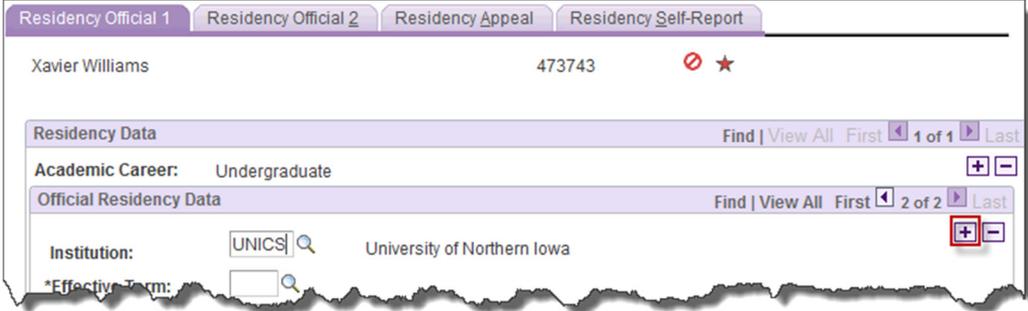
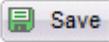


Add/Update Residency

Residency can be entered and tracked via the Residency page. *Students must have residency in order to be term activated.* You may only have one effective row for a given term.

Step	Action
1.	<p>Navigate to the Residency page. Main Menu > Campus Community > Personal Information > Identification > Residency Data.</p> <p>Result: The Residency Data search page displays.</p> <p>Residency Data</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value <input type="text"/></p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>
2.	<p>Enter search criteria. Click the Search button.</p> <p>Result: The Residency Official 1 tab displays. This is the only tab used at this time.</p> <p>Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report</p> <p>Xavier Williams 473743  </p> <p>Residency Data Find View All First 1 of 1 Last</p> <p>Academic Career: Undergraduate <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Official Residency Data Find View All First 1 of 1 Last</p> <p>Institution: <input type="text" value="UNICS"/> <input type="button" value="Q"/> University of Northern Iowa <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Effective Term: <input type="text" value="2101"/> <input type="button" value="Q"/> SUMMER 2010</p> <p>Residency: <input type="text" value="Non-Resident"/> Residency Date: <input type="text" value="05/09/2010"/> <input type="button" value="B"/></p> <p>Additional Residency Data</p> <p>Admissions: <input type="text" value="Non-Resident"/> Admission Residency Exception: <input type="text"/></p> <p>Fin Aid Federal Residency: <input type="text" value="Non-Resident"/> Fin Aid Fed Residency Excpt: <input type="text"/></p> <p>Fin Aid State Residency: <input type="text" value="Non-Resident"/> Fin Aid State Residency Excpt: <input type="text"/></p> <p>Tuition: <input type="text" value="Non-Resident"/> Tuition Residency Exception: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>

Step	Action						
3.	<p>If a row for the given term already exists, update the row, otherwise click the Add Row button  (the lower one) to add a new row for the term.</p> 						
3.	<p>Complete the following information:</p> <ul style="list-style-type: none"> • *Effective Term – Use the Look Up  button to select the appropriate term • Residency – Select the appropriate value (Non-Resident, Resident, Not Determined). <i>Note:</i> The <i>Additional Residency Data</i> section populates based on the selection made in the Residency field: <table border="1" data-bbox="404 930 1416 1045"> <thead> <tr> <th data-bbox="404 930 797 968">If Official Residency is...</th> <th data-bbox="797 930 1416 968">Then the Additional Residency Data...</th> </tr> </thead> <tbody> <tr> <td data-bbox="404 968 797 1005"><i>Resident</i></td> <td data-bbox="797 968 1416 1005">will display <i>Resident</i> for all four fields</td> </tr> <tr> <td data-bbox="404 1005 797 1045"><i>Non-Resident</i></td> <td data-bbox="797 1005 1416 1045">will display <i>Non-Resident</i> for all four fields</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Residency Date – Use the Choose a Date button to select the appropriate date or enter the date (format = ddmmyyyy) - CS will add date format. • Additional Residency Data – Enter any Residency Exceptions. See Additional Residency Data on page 3 for more details. 	If Official Residency is...	Then the Additional Residency Data...	<i>Resident</i>	will display <i>Resident</i> for all four fields	<i>Non-Resident</i>	will display <i>Non-Resident</i> for all four fields
If Official Residency is...	Then the Additional Residency Data...						
<i>Resident</i>	will display <i>Resident</i> for all four fields						
<i>Non-Resident</i>	will display <i>Non-Resident</i> for all four fields						
4.	<p>Click the Save  button.</p>						

