REGISTERING FOR VCSU CLASSES

Step One:
Every March, NDSU sophomore students declared in the dual degree program are mailed the Dual Degree Registration Form and invited to begin taking the VCSU classes. This will be mailed to your permanent address. If you did not receive this form, request it at FLC 210.

Step Two:
Complete the registration form and attach your unofficial transcript. Turn these into Dr. Jeanette Hoffman in FLC 210 by the stated deadline. (Students with a 2.5 or higher are given first priority.) You can print a copy of your unofficial transcript from Campus Connection.

Click on SELF SERVICE
Click ACADEMIC RECORDS
Click VIEW UNOFFICIAL TRANSCRIPT and hit the little arrow button
Choose UNOFFICIAL TRANSCRIPT in the “Report Type” pull down bar.
Click the green GO. Now PRINT this and turn it in with your form

Step Three:
Dr. Hoffman will mail a letter to accepted students with the VCSU Registration Form & the VCSU Application and instructions. Students need to complete both of these by the stated deadline.

Step Four:
REQUEST ALL OFFICIAL TRANSCRIPTS & send them to VCSU

- NOTE: For all other institutions you have attended, you will need to go to their website and find out how to request official transcripts.

- For NDSU Official Transcript, you will need a major credit card. The cost is $5.00. Log onto Campus Connection

Click on SELF SERVICE
Click on ACADEMIC RECORDS
Click OFFICIAL TRANSCRIPT REQUEST
Click on the circle next to “North Dakota State University”
Click ORDER OR TRACK A TRANSCRIPT
Click on the circle next to “Current Enrollment”
Click the teal “Order or Track a Transcript”
FOLLOW REMAINING INSTRUCTIONS and send to this address:

Registrar’s Office
Valley City State University
101 College Street SW
Valley City, ND 58072

Step Five:
To register for the VCSU classes, students must fill out the: Collaborative Course Request Form. Available in FLC 210, or online at: http://www.ndsu.edu/fileadmin/registrar/forms/collabvcsu.pdf

To find out the class times and location of the VCSU classes, log onto Campus Connection
Click CLASS SEARCH ALL CAMPUSES
In the “Institution” pull down bar choose VALLEY CITY STATE UNIVERSITY
Change the TERM, SUBJECT, & COURSE NUMBER. Click SEARCH

Step Six: Register for your NDSU courses through regular Campus Connection Enrollment (SELF SERVICE)

Step Seven: Verify your enrollment at both institutions
Around the first or second week in May, you will be able to verify your enrollment at VCSU
Click on SELF SERVICE
Click on ENROLLMENT
Click MY CLASS SCHEDULE
At this point you should see options for the upcoming semester at both VCSU and NDSU