



Prospect and Applicant Residency

Description

Residency may change from term to term throughout a student's tenure at a UMS University. Initially, the residency status is recorded on the application or prospect record and is maintained by Admissions until matriculation. This Quick Guide covers entry and update of residency by Admissions staff.

For more detailed coverage of this subject, see the Business Process: **CC023 Residency Data**.

Navigation

Student Recruiting > Maintain Prospects > Personal Information > Residency

(use for prospects within a specific career, if your admissions office chooses to store it)

Student Admissions > Application Entry > Personal Information > Residency

(use for applicants for a specific application)

Campus Community > Personal Information (Student) > Identification > Residency Data

(use for cross-career access or students who bypassed admissions process to be quick-admitted)



Residency

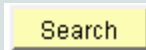
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Step 1: Search for the person.

The search page will be slightly different depending on which navigation was used.

Some fields may be populated based on your User Defaults.

Enter criteria and click



F Y I

Campus ID is currently not used.

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"/>	
Academic Institution:	=	<input type="text"/>	
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](#)




Residency Official 1 tab

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Step 2: Enter Residency Data.

The Residency page has 4 tabs. Current residency data is entered on the first tab: Residency Official 1.

A. Check that the correct Institution is selected. If not, add a row by clicking on the  and enter the correct Institution.

B. Enter the **Effective Term**.

C. Select “above the line residency” from the **Residency** pull down menu. Valid choices are:

- Canadian Resident,
- In-State Resident,
- International,
- Out-of-State Resident.

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NEBHE is not used in the “above the line” **Residency** field, even though it is listed in the pull-down menu.

Do not fill in a Residency Date.

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

Charlotte Czerny 0539777

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: UMS05 University of Maine

Effective Term: 0810 2007 Fall

Residency: [Dropdown Menu]

Residency Date: [Calendar Icon]

Additional Residency Data

Admission Residency Exception: [Dropdown]

Fin Aid Federal Residency Excpt: [Dropdown]

Fin Aid State Residency Excpt: [Dropdown]

Tuition: [Dropdown] Tuition Residency Exception: [Dropdown]

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



Residency Official 1 tab

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Step 3: Enter Additional Residency Data.

Below the Residency field is a page area labeled Additional Residency Data (“below the line”). By default, these fields will contain the same residency setting as “above the line.”

However, in certain circumstances, you may need to use a different setting “below the line.” All 4 fields should have the same setting.

Do not fill in the 4 “Exception” fields to the right.

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NEBHE can be used in the **Additional Residency Data** fields.

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

Charlotte Czerny 0539777

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: UMS05 University of Maine

Effective Term: 0810 2007 Fall

Residency: Out-of-State Resident Residency Date: []

Additional Residency Data

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

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

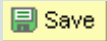


Residency Official 1 tab

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Step 4: Save

Click



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The **Residency Official 2** and **Residency Self-Report** tabs are not used.

The **Residency Appeal** tab will not be used by Admissions.

Residency Official 1		Residency Official 2	Residency Appeal	Residency Self-Report
Charlotte Czerny		0539777		
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: UMS05 University of Maine		+ -		
Effective Term: 0810 2007 Fall				
Residency: Out-of-State Resident		Residency Date: <input type="text"/>		
Additional Residency Data				
Admissions: NEBHE Regional Student		Admission Residency Exception: <input type="text"/>		
Fin Aid Federal Residency: NEBHE Regional Student		Fin Aid Fed Residency Excpt: <input type="text"/>		
Fin Aid State Residency: NEBHE Regional Student		Fin Aid State Residency Excpt: <input type="text"/>		
Tuition: NEBHE Regional Student		Tuition Residency Exception: <input type="text"/>		
Save		Return to Search	Notify	Previous tab
		Next tab	Update/Display	Include History
		Correct History		