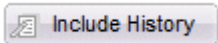# Viewing Residency

Residency can be viewed 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.	Navigate to the **Residency** page. **Main Menu › Campus Community › Personal Information (Student) › Identification (Student) › Residency Data.** ***Result:*** The Residency Data search page displays. Favorites | Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data **Residency Data** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 EmplID: begins with Academic Career: = National ID: begins with Campus ID: begins with Last Name: begins with First Name: begins with ☐ Include History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
2.	Enter search criteria. Click the **Search** button. ***Result:*** The **Residency Official 1** tab displays. This is the only tab used at this time. Residency Official 1 Pam Panther ###### **Residency Data** Find | View All First ◀ 1 of 1 ▶ Last Academic Career: Undergraduate **Official Residency Data** Find | View All First ◀ 1 of 1 ▶ Last Institution: UNICS University of Northern Iowa Effective Term: 2072 FALL 2007 Residency: Resident Residency Date: 08/19/2007 **Additional Residency Data** Admissions: Resident Admission Residency Exception: Fin Aid Federal Residency: Resident Fin Aid Fed Residency Excpt: Fin Aid State Residency: Resident Fin Aid State Residency Excpt: Tuition: Resident Tuition Residency Exception: Save Return to Search Notify Update/Display Include History

Step	Action
3.	Click the **Include History** button to view past terms. [Include History]
4.	*Residency Values*: Non-Resident, Resident, Not Determined. *Note:* The *Additional Residency Data* section populates based on the selection made in the **Residency** field: <table><tr><th>If Official Residency is…</th><th>Then the Additional Residency Data…</th></tr><tr><td>*Resident*</td><td>will display *Resident* for all four fields</td></tr><tr><td>*Non-Resident*</td><td>will display *Non-Resident* for all four fields</td></tr></table> • **Residency Date** – Displays the data associated with the Residency. • **Additional Residency Data** – Displays any Residency Exceptions. See Additional Residency Data on page 3 for more details.

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.

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.