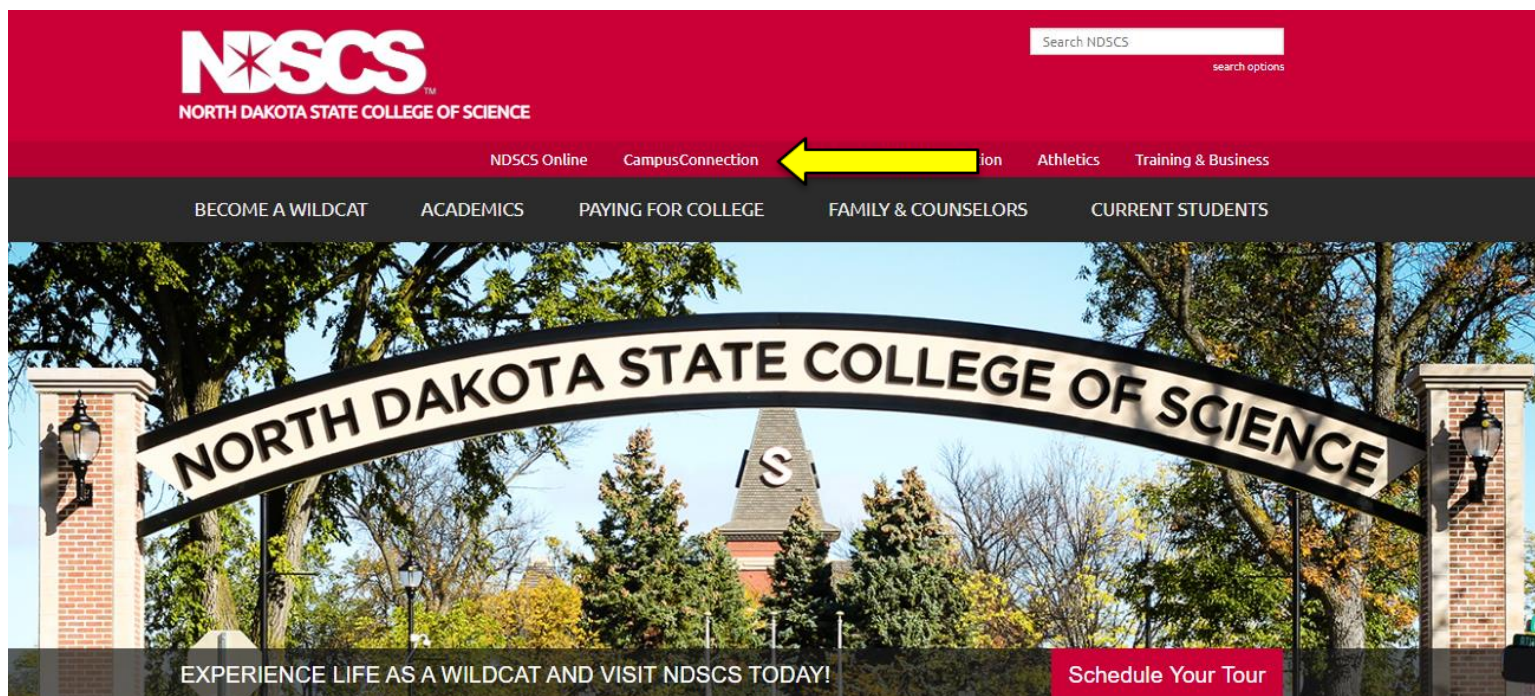


How to Apply for Apartment and Townhome Housing and Dining Online

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.



