NDUS Residency Desk Manual

Student Residency status is an integral part of many different functions in Campus Solutions. A student’s residency status may have a direct impact on a student’s financial aid and corresponding tuition bill. Because of this, it is very important that the information entered on the Student Residency pages be accurate and complete. Tuition residency is determined using the definitions set forth in NDCC section 15-10-19.1. Depending on the student’s career, the residency code options include the following and should be coded in this order:

1. North Dakota Residency (ND)
2. North Dakota Military (NDMIL)
3. Minnesota Reciprocity (MINNR)
4. Minnesota Professional (MNPRO)
5. Contiguous (CONTI)
6. Midwestern Higher Education Compact (MHEC)
7. Western Exchange (WUE)
8. Alumni Dependent (ALDEP)
9. Non-Resident (N_Res)
10. International (INTER)

NDUS Residency Guidelines

Campuses are not required to collect documentation from each student before coding residency. Per NDUS Procedure 504 (3): Generally, because making false statements in a residency application is a crime, an applicant’s signature is sufficient guarantee that information in the application is accurate. However, university system employees may, at their discretion, require additional documentation. Approved optional documentation is listed for each residency type below.

North Dakota Resident (NDRES)

NDUS does not require that campuses obtain documentation for each ND residency application prior to approving residency. This would be a barrier to students as well as an administrative burden. Campuses may choose to collect additional documentation at their discretion. However, if a campus chooses not to collect documentation upfront for all students, they are required to audit 10% of all approved residency applications. As part of this audit, if the ND driver’s license is not dated 12 months prior to the beginning of the term, a secondary form of proof of ND residency must be provided per the examples of verification for each criterion below.

1. Students must meet one of the following criteria, as outlined in NDUS Procedure 504 Residency for Tuition Purposes: [http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=280&SID=57](http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=280&SID=57):
   a. A person whose custodial parent, guardian, or parents have been a legal resident of North Dakota for 12 months or a dependent child whose custodial parent moved into the state with the intent to establish legal residency for a period of years within the last twelve months immediately prior to the beginning of the academic term. Examples of forms of verification (which must contain the parent’s North Dakota address, not an out-of-state address) could include (but are not limited to) a parent/guardian’s:
      i. ND driver’s license or ND State Identification card
      ii. Motor vehicle registration
iii. Previous year ND state resident tax form if dated 12 months before the start of the term
iv. Apartment lease(s) or home purchase agreement(s) from the past 12 months. **Note:** A lease or home purchase agreement is only sufficient as a secondary form of proof. This cannot be the single source of proof since the home could be vacation property, etc. while the parent maintains residency in another state.

b. Students from border states would still qualify for ND residency even if they graduated from high school in another state as long as the student’s permanent address and/or other supporting documentation indicate that the student (and/or student’s parent/guardian) is from ND. Graduating from a MN, SD, or MT high school does not necessarily preclude a student from receiving ND residency.
   i. The student is **not** required to be claimed as a dependent on the parent’s tax return to qualify for residency.
   ii. If the parent’s tax return is filed with another state, and the student is a dependent on the tax return, the student is not precluded from qualifying for ND residency under this provision.

c. They are 18 years of age or older and have been a legal resident of ND for 12 months immediately prior to the beginning of the academic term. It does not matter whether or not the student is claimed on the parent’s tax return to qualify for ND residency under this criterion. Examples of forms of verification (which must contain the student’s North Dakota address, not an out-of-state address) could include (but are not limited to) a student’s:
   i. ND driver’s license or ND State Identification card. **Note:** If the ND license is not dated 12 months prior to the beginning of the term, a second form of documentation is required for those applications selected for verification.
   ii. Motor vehicle registration
   iii. Previous year ND state resident tax form if dated 12 months before the start of the term
   iv. Apartment lease(s) or home purchase agreement(s) from the past 12 months. **Note:** A lease or home purchase agreement is only sufficient as a secondary form of proof. This cannot be the single source of proof since the home could be vacation property, etc. while the student maintains residency in another state. **Temporary Bakken housing provided by a student’s employer for the previous 12 months does qualify the student for residency. It does not matter who paid for the housing.**

d. They graduated from a North Dakota public or private high school, including a home school in North Dakota. This information is found on the high school transcript.
   i. Obtaining a General Equivalency Diploma (GED) in North Dakota does **not** satisfy this criterion
   ii. Graduating from the North Dakota Online High School offered through the North Dakota Center for Distance Education satisfies this criterion
   iii. Legal residency is not required. Per N.D.C.C. § 15-10-19.1(2)(c), a person who is not a U.S. citizen, including someone who does not have a green card or other visa, qualifies for resident student status if the person is a graduate of a ND high school.