Add a Comment: Because residency changes within a term are not effective dated, you may want to add a comment for the student to track when and why residency changed.

Residency Exceptions: There are specific procedures to follow in the event of an exception. For example, the student is a non-resident, however we want to charge “resident” tuition rates, as an exception, because of military service, spouse of faculty, etc.

Example: Non-resident being billed at the resident tuition rate

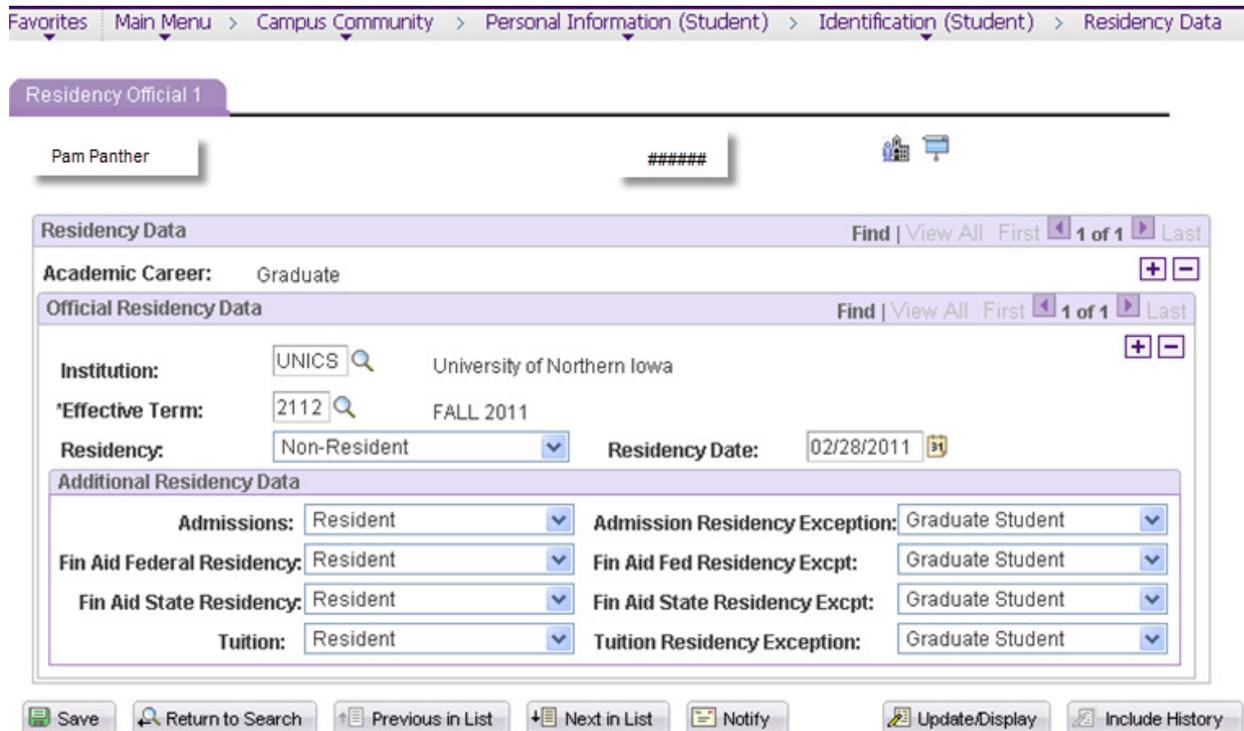
- Enter *Resident* for the Admissions, Fin Aid Federal Residency, Fin Aid State Residency, and Tuition fields
- Enter an exception reason in all four of the Exception fields

