STATE OF NORTH DAKOTA

CAMPUS COMMUNITY
MANAGE STUDENT RESIDENCY
TRAINING MANUAL

VERSION 8.0

Disclaimer

Written by MAXIMUS-*ERP Solutions Group*, May 2004.

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MANAGE STUDENT RESIDENCY

OVERVIEW

After you set up residency codes and residency exception codes, use the Official Residency 1 and 2 pages to record residency information that your institution has verified, including the individual's in-state or out-of-state residency for a specific term. You can enter unofficial, self-reported residency information on the Residency Self-Report page.

When an individual appeals residency information, you can enter on the Residency Appeal page, the date of, status of, and comment about the appeal.

Appropriate security needs to be given to those who update residency information on student records.

Residency Codes established:

- ALUMNI: Dependents
- CONTI: Contiguous
- MHEC: Midwest Higher Education Compact
- MinnR: Minnesota Reciprocity
- N-Res: Non Resident
- ND: North Dakota Resident
- NDMIL: North Dakota Military
- WUE: Western Undergraduate Exchange

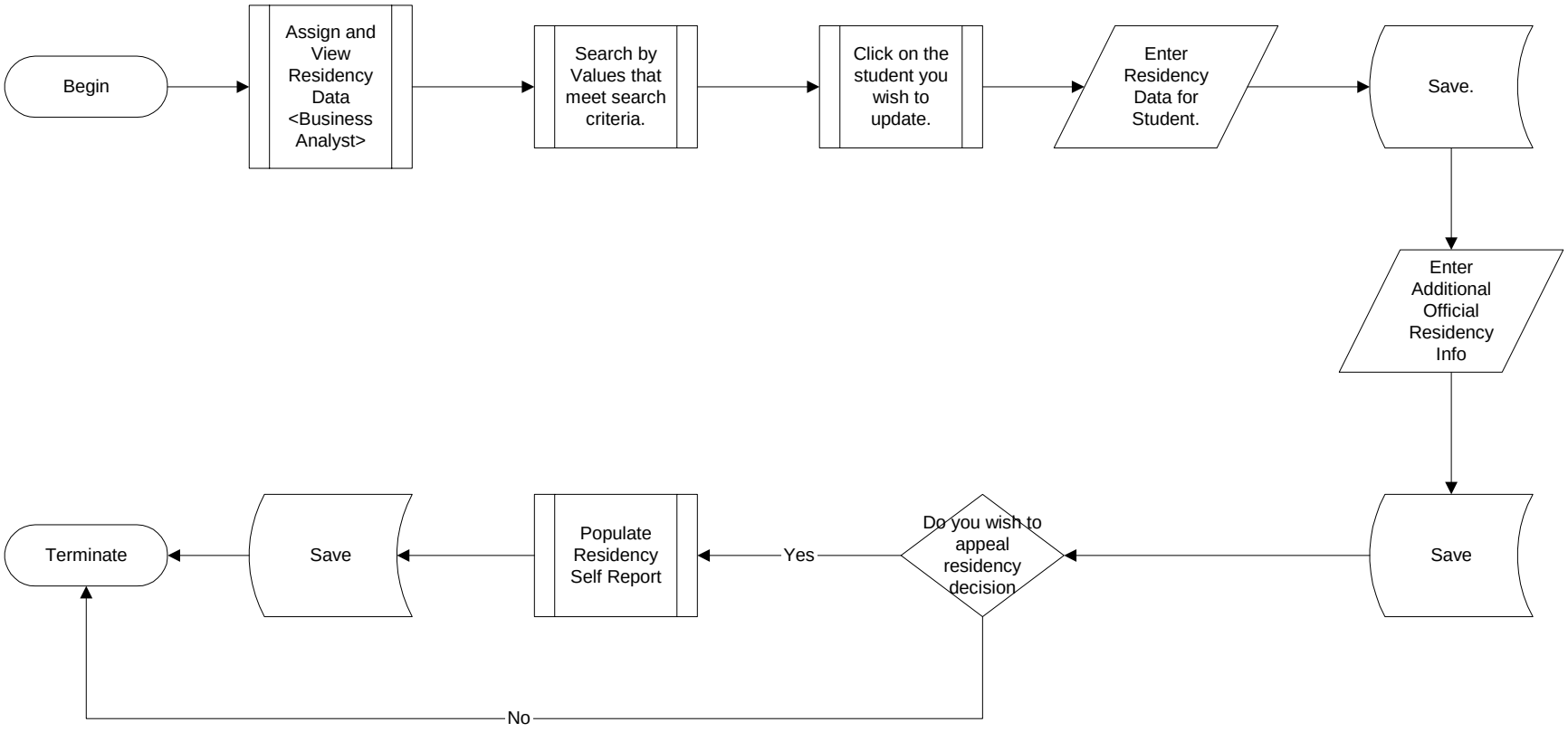
OBJECTIVES

After completing this section, you will be able to:

1. Enter official residency data
2. Enter residency appeal information
3. Enter self-reported residency data

MANAGE RESIDENCY BUSINESS PROCESS FLOW

This business process manages residency by defining residency rules and exceptions to the rules.