e. They are a benefited employee of or the spouse or dependent of a benefited employee of the North Dakota University System. A confirmed list of institutions which qualify is included on the admission application and includes the following: Bismarck State College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Mayville State University, Minot State University, North Dakota State School of Science, North Dakota State University, University of North Dakota, Valley City State University, Williston State College or the North Dakota University System
i. Legal residency is not required, and residency or citizenship status of the employee does not matter. Even if the student or employee does not have a green card, etc., the student still qualifies for resident tuition under N.D.C.C. § 15-10-19.1(2)(e).

ii. Not all NDUS employment is benefited. Students do not need to provide proof of benefitted employment prior to the campus coding the student as ND. Proof will only be required if the student’s residency application is selected for verification.

iii. All benefitted employees qualify. No employment probationary period is required. Examples of forms of verification could include (but are not limited to):
   a. Employee’s pay stub
   b. Verification of employment from Human Resources (employee)
   c. Marriage certificate (spouse)
   d. Birth certificate (dependent)
   e. Student noted as a spouse/dependent on the employee’s tax return, health insurance, or flex-comp

f. They are the spouse of any other person who is a resident for tuition purposes. Examples of forms of verification could include (but are not limited to):
   i. Marriage certificate
   ii. Student noted as a spouse on the employee’s tax return, health insurance, or flex-comp plan

g. The student was a legal resident of North Dakota for at least three consecutive years within six years prior to the beginning of the academic term. Examples of forms of verification (which should contain the student’s North Dakota address, not an out-of-state address) could include (but are not limited to) the student’s ND state tax return. Note: Time of incarceration in the North Dakota State Penitentiary does not count towards the residency requirements listed above, even if the student has earned a North Dakota GED.

Please review Procedure 504 for additional definitions and guidance: http://www.ndus.nodak.edu/makers/procedures/NDUS/default.asp?PID=280&SID=57

North Dakota Military (NDMIL)

Students who are from a state outside of North Dakota and who meet the following qualifications should be coded as NDMIL:

1. They are a full-time active duty member of the armed forces, a member of a ND National Guard unit, a member of the armed forces reserve component stationed in this state, or a veteran as defined in N.D.C.C. § 37-01-40.

2. They are the spouse or dependent of a full-time active duty member of the armed forces, a member of a North Dakota National Guard unit, a member of the armed forces reserve component stationed in this state, or a veteran as defined in N.D.C.C. § 37-01-40, provided the veteran is eligible to transfer entitlement under the Post 9-11 Veterans Educational Assistance Act of 2008 [38 U.S.C. 3301].
   a. Only spouses and dependents of Post 9-11 veterans are eligible under the “veteran” definition; Spouse and dependents of veterans prior to 9-11 do not qualify under this option.
   b. The veteran does not need to transfer benefits for the spouse or dependent to be eligible for NDMIL residency

3. They are a spouse, child, stepchild, widow, or widower of a veteran as defined in N.D.C.C. § 37-01-40 who was killed in action or died from wounds or other service-connected causes, was totally disabled as a result
of service-connected cause, died from service-connected disabilities, was a prisoner of war, or was declared missing in action.

4. See Appendix A – Table of Residency for Tuition Purposes Assigned to Military Members, Spouse, and Dependents – for breakdown of residency. Examples of forms of verification could include (but are not limited to):
   a. Parent’s or Student’s:
      i. Veterans Administration form
      ii. DD214
      iii. Active duty orders
   b. Visually Inspect a Military ID (This cannot be copied and retained)
   c. Student’s birth certificate
   d. Student noted as a dependent on parent’s tax return, health insurance, or flex-comp plan

   Please Note: Military students who qualify for ND residency under a separate category (graduated from a ND high school, etc.) should be coded as ND instead of NDMIL. NDMIL should be used for those students who would not otherwise qualify for resident tuition and who meet at least one of the qualifications for NDMIL.

