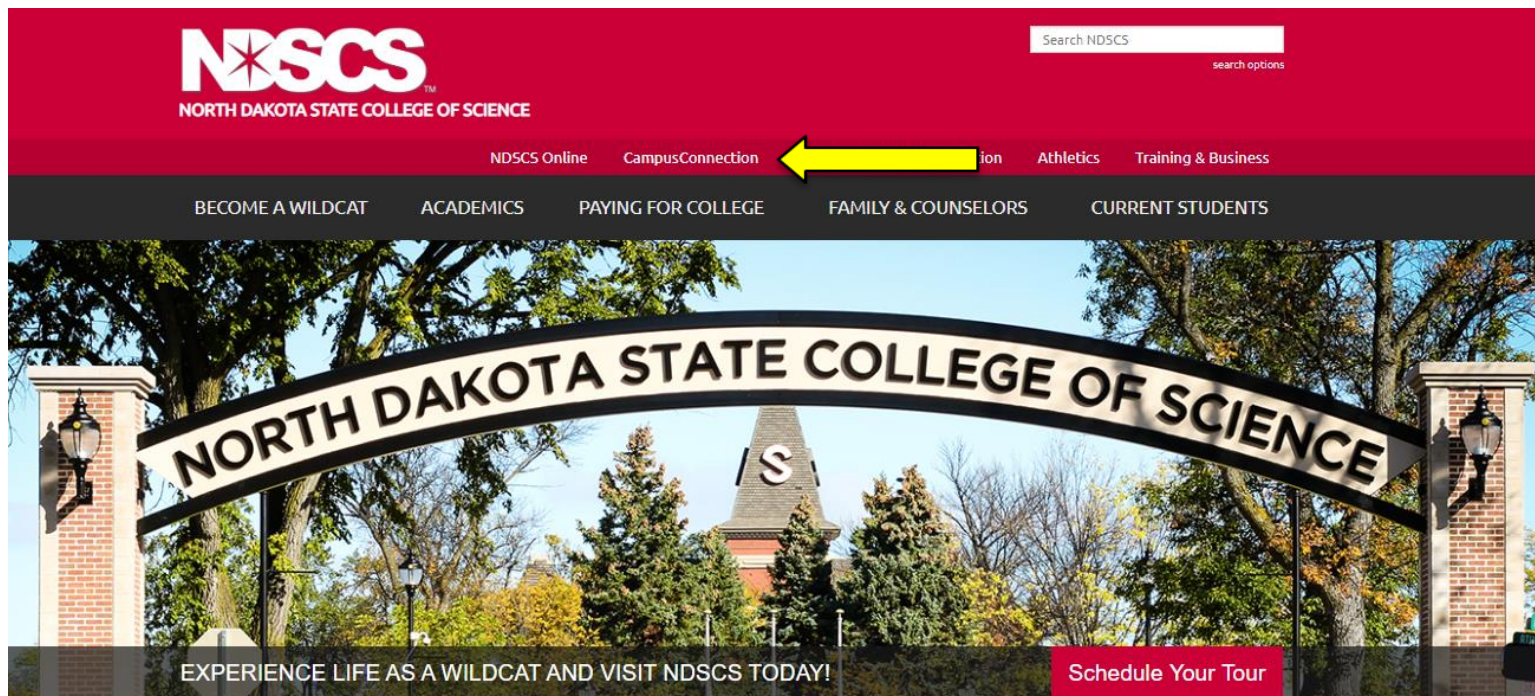


How to Apply for Exemption from the On-Campus Living Policy

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.