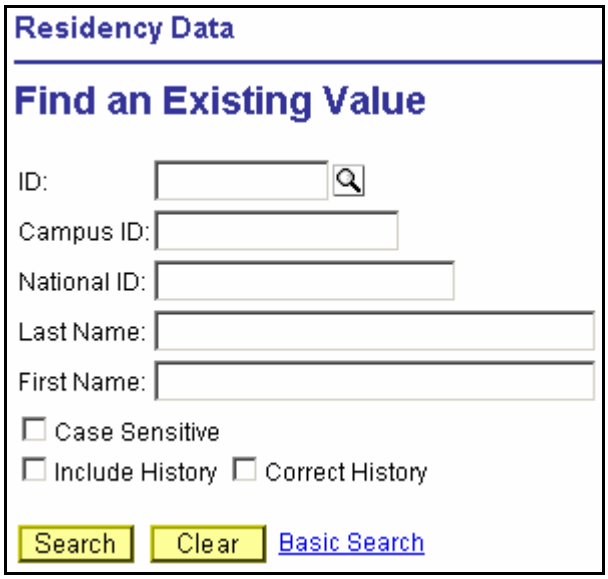
WALKTHROUGH – ENTER RESIDENCY DATA

Residency codes must be established prior to using the residency information.

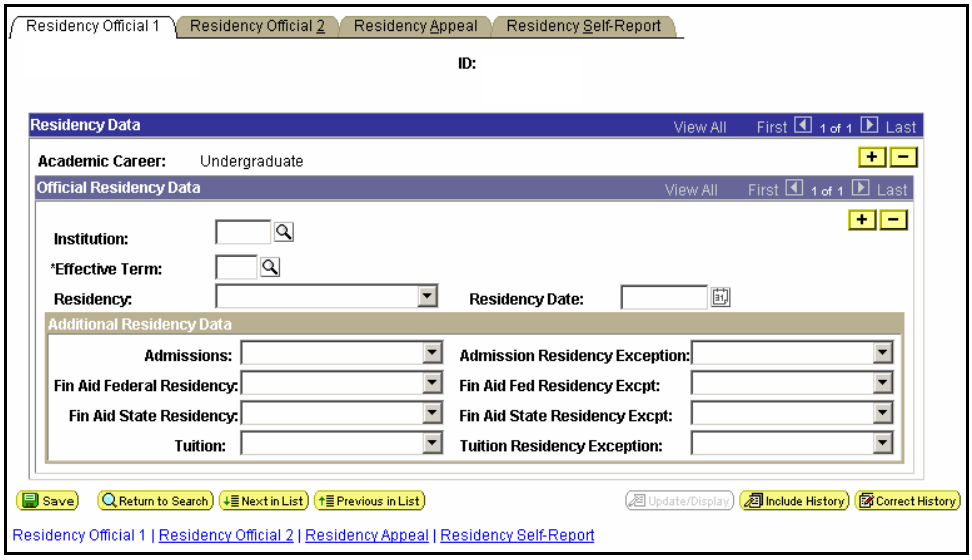
Use the Official Residency 1 and 2 pages to record residency information that your institution has verified, including the individual's in-state or out-of-state residency for a specific term.

RESIDENCY OFFICIAL 1

1. **Navigation**: Home > Build Community > Identification Data (Student) > Use > Residency Data



2. **Find an Existing Value**
   a. Enter the values by which you would like to search. First Name, Last Name, EMPLID, or National ID (SSN).
   b. Click **Search**. A list of values that meet your search criteria will be displayed.
   c. Click on the student you wish to update.
3. The **Residency Official 1** page is displayed.



a. **Institution**: Enter the institution for which the residency applies. This should default to the institution specified in user defaults.

b. **Effective Term**: Enter the Effective Term for which the residency data is applied to this individual.

c. **Residency**: Select the Residency Code. This value prompts against the Residency Table page.

   Once you put in a Residency Code, the Residency Data is populated.