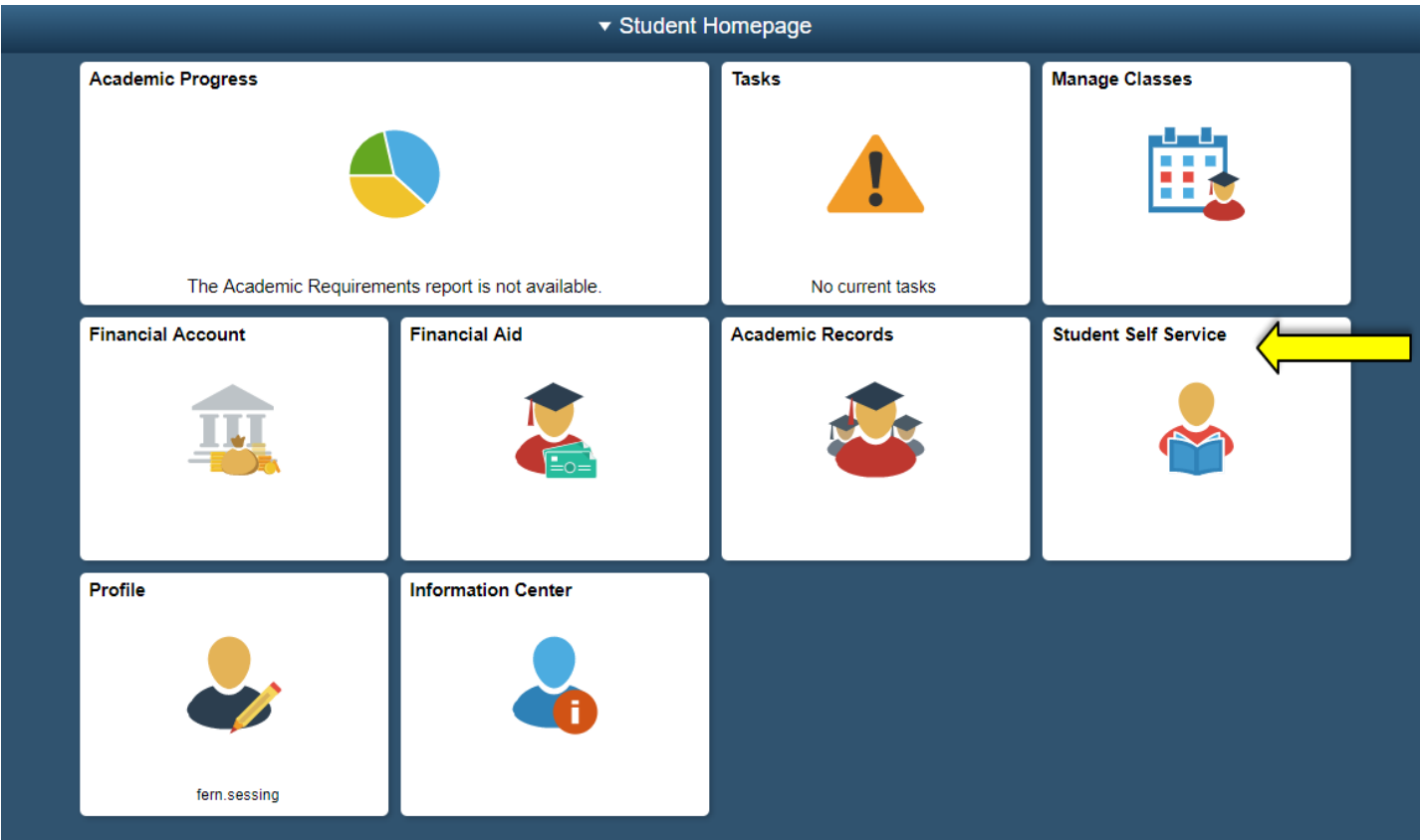
2. Log into Campus Connection.

The image shows the "Campus Solutions Log In" page for the North Dakota University System. The page has a blue header with the NDUS logo. Below the header, there is a light gray box containing the login form. On the left side of the form, there is a section titled "Campus Solutions Log In" with the text "NDUS Campus Solutions requires authentication using your NDUS identifier." Below this, there are two input fields: "User ID" and "Password". A yellow arrow points to the "User ID" field. Below the "Password" field, there is a checkbox labeled "I agree to the terms of the User Agreement" and a "Log In" button. On the right side of the form, there is a section titled "Trouble Logging In?" with the text "If you are experiencing any difficulties getting logged into the system, please use the links below." Below this text are 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 footer with the text "Copyright © 2019 North Dakota University System. All rights reserved."

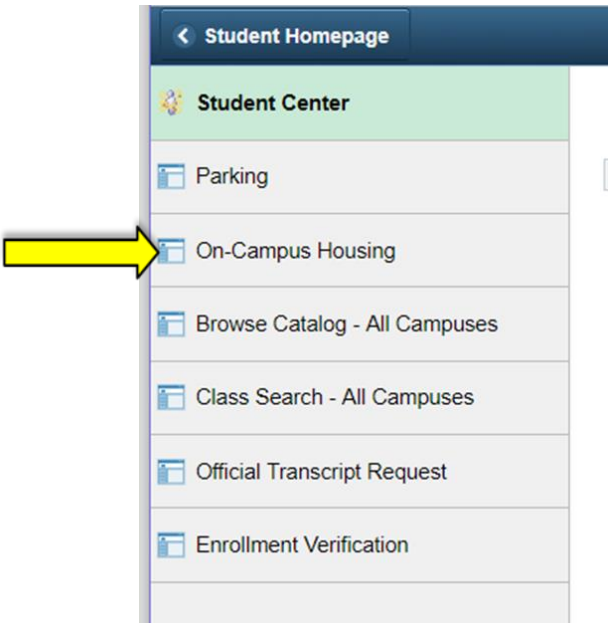
Note: If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45 am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