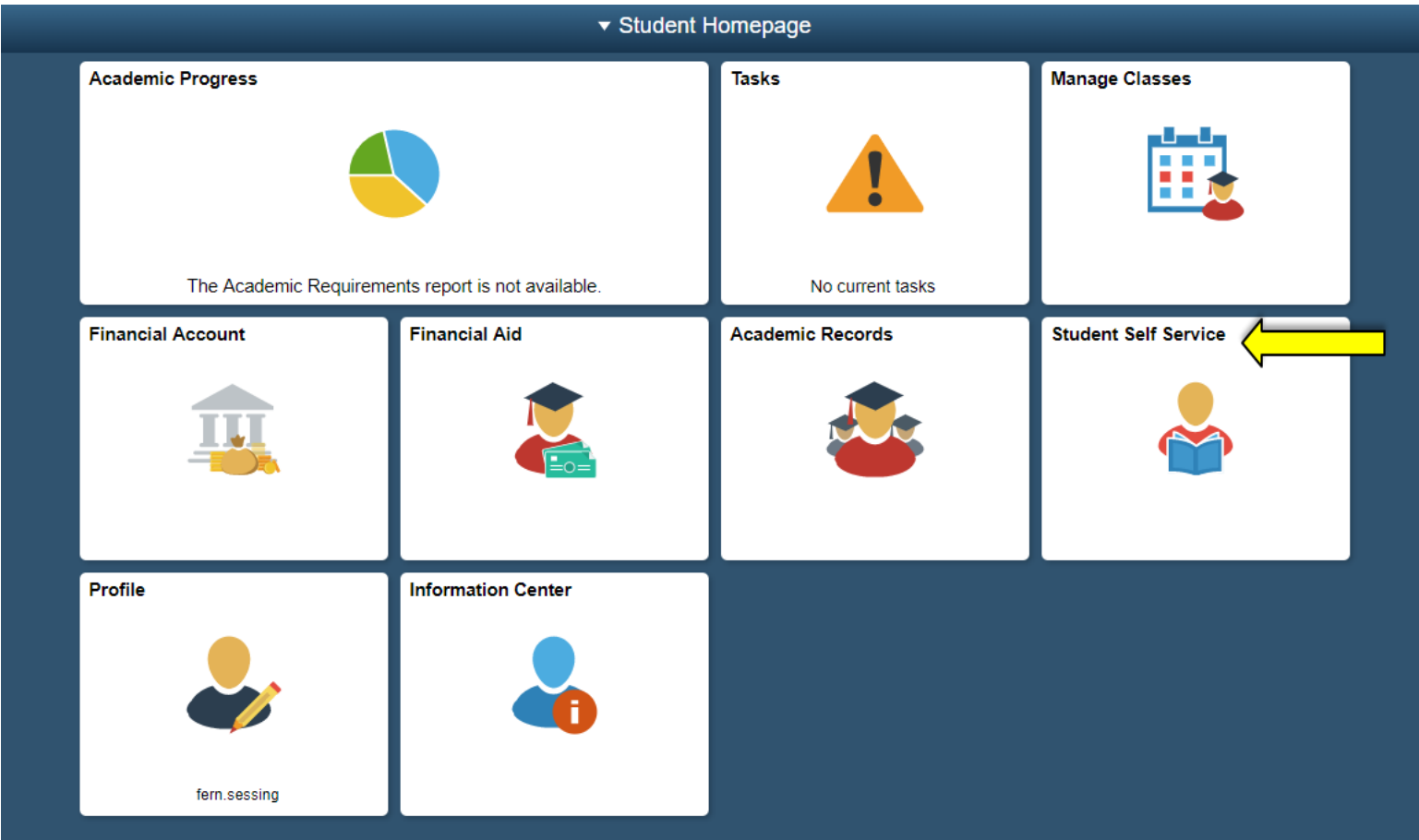
2. Log into Campus Connection.

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 on the left and a 'Trouble Logging In?' section on the right. The login form includes fields for 'User ID' and 'Password', 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 blue 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.'