Minnesota Reciprocity (MINNR)

1. Any undergraduate student who graduated from a Minnesota High School (public or private) and is attending an NDUS institution within one year of high school graduation (Summer Session, Fall Semester, Spring Semester) may be coded as a Minnesota Reciprocity. These students are submitted to and approved by Minnesota through the paperless application process as long as they HAVE NOT attended another institution of higher education since they graduated from high school. If the student has attended any other post-secondary institutions, they must apply for reciprocity through the State of Minnesota. In order to be considered approved by the State of Minnesota, the student must have:
   a. A valid National ID in Campus Solutions (SSN not all X’s) and;
   b. An appropriate graduation date from a Minnesota high school recorded on their application for admission in Campus Solutions.

   Undergraduate students who fall under the circumstances listed below (items a - f) must be coded as MHEC initially and must apply for Minnesota reciprocity at the State of Minnesota’s website: https://www.ohe.state.mn.us/
   a. Student coming to your school as a transfer student – even if from another NDUS institution
   b. Student who graduated from a home school in Minnesota
   c. Student who earned a GED in Minnesota
   d. New student to your institution who previously filed for reciprocity but had never enrolled in a course at your institution
   e. Returning student who has taken a break of a semester or more
   f. Student who applies to a program with a start date that is after the 12-month timeframe required for MN Reciprocity

2. Graduate students from Minnesota must apply to the State of Minnesota for reciprocity at the State of Minnesota’s website: https://www.ohe.state.mn.us/. Until a campus receives verification that a Graduate student is approved for reciprocity, the student should be coded as Non-Resident. Once the verification is received, the coding may be updated to Minnesota Reciprocity.
3. Undergraduate students who attended your institution as Minnesota Reciprocity, but stopped out within the same academic year must reapply for reciprocity through the website. Until your campus receives verification that they are approved for reciprocity, the student should be coded as MHEC. Once the verification is received, the coding may be updated to Minnesota Reciprocity. **Note: this is more conservative than the description that is quoted in the MOU with the State of Minnesota. The MOU states that the student should reapply for reciprocity if “the student should not attend the institution for which he or she is approved for a 365-day period.” It is recommended that students who stop out for just one term be advised to reapply for Reciprocity and be coded as MHEC in the meantime to ensure reciprocity benefits are applied for respective semester(s).**

4. A report of Collaborative students coded as Minnesota Reciprocity at the Home School will be included in the data file sent to the State of Minnesota at the end of every semester. This file will include the Provider campus(es) at which the student is enrolled. Minnesota State Higher Ed Office personnel agreed to extend the Home campus status to the Provider campus(es). As a result, Collaborative students do not need to apply for Minnesota Reciprocity through the Provider campus and can be coded as “Minnesota Reciprocity” when the collaborative application is processed.

**Minnesota Professional (MNPRO)**

The residency type Minnesota Professional (MNPRO) is used for Professional programs that are not covered by the Minnesota Reciprocity MOU. Those programs include Medicine, Law, and Pharmacy (PharmD). While it is available for use at all campuses, the programs approved for use are located only at NDSU and UND.

This residency coding provides the student the reduced tuition rate without expectation of the appropriate reimbursement from the State of Minnesota.

Students in these Professional programs should be coded as MNPRO if they meet one of the following requirements:
1. Graduated from a MN high school
2. Were coded as an Undergrad or Graduate student as MINNR (MN Reciprocity)
3. MN mailing address

**Contiguous States/Provinces (CONTI)**

Montana, South Dakota, Manitoba and Saskatchewan are states/provinces that border North Dakota. Because of this close relationship, students from those states/provinces are eligible for a reduced tuition rate, no lower than 120 percent of the resident tuition rate, per SBHE Policy 805.1(3)(b) All students, both graduate and undergraduate, from Montana and South Dakota should be coded as CONTI for reporting purposes. Campuses are permitted to code graduate and undergraduate students from Manitoba and Saskatchewan as either CONTI or INTER international.

In order to receive this residency coding and corresponding tuition rate, they must meet one of the following guidelines:
1. If the student’s only address on the application for admission is located in one of the qualifying states/provinces, code the student as Contiguous.
2. If the student graduated from a high school in a Contiguous state, code the student as Contiguous.
3. If the student has a mailing address not in one of the qualifying states/provinces because he or she is attending and residing at a college/university, but the student’s parent’s address is in one of the border
states/provinces, the student should be coded as Contiguous. For example, the student graduated from Vermillion (SD) High School, is attending the University of Nebraska-Omaha and would like to transfer to NDSU. His parents address is Vermillion, SD. Therefore, the student should be coded as Contiguous.