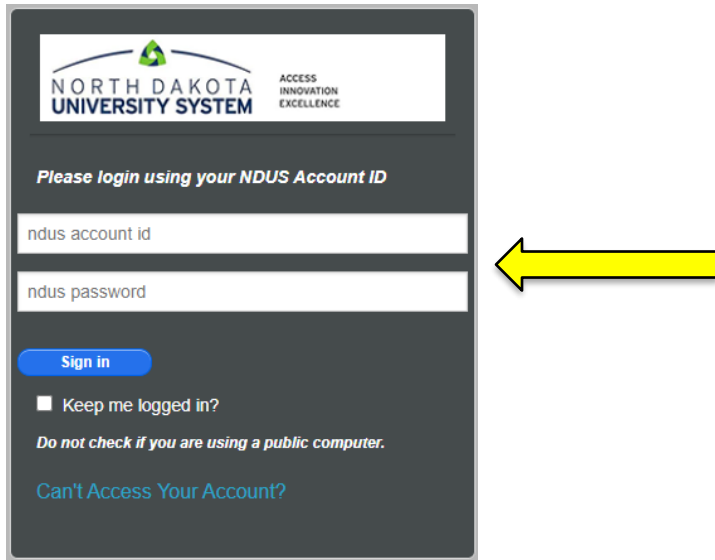
Once you select your campus, you will be directed to login again using your campus credentials.

- | | |
|---|--|
| ☐ 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.



NORTH DAKOTA UNIVERSITY SYSTEM ACCESS INNOVATION EXCELLENCE

Please login using your NDUS Account ID

ndus account id

ndus password

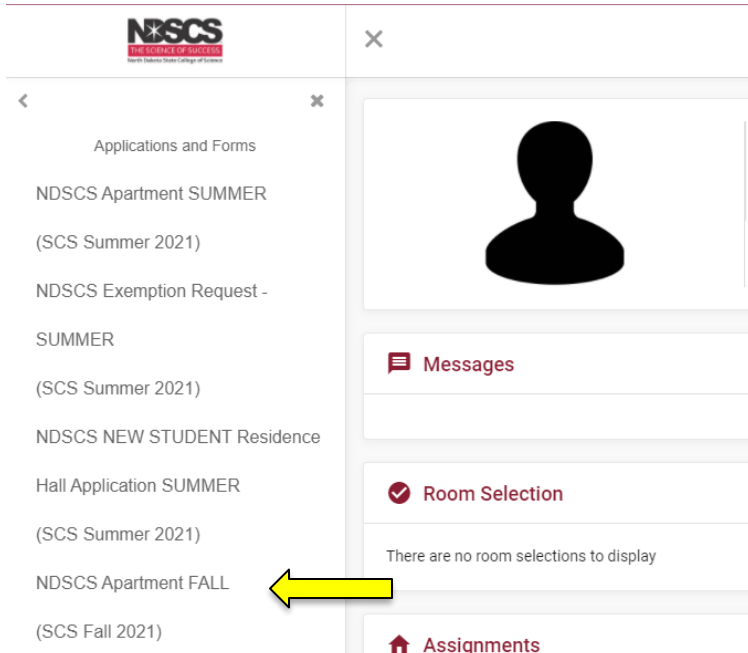
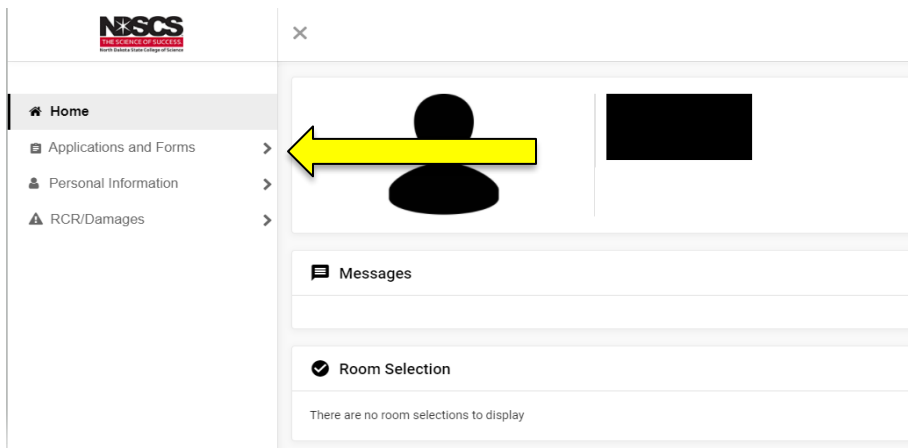
Sign in

☐ Keep me logged in?

