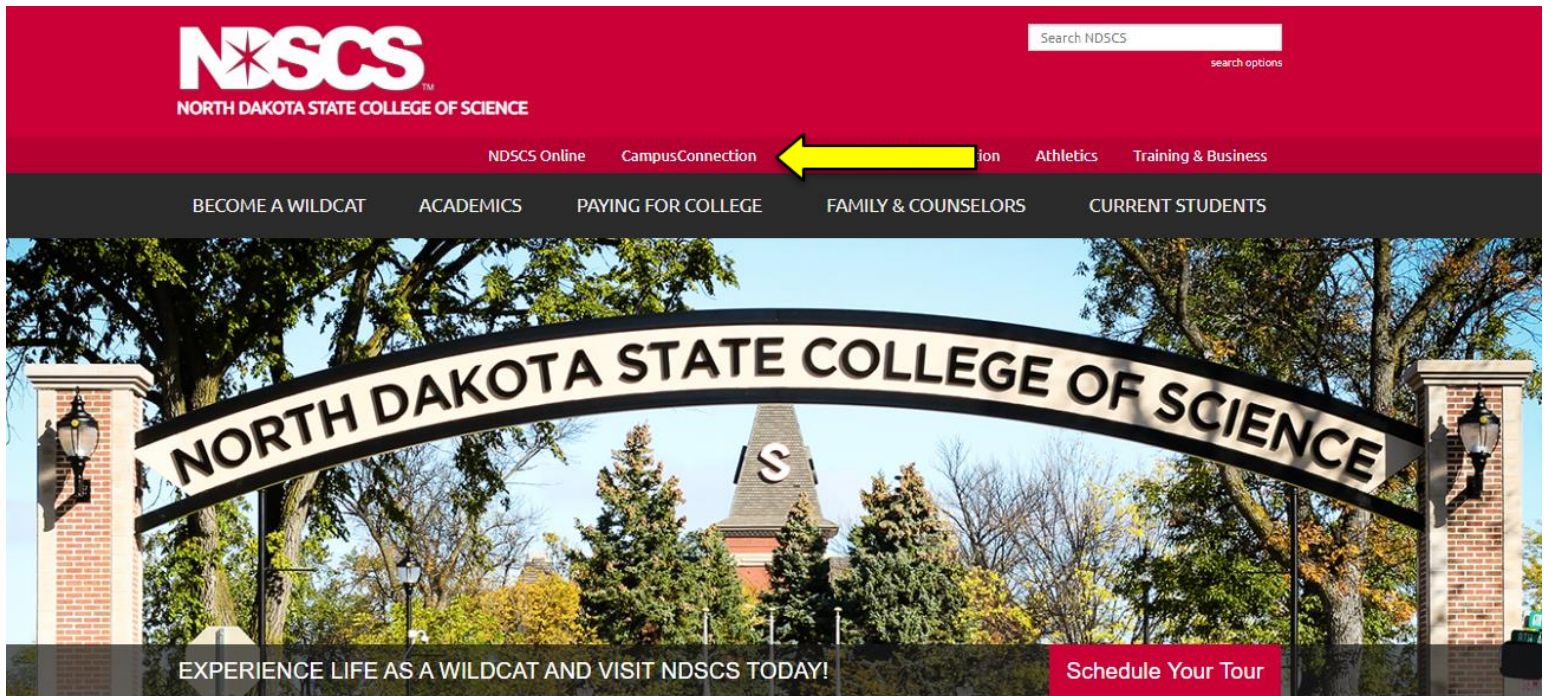


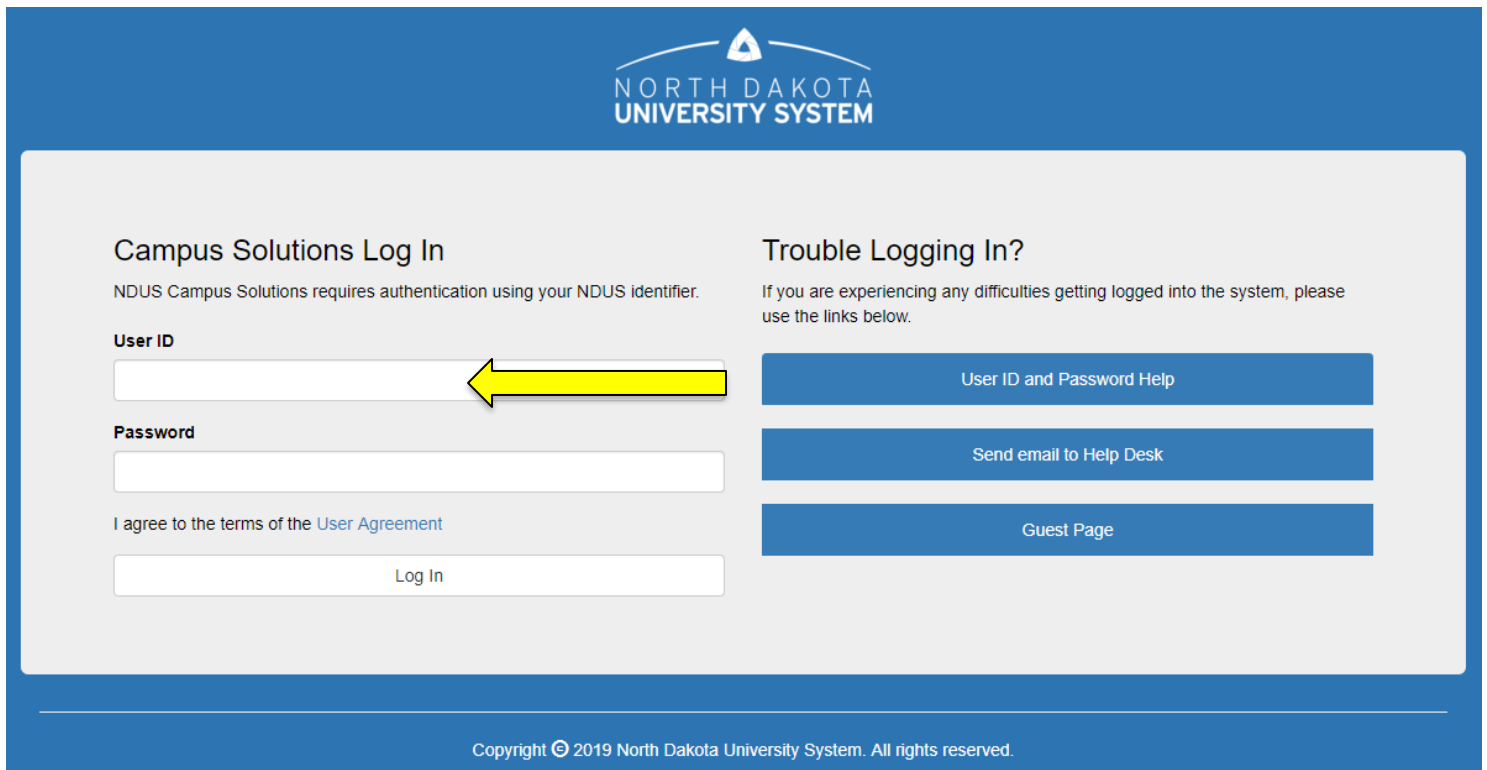
# How to Apply for Exemption from the On-Campus Living Policy