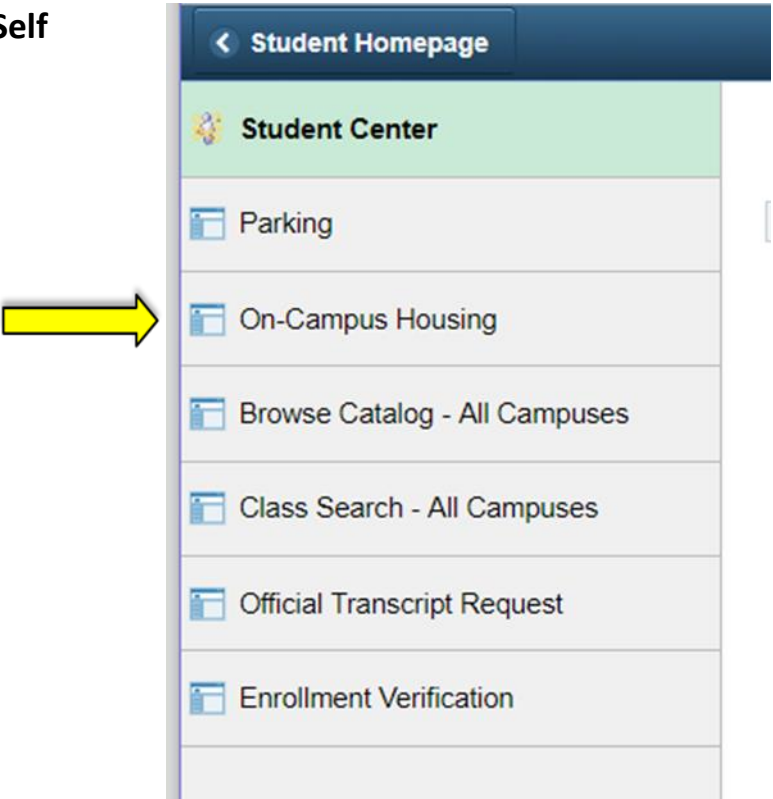
Note: If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am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

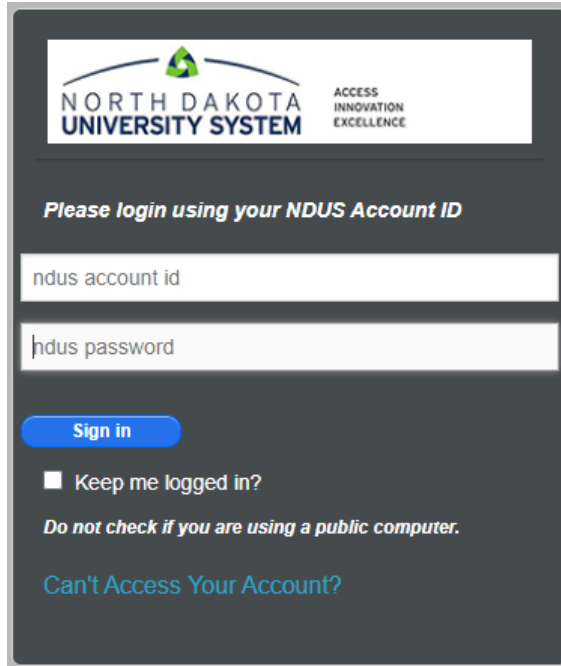
6. Select ND State College of Science and click Continue.

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

- | | |
|---|--|
| ☐ Bismarck State College | ☒ ND State College of Science |
| ☐ Dakota College at Bottineau | ☐ North Dakota State University |
| ☐ Dickinson State University | ☐ University of North Dakota |
| ☐ Lake Region State College | ☐ Valley City State University |
| ☐ Mayville State University | ☐ Williston State College |
| ☐ Minot State University | |