Note: The student does not need to be listed as a dependent on the parent’s tax return to be considered a resident of the parent’s state or province. Tax return documentation is not required.

Identification documenting that the student is a legal resident of the state or province prior to the beginning of the academic term. This identification (which must contain the student’s contiguous state address, not another out-of-state address) may include (but is not limited to):

1. Driver’s license
2. Motor vehicle registration
3. Most recent state income tax return

Midwestern Higher Education Compact (MHEC)

This is a tuition reduction program offered to states participating in the Midwestern Higher Education Compact (MHEC). Not all MHEC states participate in the Midwestern Student Exchange Program (MSEP), which is the discounted tuition rate program. States currently participating in MSEP with North Dakota include Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin. Students from these states should be billed tuition no lower than 120 percent of the North Dakota resident rate. For reporting purposes, campuses should code these students appropriately following the guidelines below.

In order to be within this residency coding, the student must meet one of the following guidelines:
1. If the student’s only address on the application for admission is located in one of the qualifying MSEP states, code the student as MHEC.
2. If the student graduated from a high school in one of the MSEP states, code the student as MHEC.
3. If the student has a mailing address not in one of the qualifying states because he or she is attending and residing at a college/university, but the student’s parent address is in one of the MSEP states, the student should be coded as MHEC. For example, the student graduated from Sparta (WI) High School, is attending the University of Nebraska-Omaha and would like to transfer to NDSU. His parents address is Sparta, WI. Therefore, the student should be coded as MHEC. The student does not need to be listed as a dependent on the parent’s tax return to be considered a resident of the parent’s state. Tax return documentation is not required.

Undergraduate students from Minnesota who fall under the circumstances listed below (items a-f) must be coded as MHEC initially and must apply for Minnesota reciprocity at the State of Minnesota’s website: https://www.ohe.state.mn.us/ to be considered for MINNR.
1. Student coming to your school as a transfer student – even if from another NDUS institution
2. Student who graduated from a home school in Minnesota
3. Student who earned a GED in Minnesota
4. New student to your institution who previously filed for reciprocity but had never enrolled in a course at your institution
5. Returning student who has taken a break of a semester or more
6. Student who applies to a program with a start date that is after the 12-month timeframe required for MN
Until a campus receives verification that an Undergraduate student is approved for reciprocity, the student should be coded as MHEC. Once the verification is received, the coding may be updated to Minnesota Reciprocity.

**Note:** Only certain graduate programs participate in MSEP. Only graduate students from an MSEP state, enrolled in the specific programs should be coded as MHEC. Otherwise, graduate students from the MSEP states should be coded as Non-Resident. Please refer to the MSEP website for a current listing of participating programs: [http://www.mhec.org/MidwestStudentExchangeProgram](http://www.mhec.org/MidwestStudentExchangeProgram).

Examples of verification could include (but are not limited to) identification documenting that the student is a legal resident of the MSEP state prior to the beginning of the academic term. This identification (which must contain the student’s MSEP state address, not another out-of-state address) may include:

1. Driver’s license
2. Motor vehicle registration
3. Most recent state income tax return

**Western Exchange Program (WUE)**

Specific western states of the U.S. are involved in the Western Interstate Commission for Higher Education (WICHE). States participating in the program along with North Dakota include: Alaska, Arizona, California, Colorado, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

There are two tuition discount programs supported through this program:

1. **Western Undergraduate Exchange (WUE)** – Offers reduced undergrad tuition rates at no greater than 150% (no less than 120%) of the North Dakota resident rate for Undergrad students from the states listed above.
2. **Western Regional Graduate Program (WRGP)** – Offers the ND resident tuition rate for Graduate students in specific academic programs from the states listed above.
   a. While all NDUS institutions participate in the WICHE program, not all graduate programs at all institutions are eligible for the WRGP tuition reduction. Please be aware of which programs are eligible for this residency program. Please see [https://www.wiche.edu/wrgp](https://www.wiche.edu/wrgp) for more information regarding eligible programs/campuses.
   b. Although Montana and South Dakota participate in the WUE, students from these two states should be coded as contiguous (CONTI). For reporting purposes, campuses should code these students appropriately following the guidelines below.