Do not check if you are using a public computer.

[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. Make sure to pick the appropriate term.



9. Click on the link to view the Apartment License/Contract. 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 \$50.00 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 Apartment SUMMER
(SCS Summer 2021)

NDSCS Exemption Request -
SUMMER
(SCS Summer 2021)

NDSCS NEW STUDENT Residence
Hall Application SUMMER
(SCS Summer 2021)

NDSCS Apartment FALL
(SCS Fall 2021)

NDSCS Exemption Request - FALL
(SCS Fall 2021)

×

Consent - NDSCS Apartment SUMMER

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 ←

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 Apartment SUMMER

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

of 100 characters

02. Please list your cell phone number with area code. *

02. Please list your cell phone number with area code. * field is required

03. Please select your mobile carrier to receive important housing notifications via text from Res Life.

(none)

04. Select your summer dining plan.

05. List the name of your emergency contact. *

of 100 characters

06. List the phone number of your emergency contact. *

of 100 characters

07. Please provide the relation to your emergency contact.

of 100 characters

08. Select the option that makes you eligible to live in the campus apartments. *

Please select an option other than (none).

09. Select your first choice for an apartment assignment. *

Please select an option other than (none).

10. Select your second choice for an apartment assignment. *

Please select an option other than (none).

11. Select your third choice for an apartment assignment. *

Please select an option other than (none).

12. Select your fourth choice for an apartment assignment. *

Please select an option other than (none).

13. Select the option that applies to your apartment occupancy request. *

Please select an option other than (none).

14. Are you a student athlete at NDSCS? If yes, a letter of recommendation from your coach must be emailed to Residential Life. *

YesNo

15 Have you, or anyone who will be residing with you, pled guilty (or no contest) to or have otherwise been convicted of a crime in any court, excluding minor traffic violations? *

YesNo

16. Are you, or anyone who will be residing with you, required to register as a sex offender in any state? *

YesNo

17. Have you, or anyone who will be residing with you, been dismissed and/or suspended from a college or university for disciplinary reasons within the last 5 years? *

YesNo

Continue

10. 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.

 NORTH DAKOTA STATE COLLEGE OF SCIENCE
RESIDENTIAL LIFE


Payment

Payment Information * Indicates required information

Total: \$50.00

Payment Method:^{*}

Select a Payment Method 

Click to Cancel this Payment and Return to the Housing Portal

Continue

11. Fill out all of the required information (marked with an asterisk*) and click the Continue button.

a. Credit card:

Account Information * Indicates required information

Credit Card Type:^{*}

Select a Credit Card Type

Account Number:^{*}

Expiration Date:^{*}

03

2021

Security Code:^{*}

 View Example

Name on Card:^{*}

Billing Information * Indicates required information

Street Address 1:^{*}

Street Address 2:

City:^{*}

State:^{*}

North Dakota

Zip Code:^{*}

Country:^{*}

United States

Contact Information * Indicates required information

Email:^{*}

name@email.com

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 

12.b. Electronic Check – You will be asked to verify your ACH Payment information; after verification, click the continue button.

Payment Information * Indicates required information

Total: \$50.00

Payment Method:* Electronic Check (ACH) ▼

DISCOVER, American Express, iDebit, Mastercard, VISA

Account Information * Indicates required information

Account Type:* Select an Account Type ▼

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

Account Number:*

Re-enter the Account Number:*

Name on the Account:*

Contact Information * Indicates required information

Email:* Liza.Hinnrichs@ndscs.edu

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**

13. 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.

NDSCS THE SCIENCE OF SUCCESS North Dakota State College of Science

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.residence@ndscs.edu.

Payment Receipt

Print this page as your receipt.

Receipt Number: 20151112000000-CC

Date Stamp of Transaction: 11/12/2015 02:41 PM

Amount: \$25.00

Student ID: 8002427

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.