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

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



2. Log into Campus Connection.



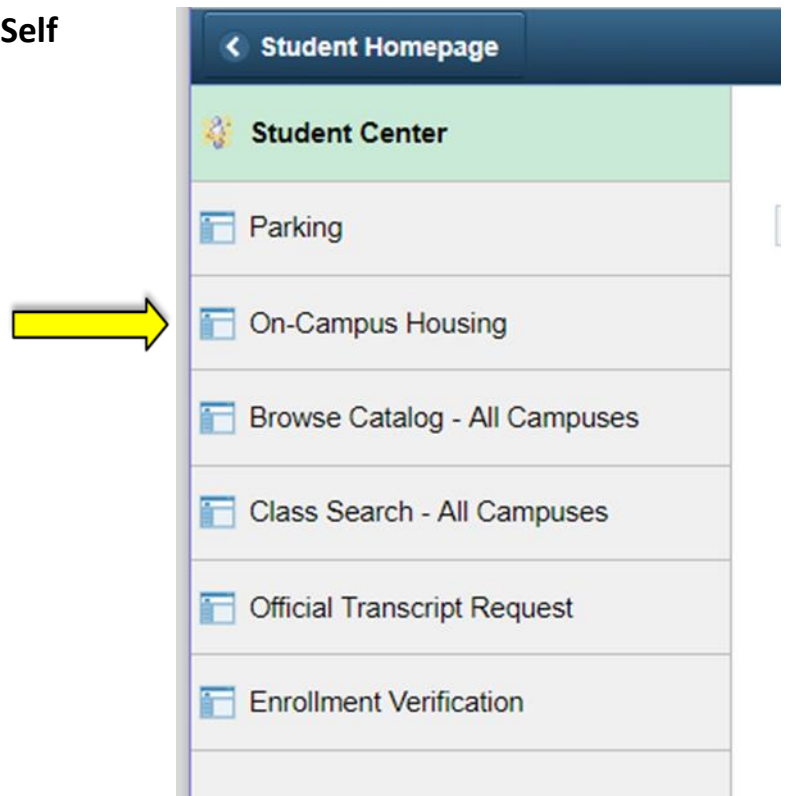
**Note:** If you have not already claimed your NDUS account, please view the instructions on the right side of the Campus Connection screen. If you are having difficulty logging into the Campus Connection, please call the NDSCS IT Service Desk at 701-671-3333, office hours are Monday – Friday from 7:45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



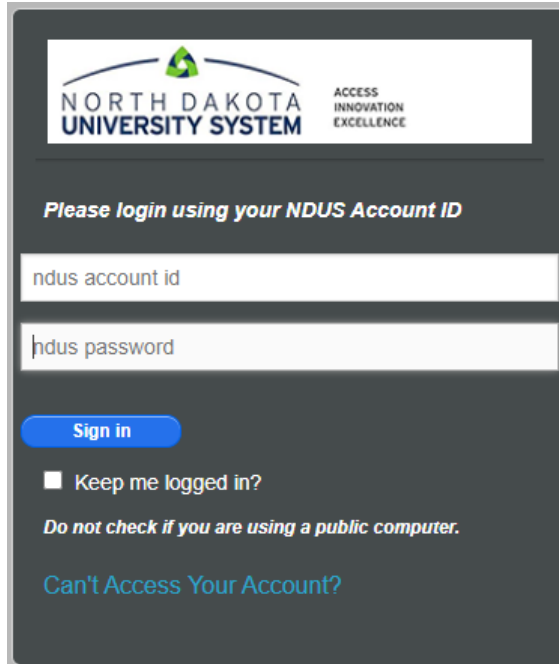
If you receive a Session Time Out error at this stage, you must enable or check the box in your Internet options for "OVERRIDE AUTO COOKIE HANDLING". This is mainly a problem for users of Internet Explorer. If you continue having difficulty please call the NDSCS IT Service Desk at 701-671-3333, office 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.**