Note: The student does not need to be listed as a dependent on the parent’s tax return to be considered a resident of the parent’s state or province. Tax return documentation is not required.

Examples of verification could include (but are not limited to) identification documenting that the student is a legal resident of the WUE state prior to the beginning of the academic term. This identification (which must contain the student’s WUE state address, not another out-of-state address) may include:

1. Driver’s license
2. Motor vehicle registration
3. Most recent state income tax return

Alumni Dependent (ALDEP)

Per SBHE Policy 805.1(3)(c), Undergraduate students who are children or spouses of graduates of NDUS institutions qualify for a tuition rate that is 150% of the resident rate, regardless of residency. Students meeting this requirement should be coded as ALDEP. This code is reserved for those students meeting the criteria who do not already meet a lesser residency rate according to the priority listed above.

Note: This is not institution-specific. For example, the child of a BSC graduate qualifies for ALDEP residency at BSC or at any other NDUS institution. In addition, tax dependency is not required in order to qualify for this residency code.

Examples of verification could include, but are not limited to:

1. A copy of graduate’s diploma or transcript showing completion.
2. Student noted as a dependent on the parent’s/spouse’s tax return, health insurance, or flex-comp plan
3. Birth certificate or adoption papers

Non-Resident (N_RES)

If a student is a U.S. citizen, permanent resident, asylee, or refugee and lives in any state not defined within the categories listed above, they should be coded non-resident. These students should be billed tuition no less than 120 percent of the North Dakota resident rate.

International Students (INTER)

Any student who is not a U.S. citizen, either native or naturalized, a permanent resident, an asylee, a refugee, or, at some institutions—a resident of Manitoba or Saskatchewan, will be coded as an International Student. These students should be billed tuition no lower than 1.75 percent of the North Dakota tuition rate.

a. To qualify as a permanent resident (not INTER), students must have a valid Alien Registration Receipt Card (Green Card) proving permanent residency or immigrant status.

b. Asylees who hold a valid asylee card should be treated as permanent residents (not INTER).

c. To qualify as a refugee (not INTER), students must hold valid departure/entry cards bearing endorsement by the Department of Homeland Security and showing they have been paroled indefinitely, or have been granted indefinite voluntary departure or conditional entry.

d. Students who qualify under a-c above should not be coded as international students.

i. If they meet the North Dakota residency requirements for tuition purposes, they should be coded as a North Dakota resident.

ii. If they do not meet the North Dakota residency requirements, students qualifying under a-c should be coded the proper non-international residency based on the guidelines within this document.

e. Students with a visa may potentially qualify for North Dakota residency for tuition purposes by graduating from a North Dakota high school, as a benefitted employee within the NDUS, as the spouse or dependent of a benefitted employee in the NDUS, or as the spouse or dependent of an individual who is a permanent resident or refugee. In all other respects they must meet the requirements of N.D.C.C. § 15-10-19.1. Time spent in North Dakota prior to being granted permanent resident, asylee, or refugee status shall not be counted towards the one year requirement for residency status for in state tuition.
f. Note: Unless they graduated from a ND high school and qualify for the North Dakota residency tuition rate, H1-B, F-1, J-1, and other visa holders cannot qualify for ND residency for tuition purposes by living in ND, regardless of the amount of time they are living in the state.

g. Asylees are eligible for ND residency for tuition purposes as they can get a ND license/state identification, file North Dakota state taxes, and obtain motor vehicle registration, in addition to their asylee card. Asylees have all rights and benefits similar to that of a permanent resident.
INITIAL RECORDING OF RESIDENCY IN CAMPUS SOLUTIONS

Residency of a student will be recorded under:

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

1. Enter the student ID# and career for the student and click Search.

2. Prior to choosing a residency code, the Residency Official 1 page appears:
3. Input the appropriate Effective Term—the term in which the student intends to apply.
4. Select the appropriate Residency from the drop-down just below “effective term.”
5. The recommended practice is to leave the Residency Date _blank_.
6. The “Additional Residency Data” should populate automatically for Admissions, Fin Aid Federal Residency, Fin Aid State Residency, and Tuition with the same residency as was selected in the top section. **None of these fields should be changed.** They should always match the main Residency code above.
7. If the student is not ND nor NDMIL, tab to the Residency Official 2 tab.

