

Identification Data

Residency Data

Description

This script will describe how to use the Official Residency 1 and 2 pages to record residency information that has been established for the student's career, including the individual's in- 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 comments about the appeal.

Process Steps

Navigation:

Student Recruiting > Maintain Prospects > Personal Information > Residency (use for prospects within a specific career, if your admissions office chooses to store it if known)

Student Admissions > Application Entry > Personal Information > Residency (use for applicants for a specific application number)

Campus Community > Personal Information > Identification > Residency Data (use for cross-career access or students who bypassed admissions process to be quick-admitted)

Step 1: The Residency Data Search Page

Follow the first navigation path listed above to bring up a Search Page. Enter information required to locate the student in the database.

Residency Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Application Nbr:	begins with	<input type="text"/>	
ID:	begins with	<input type="text" value="0136978"/>	
Academic Institution:	=	<input type="text" value="UMS02"/>	
Academic Career:	=	<input type="text"/>	
Campus ID:	begins with	<input type="text"/>	
National ID:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
First Name:	begins with	<input type="text"/>	

Include History Correct History Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

1.1 Entering Search Criteria

- 1.1 When you navigate to the Residency Data page, you will see the search page below called “**Find an Existing Value.**”
- 1.1.1 **Application Number:** Enter the assigned application number if known.
- 1.1.2 **ID:** If you know the student’s EMPLID, enter it here. This is the most efficient way to search for a student.
- 1.1.3 **Academic Institution:** Enter the institution for this application
- 1.1.4 **Academic Career:** You may enter the student’s career, e.g., undergraduate or graduate.
- 1.1.5 **Campus ID:** The University of Maine System is not currently using the Campus ID.
- 1.1.6 **National ID:** If you know the student’s National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.7 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.8 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.9 Click to continue or to have the system clear all of the text boxes so you can start again.

Step 2: Entering Residency Data

After searching, you will be presented with the **Residency Official 1** page. Notice that Residency is tied to Academic Career. You must track residency for each career that is on the person’s record.

2.1 Residency Official 1 Panel

- 2.1.1 **Institution** is the institution for this application and term. If the student has a presence at multiple institutions, add a row using the insert row button at the Institution level.
- 2.1.2 **Effective Term** - The term for which the residency data becomes effective for the individual.
- 2.1.3 **Residency** - Select the rule that describes the individual's residency status from the drop-down list. UMS has five valid values: *In-State, Out-of-State, Canadian, International, and NEBHE Regional Student Program*. **At this level, any can be used except NEBHE.**
- Once you tab-out of the field, the same value will be defaulted in the Additional Residency Data fields detailed below. You can adjust these values as needed. **For example, if the student is in a NEBHE eligible program and plan, change ALL Additional Residency Data fields to NEBHE Regional Student Program.**
- 2.1.4 **Residency Date** - This field should be left blank.

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

Gene Roddenberry 0137038

Residency Data Find | View All First 1 of 1 Last

Academic Career: Undergraduate

Official Residency Data

Institution: UMS05 University of Maine

Effective Term: 0710 2006 Fall

Residency: Out-of-State Resident

Additional Residency Data

Admissions:	NEBHE Regional Student	Admission Residency Exception:	NEBHE
Fin Aid Federal Residency:	NEBHE Regional Student	Fin Aid Fed Residency Excpt:	NEBHE
Fin Aid State Residency:	NEBHE Regional Student	Fin Aid State Residency Excpt:	NEBHE
Tuition:	NEBHE Regional Student	Tuition Residency Exception:	NEBHE

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

ADMISSIONS STAFF: This out-of-state student is applying to a NEBHE-eligible program for this term at the University of Maine.