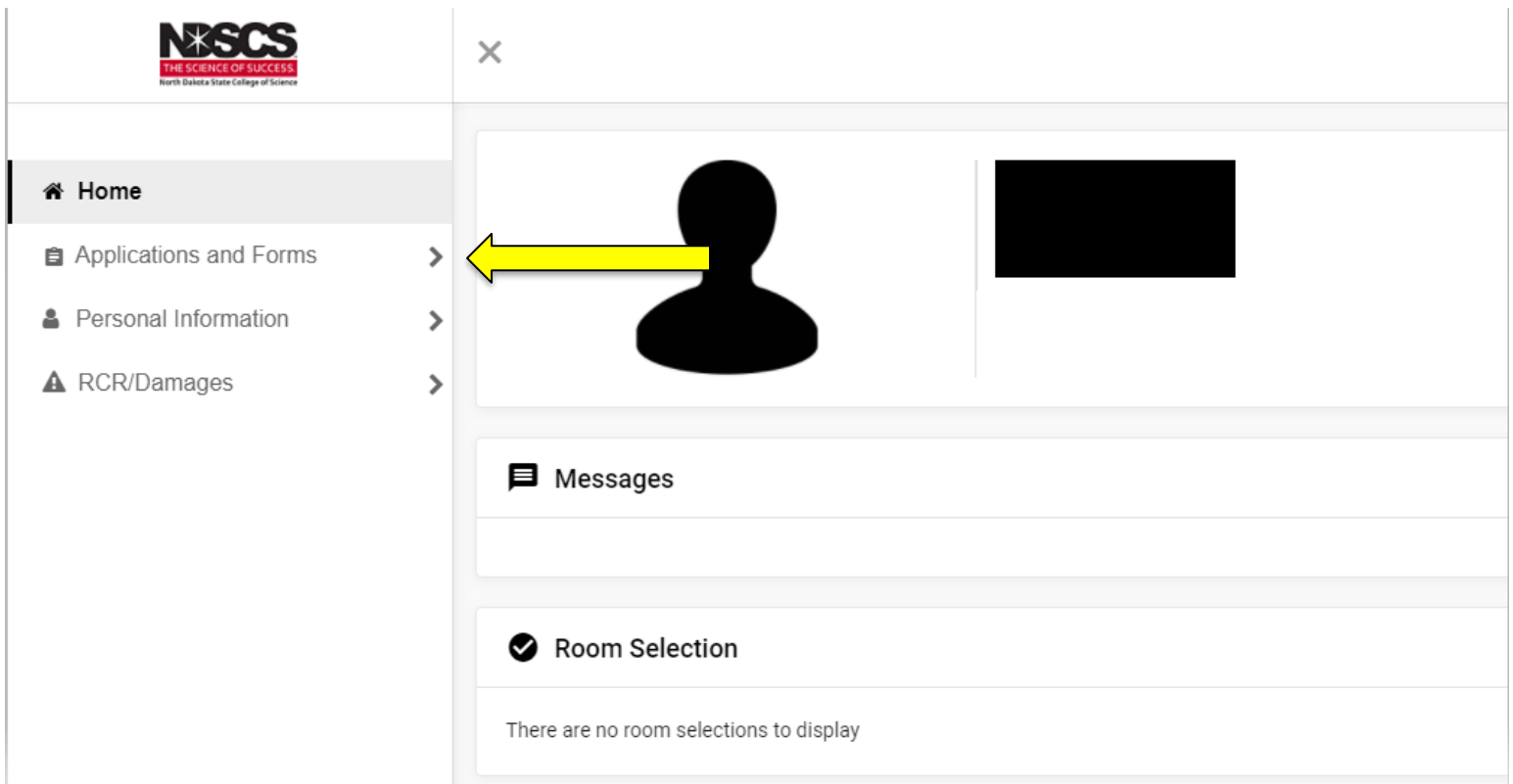
Continue

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

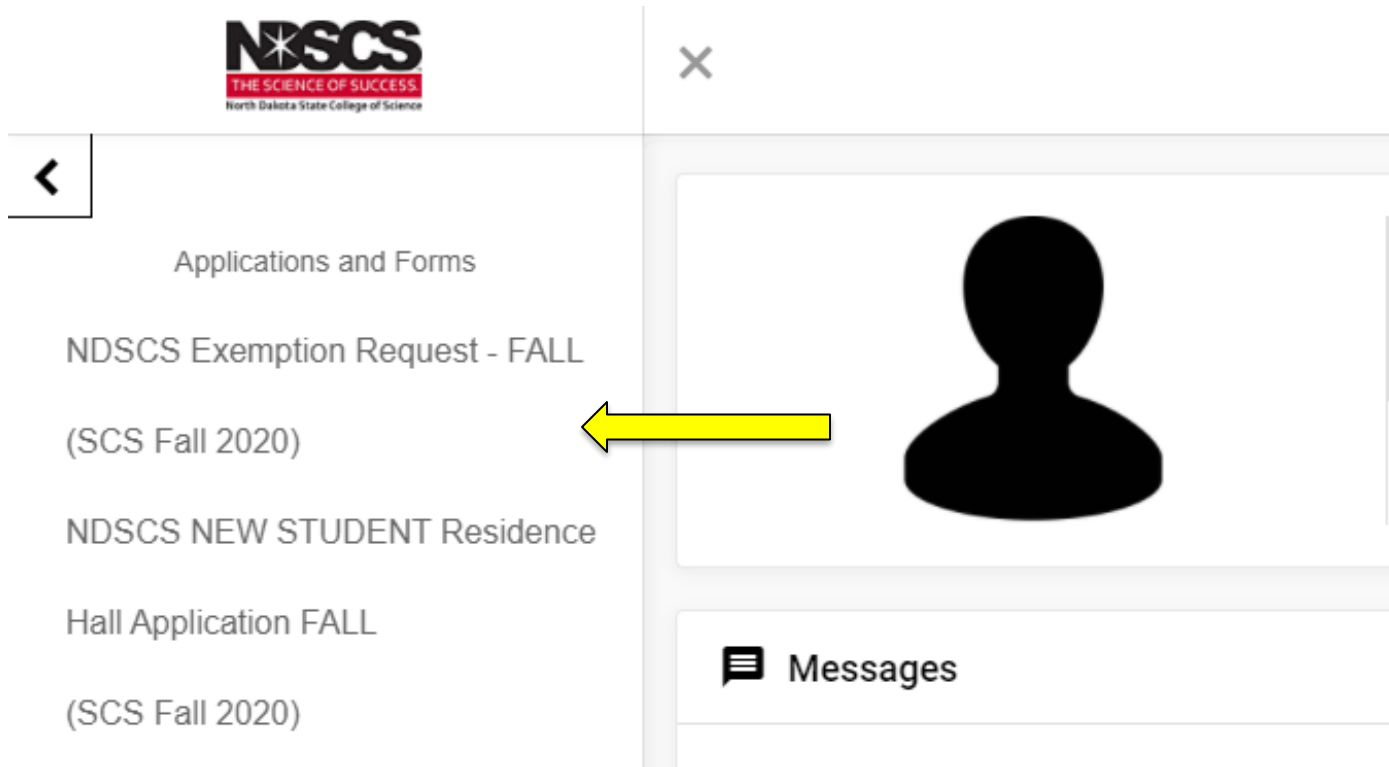


The login form for the North Dakota University System. At the top is the logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, it says "Please login using your NDUS Account ID". There are two input fields: "ndus account id" and "ndus password". A blue "Sign in" button is below the password field. Under the button is a checkbox labeled "Keep me logged in?" with the text "Do not check if you are using a public computer." below it. At the bottom is a link that says "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 the N*SCS logo and a list of tabs: "Home", "Applications and Forms", "Personal Information", and "RCR/Damages". The "Applications and Forms" tab is selected and highlighted. A yellow arrow points to the drop-down arrow on the right side of the "Applications and Forms" tab. The main content area on the right shows a user profile section with a silhouette icon and a blacked-out photo. Below this is a "Messages" section and a "Room Selection" section with a checkmark icon and the text "There are no room selections to display".



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.