If the Residency selected is ND or NDMIL, checkboxes will then appear beneath the “Additional Residency Data” section called “North Dakota Residency for Tuition Purposes.”
These criteria are included in the NDUS Procedure 504: Residency for Tuition Purposes.

Select the criteria that the student meets to qualify for ND or NDMIL residency.

Note: The “Military Status,” “Spouse/Dep Active Duty Mil,” and “Dependent of VET KIA/Disabled” should be reserved for use only if the student is coded as NDMIL. The remaining choices should be used with students coded as ND.

1. Tab to the Residency Official 2 tab

Residency Official 2 Tab

PeopleSoft requires that data be entered on the Residency Official 2 tab. This tab is to be used to report where the student resided prior to coming to the NDUS. The data here should be based on the student’s permanent address on the application for admission.

- If the student is domestic, enter the state
If the student’s address is Minnesota, Montana, North Dakota, or South Dakota, the additional city and zip code are required. The county will auto-populate based on the zip code entered.

- If the student is international, enter the country on Tab 2
- If the student is a permanent resident, asylee, or refugee, enter USA as the country on Tab 2 and the associated state.
- If the student is from Canada, enter the country and enter the province in the “State” field

- If the residency is being updated because the student now qualifies for a different residency code, it is permissible to make changes to the Residency Official 2 tab.

A completed Residency Official Tab 2 appears below:

2. After entering appropriate data on Tab 2, select Save.

If the record is saved without the completion of Residency Official 2, an error message will appear indicating which additional information is necessary. Click “OK” on the error message, then enter the appropriate data.

1. Enter the state
2. If state is ND, MN, MT, or SD, also enter the city and postal (zip)
3. The county will auto-populate based on the postal. If the state and zip code are entered, Campus Solutions will auto-populate the city field
Optional tabs:

The Residency Appeal tab can be used to enter residency information when an individual requests a residency change. Several campuses are using this tab to document residency changes. This information is not reported anywhere; campuses can choose to use it for their own documentation purposes. Many campuses are using this when Admissions requests a residency change and/or any time a residency correction is made.

The Residency Self-Report tab can be used to enter unofficial, self-reported residency information. There are currently no campuses using this tab.

Recording Residency Changes in Campus Solutions
After a student’s initial residency has been recorded, it may be necessary to change the residency for a number of reasons, including:

- Error of original recording
- Student applies and qualifies for ND residency (or another residency that would result in a reduced tuition rate)

To change a student’s residency, navigate to:

**Campus Community – Personal Information (Student) – Identification (Student) – Residency Data**

1. Enter the student ID# and career for the student and click Search.

![Residency Data form](image)
The current residency screen will display:

2. Insert a new effective term row (see above).

NOTE: Unless residency is being corrected, do NOT change the residency without adding a new effective term.
3. The new row will be blank (see below)
   i. Input the new effective term for when the residency should change.
   ii. Leave the Residency Date blank.
   iii. Select new residency from the drop-down
Updated screen will look similar to this:
4. Select Tab 2 and select “View All” in order to see what had been entered previously. Input the same information as had been in the original row, and then Save.

**Office Procedure Recommendation:**

*Per auditors’ recommendations, campuses should develop documented policies for student residency determinations. Ensure review and approval of student residency changes by an independent individual. Verify student residency status by designating an independent individual to review reports of student residency change for proper support and authorization. There will need to be review of residency reports by an independent individual to identify data errors or other anomalies.*

**Residency Security Roles**
There are three levels of security for campus users depending on the level of access needed. The following roles are used individually and in combination:

1. **NDUS CC BIO DEMO AU** - Adding residency for a student with no existing residency for any term or NDUS institution.
2. **NDUS CC BIO DEMO AU and NDUS CC RESIDENCY ADD** - New rows of residency data must be added for a student. This will not allow correction of current data.
3. **NDUS CC BIO DEMO AU, NDUS CC RESIDENCY ADD and NDUS CC RESIDENCY CORRECTION** - Existing rows of residency data must be changed for a student.

**Residency Reports**

Several residency reports are available in Campus Solutions for various purposes.

