

# STATE OF NORTH DAKOTA

## CAMPUS COMMUNITY MANAGE STUDENT RESIDENCY TRAINING MANUAL

VERSION 8.0

# Disclaimer

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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

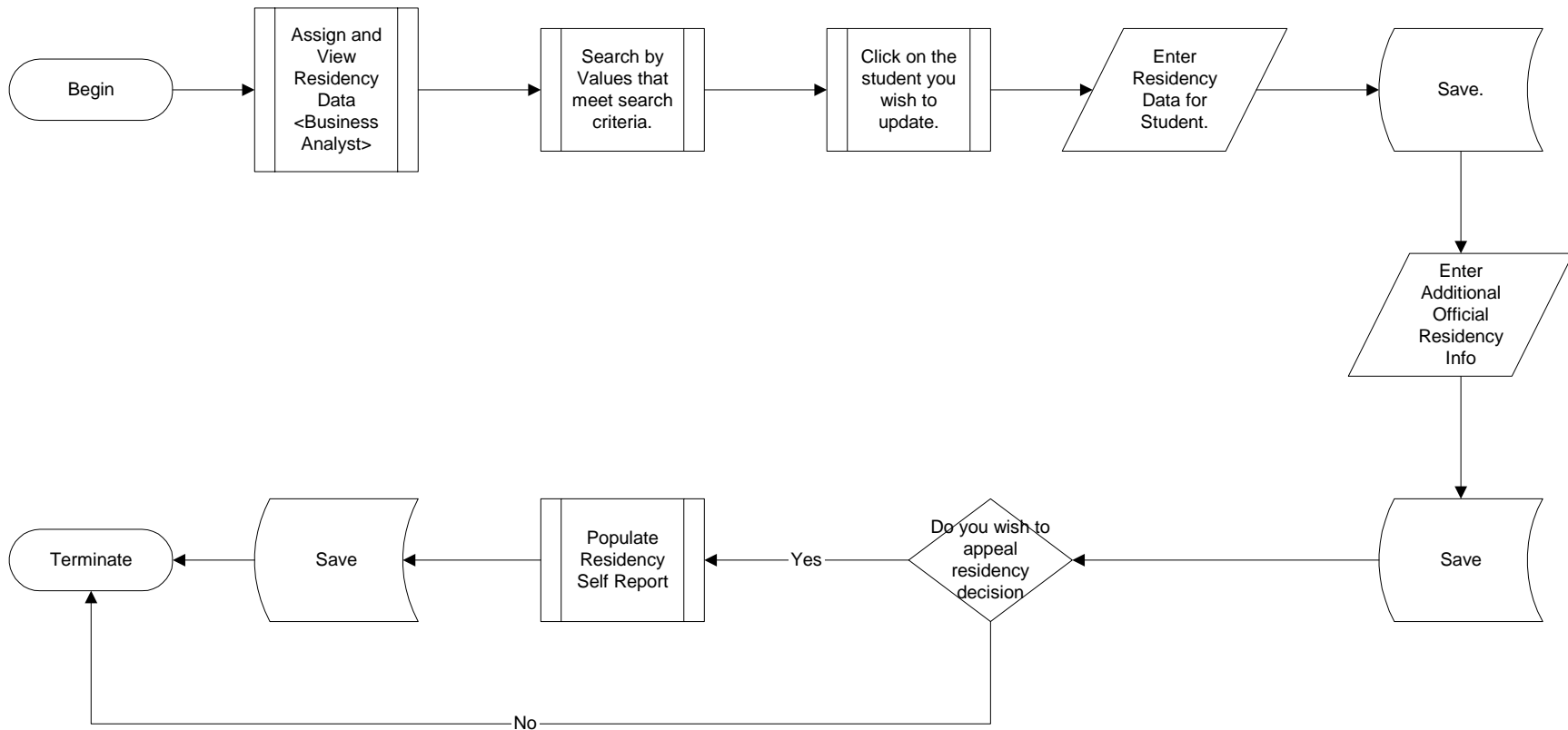
## OBJECTIVES

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

**Residency Data**

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**Find an Existing Value**

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

Include History  Correct History

[Basic Search](#)

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.

Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report

ID:

**Residency Data** View All First 1 of 1 Last

Academic Career: Undergraduate

**Official Residency Data** View All First 1 of 1 Last

Institution:	MASU1	Mayville State University	<input type="button" value="+"/>	<input type="button" value="-"/>
Effective Term:	0450	2004 Summer		
Residency:	MINNR	MINN RECIP	Residency Date:	
District:	<input type="text"/>			
City:	<input type="text"/>			
County:	<input type="text"/>			
State:	<input type="text"/>	Country:	USA	Postal: <input type="text"/>

[Residency Official 1](#) | 
 [Residency Official 2](#) | 
 [Residency Appeal](#) | 
 [Residency Self-Report](#)

- 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

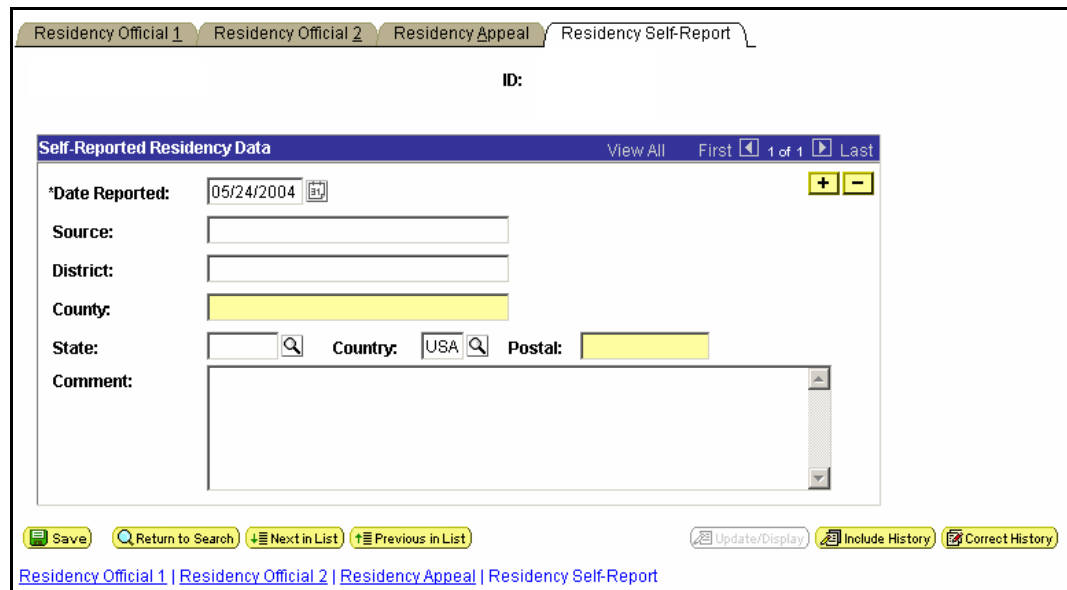
1. To track appeals of residency decisions in the system; click on the **Residency Appeal** page.
2. The **Residency Appeal** page is displayed.

- 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.



The screenshot shows a web browser window with four tabs: 'Residency Official 1', 'Residency Official 2', 'Residency Appeal', and 'Residency Self-Report'. The 'Residency Self-Report' tab is active. Below the tabs, there is an 'ID:' label. The main content area is a form titled 'Self-Reported Residency Data'. The form includes the following fields and controls:

- 'Date Reported': A date picker showing '05/24/2004' with '+' and '-' buttons.
- 'Source': A text input field.
- 'District': A text input field.
- 'County': A dropdown menu with a yellow highlight.
- 'State': A dropdown menu with a magnifying glass icon.
- 'Country': A dropdown menu showing 'USA' with a magnifying glass icon.
- 'Postal': A text input field with a yellow highlight.
- 'Comment': A large text area with a vertical scrollbar.

At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Next in List', 'Previous in List', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons, there is a breadcrumb trail: 'Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report'.

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.