   The type of residency is populated after choosing code.

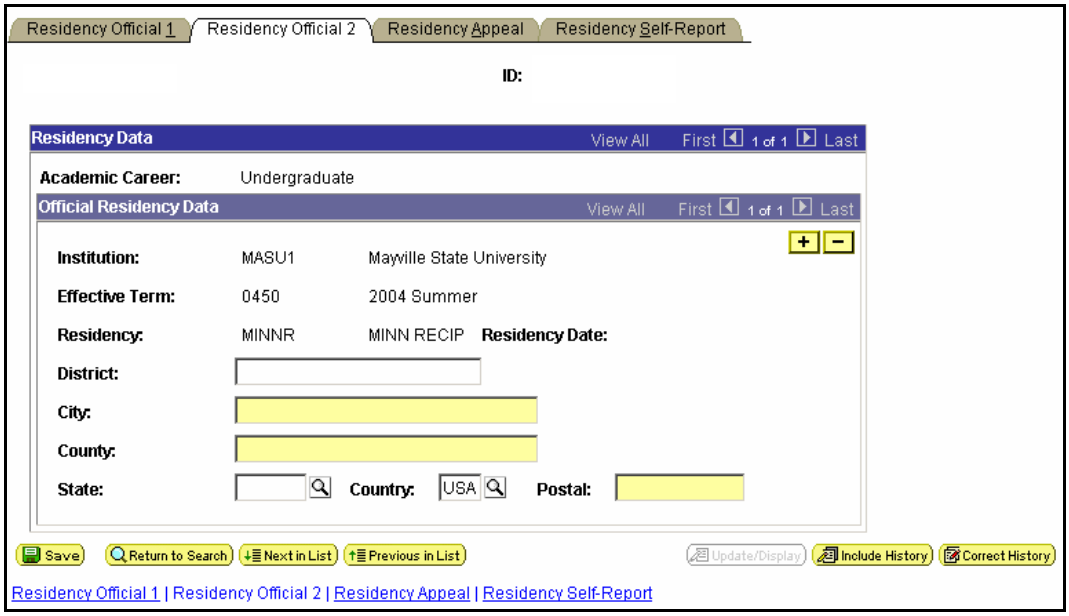
d. **Residency Date**: Enter the date that the individual established or reported the residency.

e. Click **SAVE** to commit your changes to the database.

4. To add an additional line, Click on the insert Row icon ⊞. You cannot have more than one residency per term, so if you need to insert a new row, you will also need to enter a new term in which residency change becomes effective.

RESIDENCY OFFICIAL 2

1. To enter Additional Official Residency Information click on the **Residency Official 2** page. Data entry on this page is required.
2. The **Residency Official 2** page is displayed.