Navigation: NDU Applications > NDU Campus Community > Residency

Reports available:

1. NDU Minn. Reciprocity Sem. Rpt
2. ND Residency for Tuition
3. NDU Res Rptd Geographic Origin
4. NDU Residency Page Audit Rpt
5. NDU MSEP Student Data
6. Headcount Minn Students Enroll
7. NDU State Auditor Res Data
8. NDU Stdnt with Resid Changes
9. NDU WUE REPORT
10. NDU Res – Geog Origin Clean Up
11. NDU Residency Discrepancy Rpt

**Suggested Reports to Aid Campuses**

NDU Residency Page Audit Report (NDU CC 234) -
This report can be run to audit the residency coding by all users, or a particular user, with residency access at the institution. It may be helpful to monitor coding by a new user or to identify where some coding issues may be occurring in order to improve residency training.

If run for “Main Residency,” will return students coded by the User ID selected, within the dates selected, and show each residency category.

If run for “ND Residency for Tuition,” will return students coded by the User ID selected, within the dates selected, and show the criteria selected for updating to or from ND or NDMIL residency.

If run for “Official Residency Data,” will return students coded by the User ID selected, within the dates selected, and show the main residency and the information from Tab 2 (City, County, State, Country, Postal).

**NDU MSEP Student Data (NDU 147CC)** – This pulls data for students participating in the Midwest Student Exchange Program (MSEP) to be reported by campuses to the Midwest Higher Education Compact (MHEC) each semester.

To pull all MSEP students enrolled in the term, on the Run Control, enter the Academic Institution, Term of enrollment, and Tuition Group code used at your institution to assess Undergrad MSEP tuition. (This code varies by campus).

The user has the option to create two types of reports when processing the single run control:

- NDU MSEP Student Data – To be reported to MHEC
• NDU MSEP Student Edit Report – Can be used by campuses prior to submitting data to MHEC to identify students who are coded as MHEC but whose state of residency from Residency Tab 2 is not one of the MSEP states.

  Recommended Use:
  • Pull the MSEP Student Edit Report and sort by state.
  • Identify any states that are not MSEP (Not Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, nor Wisconsin).
  • Research those students to determine whether their residency coding is appropriate.

NDU Residency Discrepancy Report (NDU CC 238) –

This report can be run to identify any students whose residency categories do not all match. It will return any students where the Official Residency Data in the top section is not the same as the categories below listing Admissions Residency, Fin Aid Federal Residency, Fin Aid State Residency, and Tuition Residency – or where one of these categories differs from the others. See example of an error identified by this report:

Users can then correct the residency as needed for those listed.

There are a few options on the run control for running this. If running during the current term, select “Data Source,” = CURRENT.

If the report returns no results, then you have no students with this issue for the term selected.

**Reports for NDUS Reporting**
**NDU Minn. Reciprocity Sem. Rpt (NDU 148CC)**

This report is submitted by the NDUS to the State of Minnesota, per Minnesota’s requirements, at the end of each semester. This provides a list of the students who are coded as Minnesota Reciprocity (MINNR) from each campus. Campus users may run this report using a Data Source of “Current” to review the information prior to it being sent.

Fields Reported:
- SSN
- Name
- Address
- CITY
- State
- ZIP
- Birthdate
- Admit Date
- High School Graduation Date
- High School State
- Provider Campus
- Undergrad Credits
- Graduate Credits
- Professional Credits

**ND Residency for Tuition (NDU 173CC)**

This report was originally created for use by the System office and pulls all students coded as ND Resident (ND) or ND Military (NDMIL) for the effective term and the criteria the student met to receive residency tuition.

**NDU Residency Reported by Geographic Origin (NDUCC177)**

This report was created for use by the System office in response to various legislative requests. Legislators have been interested in where our students “are from.” After the Permanent address was opened so that students are able to edit that information, it was necessary to add additional fields within PS in order to track from where our students originate. Therefore, the Residency Tab 2 was created.

The information on this report comes from the student’s Residency Tab 2. It includes the state the student came from and city, county and zip code (if applicable).

There are three geographic origin options for running this report:

1) NDUS Residency – indicates a student’s origin when he/she came to the NDUS
2) Institutional Residency – indicates a student’s origin when he/she came to the institution
3) Career Residency – indicates a student’s origin when he/she came to a career

The report is not looking at enrollment; instead, it is pulling from the “residency view” tables.
Unsure about use of the following reports:

**Headcount Minnesota Students Enrolled (NDU CC 185)** –

CTS: What is the purpose of this report? Who is running it? NDUS?