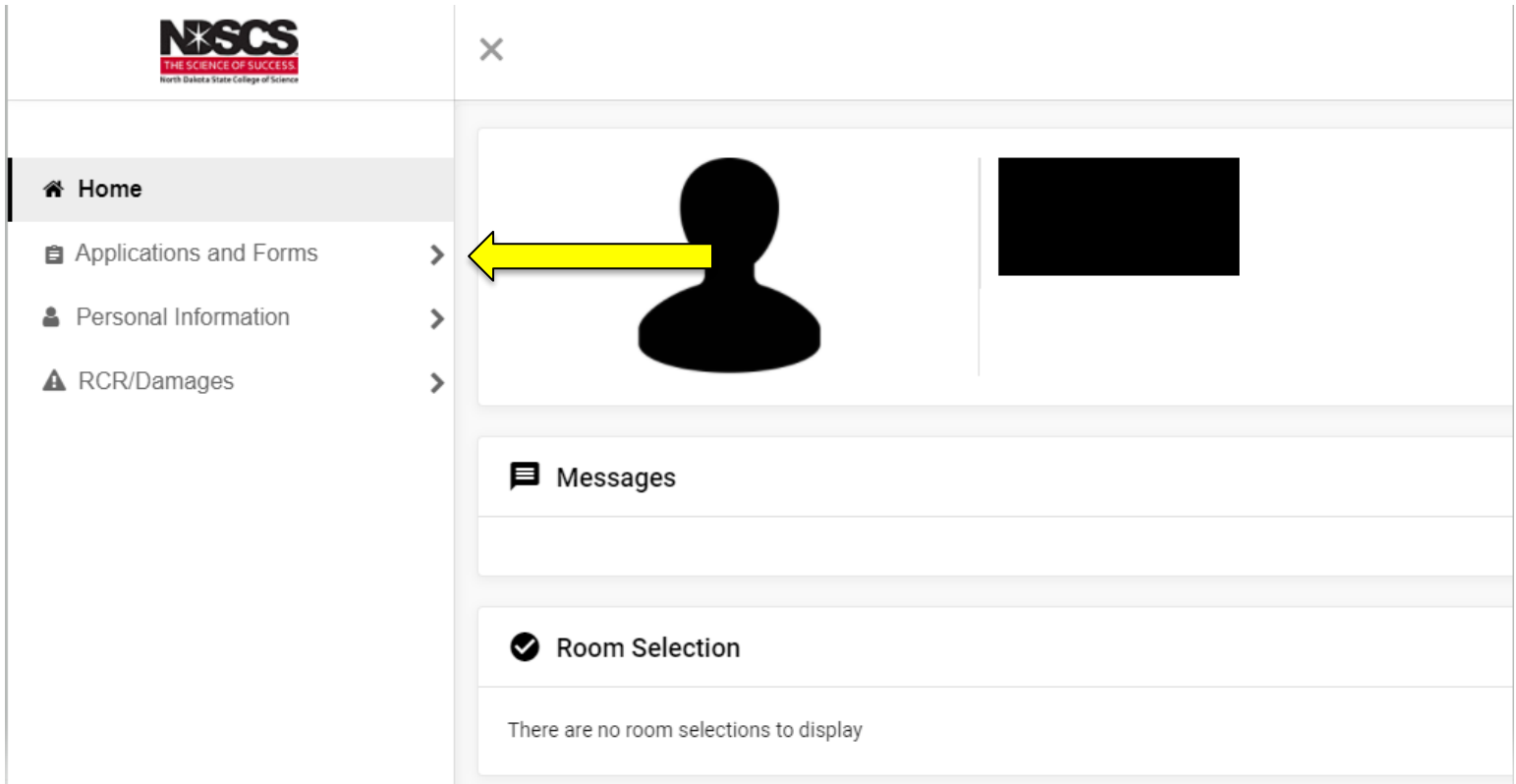
A screenshot of a web form for selecting a campus. It features two columns of radio buttons. The first column includes: Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, and Minot State University. The second column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

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



The image shows a login form for the North Dakota University System. At the top, there is a logo with the text "NORTH DAKOTA UNIVERSITY SYSTEM" and "ACCESS INNOVATION EXCELLENCE". Below the logo, the text "Please login using your NDUS Account ID" is displayed. There are two input fields: "ndus account id" and "ndus password". A blue "Sign in" button is located below the password field. Underneath the button, there is a checkbox labeled "Keep me logged in?" with the instruction "Do not check if you are using a public computer." At the bottom, there 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 image is a screenshot of the N\*SCS (North Dakota State College of Science) user interface. On the left side, there is a navigation menu with the following items: "Home", "Applications and Forms", "Personal Information", and "RCR/Damages". The "Applications and Forms" item is highlighted, and a yellow arrow points to a small drop-down arrow next to it. On the right side, there is a user profile section with a black silhouette of a person and a black rectangular area. Below this, there is a "Messages" section and a "Room Selection" section with a checkmark icon. At the bottom of the "Room Selection" section, it says "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



**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.**



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)

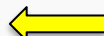
Use the signature pad to draw your signature



Enter your full name

clear signature

**Continue**



**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. \*   
12 of 300 characters


02. Please provide your email address. \*   
23 of 300 characters

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