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

Gene Roddenberry 0137038

Residency Data

Academic Career: Undergraduate

Official Residency Data

Institution: UMS05 University of Maine

Effective Term: 0710 2006 Fall

Residency: Out-of-State Resident

Additional Residency Data

Admissions:	In-State Resident	Admission Residency Exception:	Military
Fin Aid Federal Residency:	In-State Resident	Fin Aid Fed Residency Excpt:	Military
Fin Aid State Residency:	In-State Resident	Fin Aid State Residency Excpt:	Military
Tuition:	In-State Resident	Tuition Residency Exception:	Military

BURSAR/STUDENT BILLING STAFF: They change this enrolling out-of-state student to be eligible for in-state tuition as an active military person stationed in Maine, enrolling for this term at the University of Maine.

2.1.5 **Additional Residency Data** - You can specify additional residency data related to the student's admission, financial aid and tuition rules. For example, an individual may be exempt from non-residency requirements because he or she is in the military. Valid values for Residency Exception are: *Conditional, Employer, Job Corps, Military, NEBHE, National Student Exchange-Incoming*.

- **Admissions**
 - Specify the type of residency under which this student will be considered.
- **Admission Residency Exception**
 - Specify the exception or reason from your career's residency rule for admissions that applies to the individual.



- **Fin Aid Federal Residency**
 - Specify the type of residency under which this student will be considered.
- **Fin Aid Fed Residency Exception**
 - Specify the exception or reason from the federal residency rule for financial aid that applies to the individual.
- **Fin Aid State Residency**
 - Specify the type of residency under which this student will be considered.
- **Fin Aid St Residency Exception**
 - Specify the exception or reason from the state residency rule for financial aid that applies to the individual.
- **Tuition**
 - Specify the type of residency under which this student will be considered.
- **Tuition Residency Exception**
 - Specify the exception or reason from your institution's residency rule for tuition that applies to the individual.

2.2 **Residency Official 2 Panel**

This panel allows for specific location information to be entered for residency. *The University of Maine System is not planning to use this panel.*


2.3 **Residency Appeal**

- 2.3.1 Effective Date** - Enter the effective date of the status of this appeal. The default effective date is the system's current date. You can override this date.
- 2.3.2 Appeal Status** - Select the current status of this appeal: *Accepted, Denied, In Progress, None, or Suspended.*
- 2.3.3 Comment** - Enter comments to further describe or identify the nature of this appeal, or document the basis of the decision.
- 2.3.4 NOTE:** You must return to Residency Official 1 page to adjust the Official Residency Data section if a change in residency has occurred. If the change is for the current term, you may update the existing data. If the change is for a future term, you must insert a new row in the Official Residency Data section and make the appropriate change to Official Residency Data (e.g., Effective Term, Residency). This **MUST** be done before entering the appeal since it is tied to the specific line of residency data.

Residency Official 1	Residency Official 2	Residency Appeal	Residency Self-Report
Geordi LaForge		0136978	
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:	UMS02	University of Maine Farmington	
Effective Term:	0710	2006 Fall	
Residency:	OS	Out/State	Residency Date: 11/21/2005
Appeals Find View All First 1 of 1 Last			
*Effective Date:	11/22/2005 		
*Appeal Status:	InProgress 		
Comment:	Applying for IS Status. 11/22/ 05 JHH.		

2.4 Residency Self-Report

The University of Maine System is not planning to use the Self-Report panel.

2.5 After you have finished entering your data,  the changes to the record.

Source Documents

Admissions application. Residency Appeal forms. Periodic consistency queries (NEBHE eligibility).
Registration forms.

Security Roles

Maintained by: S_RA_SUPERUSER, S_RA_LEADER, S_RA_DATA_ENTRY

Effective Date: July 31, 2006
Updated: 01/18/2006

Retro CC 023 Residency Data
Campus Solutions 8.9
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FINAL

University of Maine System
Student Administration Process

Senior Registrar's office staff, Senior Bursar's office staff, CFO.

Viewable by: everyone

APPROVED and TESTED by Admissions and Campus Community Team on January 18, 2006