How does it determine what makes a student a “Minnesota student?” Residency code? Address? Res Tab 2?

**Fields:**
Career
Major
Institution
Total of all institutions

**NDU State Auditor Residency Data (NDU CC 233)**

This can be run by term and also by career, if needed. It creates four reports in both CSV and PDF outputs:

Rpt 1 Residency – Pulls all students enrolled in the term, showing their main residency, other four residency categories, country, city, state, county, and postal.

Rpt 2 Addresses – Pulls all students enrolled in the term, showing each address type, country, state, city, postal, and county, and the effective date that they were updated.

Rpt 3 High School – Pull all students enrolled in the term, showing career, high school (attended or graduated?), country, city, state, postal, county

Rpt 4 Military – Pulls what? Shows students with Military Status and Military Service – where are those fields located? Who is populating them?

**NDU Stdent with Resid Changes**

This can be run by Institution, Term, and Term Type of either “Degr/Grade,” “End Term,” “Enrollment,” or “Prior Year.”

Ran as Enrollment

This creates three reports:

Address Residency (CSV and PDF) – what is this showing?
Geographical Residency (CSV and PDF)
Tuition Residency (PDF only – ask CTS to make a CSV file as well)

NDU WUE Report (NDU CC 146)
The data for the Western Exchange program is submitted by campus users annually to the Western Interstate Commission for Higher Education.

Prompts:
Academic Institution
Term
NDU Data Source – 2 options:
   Current – will pull from...?
   History – will pull from...?
   Leave blank – will pull from...?

Run with PDF as output – will create 8 files – both CSV and PDF outputs of each of four reports:

1. Students with WUE Tuition or WUE Residency
2. Students with WUE Tuition and Detail
3. Students with WUE Tuition but not WUE Residency
4. Students with WUE Residency but not WUE Tuition

Ran ours as:
UND01
1610
Current

Our file – indicates four outputs:

657 STUDENTS WITH WUE TUITION OR WUE RESIDENCY
Report is titled: “CIP_AND_DEGREE_HEADCOUNTS”
Pulls a list by “CIP Description or Degree” by State – presenting a total headcount by degree and state of the number of students with WUE Tuition. Total on our report is 636. This plus the 21 pulled on the “Students with WUE Residency but not WUE Tuition” equals 657.
Question for CTS:
   - What is this report used for?
   - Is it reported to WICHE?
   - What is a CIP Code?

636 STUDENTS WITH WUE TUITION REGARDLESS OF RESIDENCY
Report is titled “WUE_TUITION_AND_DETAIL.”
Fields: Name, SSN, Address Line 1, City, State, Zip, Program Code, Plan, Class, Official State Residency, CIP Code, Tuition Group
Questions for CTS:
- Which address is being pulled?
- Is Official State Res coming from Tab 2?
- Can we add student ID# to this report?
- Is this the report used to send info to WICHE?
- What does “CIP Code” mean?

Looks like campuses could run this and filter the Off_State_Res column to ensure that all are WUE states. Could also compare Off_State_Res column to the State listed in the address to see if any may have been miscoded.

1 STUDENTS WITH WUE TUITION BUT NOT WUE RESIDENCY
1118576 – Career = CNED, so no tuition charges posted on CC – why is the system showing that she has “WUE tuition,” when nothing has posted for her?

21 STUDENTS WITH WUE RESIDENCY BUT NOT WUE TUITION
This is pulling students who have Western Exchange residency, but who are not billed Undergrad WUE tuition. Seems to be a good double-check. Of our 21 students listed, 9 are billed Graduate Western Exchange tuition. This is appropriate based on their state listed on Residency Tab 2 and their program of study. Although all of these are correct, it is probably reasonable to keep the Grad Western Exchange on this edit check in order to confirm that these are accurate since the programs eligible for this tuition rate are so limited. The rest are Boeing students at UND, so their residency of WUE is accurate, but we have to manually change them to ND resident tuition, based on the 3rd party agreement.

NDU Residency by Geographic Origin Clean Up (NDU CC 179) -

Fields:
EMPLID
Career
Name
Missing Data