

## Distance Learner Access to VCSU Laptop Computers

Policies and Procedures, Effective May 2008

### A. Availability and Applicability

Laptops are available to Distance Learners located in the U.S.A. for an extra charge on a first come, first served, as available basis. Laptops may be requested up to 10 days in advance of the first day of class each semester. Note: Distance Learners are identified by the VCSU Registrar's Office as students enrolled exclusively in courses offered online. Please check with the Registrar's Office, if you are uncertain of your Distance Learner status.

### B. Semester Rental Rate

Distance learners may choose either the current model, or the immediate previous model. Price varies, depending on the number of credits the learner is registered for, the model desired, and the semester.

Laptop Model	Fall, 1-6 credits	Fall, 7 or more credits	Spring, 1 or more credits	mid May - mid July	mid July - mid August
Current (0-2 yrs old)	400	300	142	70	100
Previous (2-4 yrs old)	200	150	71	50	50

### C. Delivery and Return Shipping

VCSU will pay for shipping to the user for locations in the continental USA; users are responsible for shipping to other locations. Users are responsible for return shipping and shipping insurance. There is no charge for pickup and return of laptops, if the user comes to the VCSU Help Desk located in Rhoades Science Center on the VCSU campus.

### D. Process

1. Prerequisites: a) Admission to VCSU. b) Have completed a bachelor's degree, OR have successfully completed prior coursework from VCSU, OR have permanent resident status within North Dakota. c) Register for one or more classes for the semester you wish to use the laptop.
2. Call the VCSU Help Desk at 701-845-7256 or email them at [help.desk@vcsu.edu](mailto:help.desk@vcsu.edu) to check on availability and request a contract.
3. Complete the contract. Using your vcsu.edu email account, attach the contract to a message that expresses your desire to rent a VCSU laptop and indicates the dollar amount you are authorizing to be billed to your account. Send it to [help.desk@vcsu.edu](mailto:help.desk@vcsu.edu).
4. When the above steps are completed and verified, the Help Desk will ship a laptop to you. The appropriate charge will be added to your account at the VCSU business office. Save the box the laptop shipped in for return shipping.
5. Return the laptop in accordance with the contract. Typically, this means the laptop must be received by the VCSU Help Desk no later than 6 days from the last day of finals of each semester. Exception: a student pre-registered for spring or summer semester classes may elect to sign a new contract and rent the laptop for the subsequent semester. If the new contract for the subsequent semester is signed and emailed to [help.desk@vcsu.edu](mailto:help.desk@vcsu.edu) prior to the last day of finals of the current semester, and the Help Desk approves the continued use via e-mail notification, the user may retain the laptop as specified in the new contract. The laptop must be returned in such a manner that it is received at the VCSU Help Desk no later than July 18<sup>th</sup> each year for inspection and upgrades – NO exceptions!