A screenshot of the NDSCS website showing the 'Consent - NDSCS NEW STUDENT Residence Hall Application FALL' form. The top left features the NDSCS logo. Below the logo is a navigation menu with a back arrow icon. The menu items are: 'Applications and Forms', 'NDSCS Exemption Request - FALL (SCS Fall 2020)', 'NDSCS NEW STUDENT Residence Hall Application FALL (SCS Fall 2020)', and 'Messages'. The main content area is titled 'Consent - NDSCS NEW STUDENT Residence Hall Application FALL'. It contains the following text: '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.', and two radio button options: 'Enter your full name to give consent (Hand drawn signature will be auto generated)' and 'Use the signature pad to draw your signature'. Below the radio buttons is a text input field labeled 'Enter your full name'. A yellow arrow points to the 'Continue' button at the bottom of the form.

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

My Information - NDSCS Exemption Request - SPRING

01. Please provide your cell phone number. Example: xxx-xxx-xxxx. *

02. Please provide your email address. *

03. Please select the semester for which you are requesting an exemption. *

04. Please select the reason you are requesting an exemption from the on-campus living policy. *

Continue

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

03. Please select the semester for which you are requesting an exemption. *

04. Please select the reason you are requesting an exemption from the on-campus living policy. *

04a. Please select the PRIMARY reason for living at home with your parent(s)/guardian(s).

Continue

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