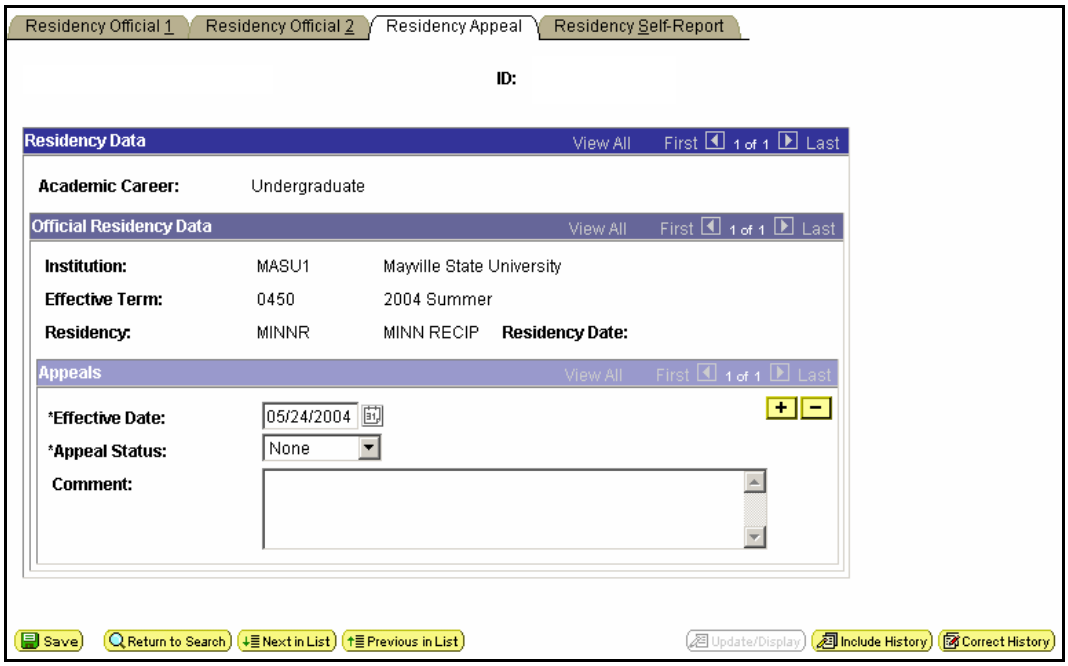


   a. **District**: Enter line item data for District (where applicable).
   b. **City:** Enter line item data for City
   c. **County:** Enter line item data for County. County is **mandatory** for North Dakota and Minnesota residents. The County is requested for other state residents.
   d. **State:** Enter the State or click to select the State. It is **mandatory** to enter State for everyone.
   e. **Country:** Enter the Country. USA is the default. Click to select the Country.
   f. **Postal**: Enter the Postal Code.
   g. Click **SAVE** to commit your changes to the database.

RESIDENCY APPEAL

When an individual appeals residency information, you can enter on the Residency Appeal page, the date of, status of, and comments about the appeal

1. To track appeals of residency decisions in the system; click on the **Residency Appeal** page.
2. The **Residency Appeal** page is displayed.



   a. **Effective Date**: Enter Effective Date of appeal and/or appeal decision.

   b. **Appeal Status**: Make your selection from the drop down menu. This would typically be set to In Progress or None when the appeal is first made. As the appeal progresses through the process, new rows are inserted at the **Appeals** line on this page and the date and status are updated.

   c. **Comments**: Insert comments needed to document the reason for the appeal as well as the reason for its approval or denial.

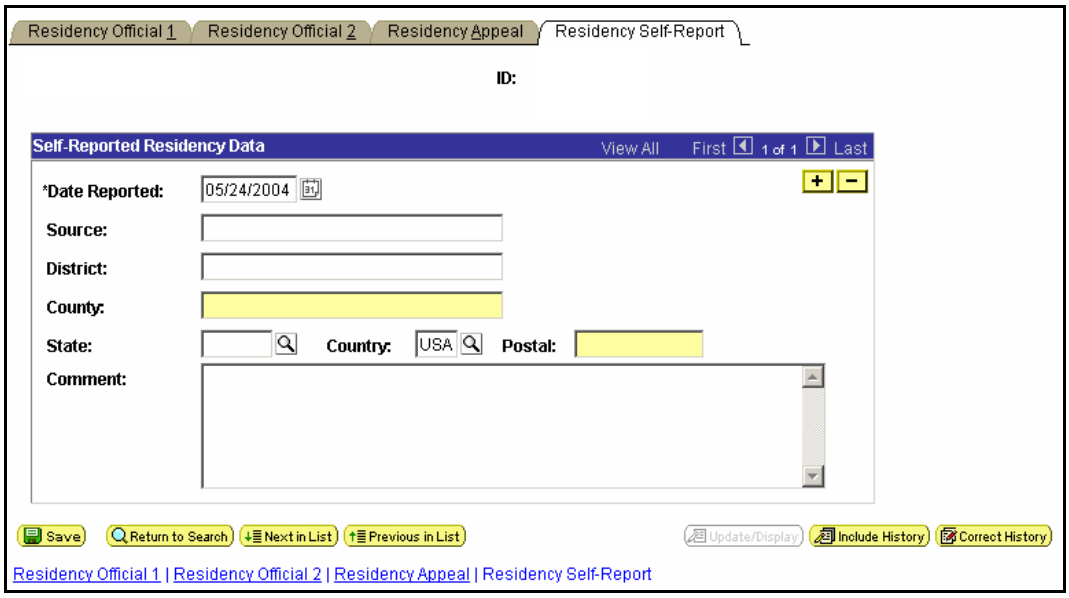
   d. Click **SAVE** to commit your changes to the database.

   e. To add an additional line, click on the insert row icon +. A new line will be displayed and you can list additional appeals information.

RESIDENCY SELF REPORT

You can enter unofficial, self-reported residency information on the Residency Self-Report page.

1. Click the **Residency Self-Report** Tab.
2. The **Residency Self Report** page is displayed.



3. This panel provides a place to store un-validated residency data. It currently is not being utilized. This information is only reported once per student. It is not institution or career secure.
4. Enter the District, County, State, and Postal Code as the student reported the information.
5. Enter any comments in the Comment area.
6. Click **SAVE** to commit your changes to the database.
7. To add an additional line, click on the insert row icon +. A new line will be displayed.