Residency Exception – Graduate Assistant Student Example

In the legacy system the Graduate Assistant Code was used to track the students who were graduate assistants for a given term, and the Billing Residence Code caused these students to be billed at the resident rate. In PeopleSoft/Campus Solutions, the Graduate Assistant student group (RGRA) will be used to track this group of students and Residency should be update with the Graduate Student Exception.

Steps to set up a Graduate Assistant in PeopleSoft/Campus Solutions

1. Set up the Residency Exception using the navigation and field values as shown in the screen shot below.



The screenshot shows the 'Residency Data' page in PeopleSoft. The breadcrumb trail is: Favorites | Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data. The user is Pam Panther. The page title is 'Residency Official 1'. The 'Academic Career' is set to 'Graduate'. The 'Official Residency Data' section shows: Institution: UNICS (University of Northern Iowa), Effective Term: 2112 (FALL 2011), Residency: Non-Resident, and Residency Date: 02/28/2011. The 'Additional Residency Data' section contains several dropdown menus: Admissions (Resident), Admission Residency Exception (Graduate Student), Fin Aid Federal Residency (Resident), Fin Aid Fed Residency Excpt (Graduate Student), Fin Aid State Residency (Resident), Fin Aid State Residency Excpt (Graduate Student), and Tuition (Resident), Tuition Residency Exception (Graduate Student). At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, and Include History.

Note: Unlike many of the items in PS/CS, it is not possible to add more than one effective dated row for a given term in the Residency page. If a row for the term that is being update already exists, that row should be updated. Staff may want to consider adding a comment to document the change made to the residency status.

2. Add the student to the Graduate Assistant student group.

Note: Because student groups in PS/CS are not term based, use the following effective dates to reflect the term as noted, where yyyy is the appropriate calendar year.

08/01/yyyy – Fall term

01/01/yyyy – Spring term

05/01/yyyy – Summer term

Examples: For Fall 2011, use 08/01/2011

For Spring 2012, use 01/01/2012

For Summer 2012, use 05/01/2012

Favorites | Main Menu > Records and Enrollment > Career and Program Information > Student Groups

Student Groups

Pam Panther #####

Find | View All First 1 of 1 Last

*Academic Institution: UNICS University of Northern Iowa

*Student Group: RGRA Graduate Assistant

Find | View All First 1 of 1 Last

*Effective Date: 08/01/2011 *Status: Active

Comments

Last Update Date/Time: Updated By: Type:

Save Return to Search Notify Update/Display Include History Correct History

If you are adding the Graduate Assistant student group to a student for the first time, add a row here and enter the appropriate effective date.

If you are adding the Graduate Assistant student group to a student for a new effective date, add a row here and enter the new effective date.

Note: We may need to discuss a future process for adding inactive rows at the end of each term.

