
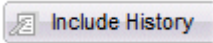


Viewing Residency

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.	<p>Navigate to the Residency page. Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data.</p> <p>Result: The Residency Data search page displays.</p> <p>Favorites Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data</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 _____</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>EmpID: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Search"/></p> <p>Academic Career: <input type="text" value="="/> <input type="text"/></p> <p>National 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>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"/> 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 _____</p> <p>Pam Panther ##### </p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Residency Data Find View All First <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="1 of 1"/> Last</p> <p>Academic Career: Undergraduate</p> <p>Official Residency Data Find View All First <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="1 of 1"/> Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Institution:</td> <td style="width: 20%;">UNICS</td> <td style="width: 60%;">University of Northern Iowa</td> </tr> <tr> <td>Effective Term:</td> <td>2072</td> <td>FALL 2007</td> </tr> <tr> <td>Residency:</td> <td>Resident</td> <td>Residency Date: 08/19/2007</td> </tr> </table> <p>Additional Residency Data</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Admissions: Resident</td> <td style="width: 50%;">Admission Residency Exception:</td> </tr> <tr> <td>Fin Aid Federal Residency: Resident</td> <td>Fin Aid Fed Residency Excpt:</td> </tr> <tr> <td>Fin Aid State Residency: Resident</td> <td>Fin Aid State Residency Excpt:</td> </tr> <tr> <td>Tuition: Resident</td> <td>Tuition Residency Exception:</td> </tr> </table> <p style="text-align: right;"><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"/></p> </div>	Institution:	UNICS	University of Northern Iowa	Effective Term:	2072	FALL 2007	Residency:	Resident	Residency Date: 08/19/2007	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:
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Step	Action								
3.	Click the Include History button to view past terms. 								
4.	<p><i>Residency Values:</i> Non-Resident, Resident, Not Determined. Note: The <i>Additional Residency Data</i> section populates based on the selection made in the Residency field:</p> <table border="1"> <thead> <tr> <th>If Official Residency is...</th> <th>Then the Additional Residen</th> </tr> </thead> <tbody> <tr> <td><i>Resident</i></td> <td>will display <i>Resident</i> for all fo</td> </tr> <tr> <td><i>Non-Resident</i></td> <td>will display <i>Non-Resident</i> for</td> </tr> <tr> <td><i>Contiguous State Non-Resident</i></td> <td>will display <i>Contiguous State</i> all four fields</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 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. 	If Official Residency is...	Then the Additional Residen	<i>Resident</i>	will display <i>Resident</i> for all fo	<i>Non-Resident</i>	will display <i>Non-Resident</i> for	<i>Contiguous State Non-Resident</i>	will display <i>Contiguous State</i> all four fields
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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.

Residency Data Find | View All First 1 of 2 Last

Academic Career: Graduate + -

Official Residency Data Find | View All First 1 of 1 Last

Institution: UNICS University of Northern Iowa + -

*Effective Term: 2112 FALL 2011

Residency: Non-Resident Residency Date: 02/28/2011

Additional Residency Data

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
Tuition: Non-Resident	Tuition Residency Exception: Graduate Student

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.



Viewing Residency – Job Aid