Additional Residency Data

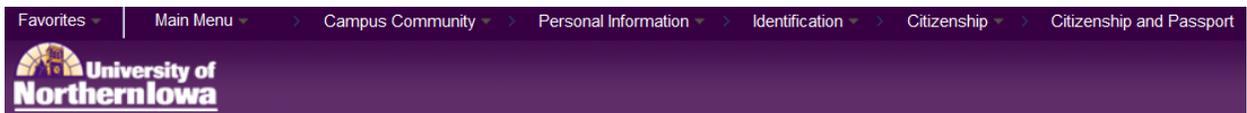
Admissions	Specify the type of residency that qualifies the individual for admission to the specified institution.
Fin Aid Federal Residency (financial aid federal residency)	Specify the type of residency that qualifies the individual to receive financial aid from the federal government.
Fin Aid State Residency (financial aid state residency)	Specify the type of residency that qualifies the individual to receive financial aid from the state.
Tuition	Specify the type of residency that qualifies the individual for tuition assistance.
Admission Residency Exception	Specify the exception from your institution's residency rule for admissions (from the Residency Exception Table page) that applies to the individual.
Fin Aid Fed Residency Exception (financial aid federal residency exception)	Specify the exception from the federal residency rule for financial aid (from the Residency Exception Table page) that applies to the individual.
Fin Aid St Residency Exception (financial aid state residency exception)	Specify the exception from the state residency rule for financial aid (from the Residency Exception Table page) that applies to the individual.
Tuition Residency Exception	Specify the exception from your institution's residency rule for tuition (from the Residency Exception Table page) that applies to the individual.

Permanent Residency Changes that also warrant a change in Citizenship Country

Only one Citizenship Country is tracked for an individual. For this reason, when a permanent residency change is made and a change in Citizenship Country is also warranted, the existing Citizenship Country must be deleted and the new Citizenship Country added.

Steps to update Citizenship Country in Campus Solutions

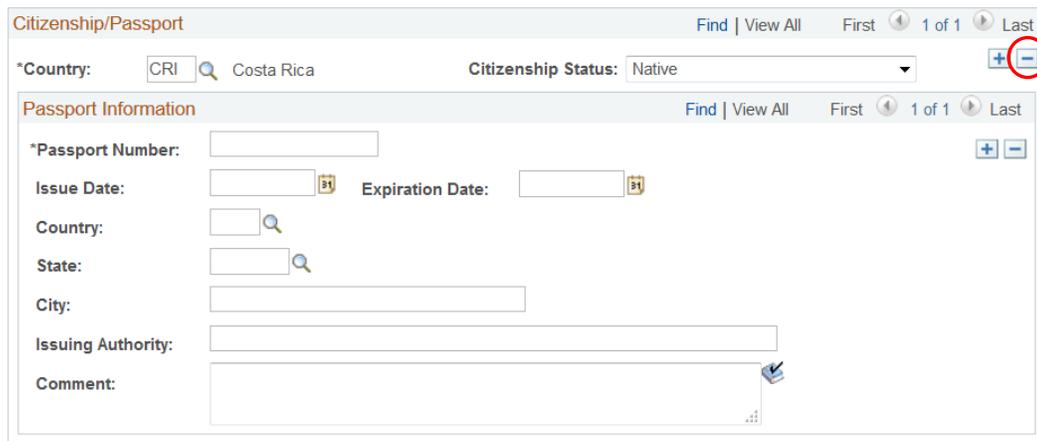
- 1. Navigate to the Citizenship/Passport page and delete the existing Citizenship Country using the minus button in the upper right corner and then Save – see screen shot below.***



Citizenship/Passport

Ana Celia Fix

276584

A screenshot of the Citizenship/Passport form in Campus Solutions. The form is titled "Citizenship/Passport" and has a "Find | View All" button and "First 1 of 1 Last" navigation. The "Country" field is set to "CRI" and "Costa Rica". The "Citizenship Status" dropdown is set to "Native". A red circle highlights the minus button in the upper right corner of the form. Below the form is a "Passport Information" section with fields for "Passport Number", "Issue Date", "Expiration Date", "Country", "State", "City", "Issuing Authority", and "Comment". A red circle highlights the "Save" button at the bottom left of the page.

- 2. On the same page, add the new Citizenship Country and Citizenship Status and Save – see screen shot below.***

Favorites | Main Menu > Campus Community > Personal Information > Identification > Citizenship > Citizenship and Passport



Citizenship/Passport

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Citizenship/Passport Find | View All First 1 of 1 Last

*Country: United States Citizenship Status:

Passport Information Find | View All First 1 of 1 Last

*Passport Number:

Issue Date: Expiration Date:

Country: United States

State:

City:

Issuing Authority:

Comment: