



Florida State College
at Jacksonville

PeopleSoft Campus Solutions
Entering Residency Data

Updated 11/8/17

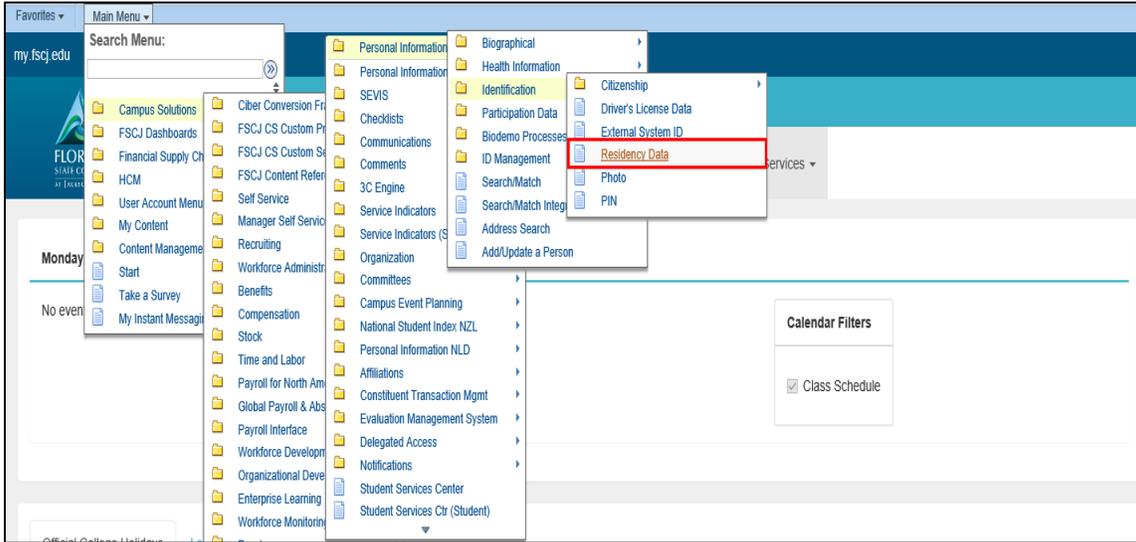
Contents

Entering Residency Data.....	2
Navigation.....	2
Updating Residency.....	3
Entering Residency Comments.....	6
Immigration/Citizenship and Residency (If Required).....	8
Final Step: Updating Residency Checklist.....	9
Entering Residency Data- Quick Guide.....	11
Additional Notes.....	11

Entering Residency Data

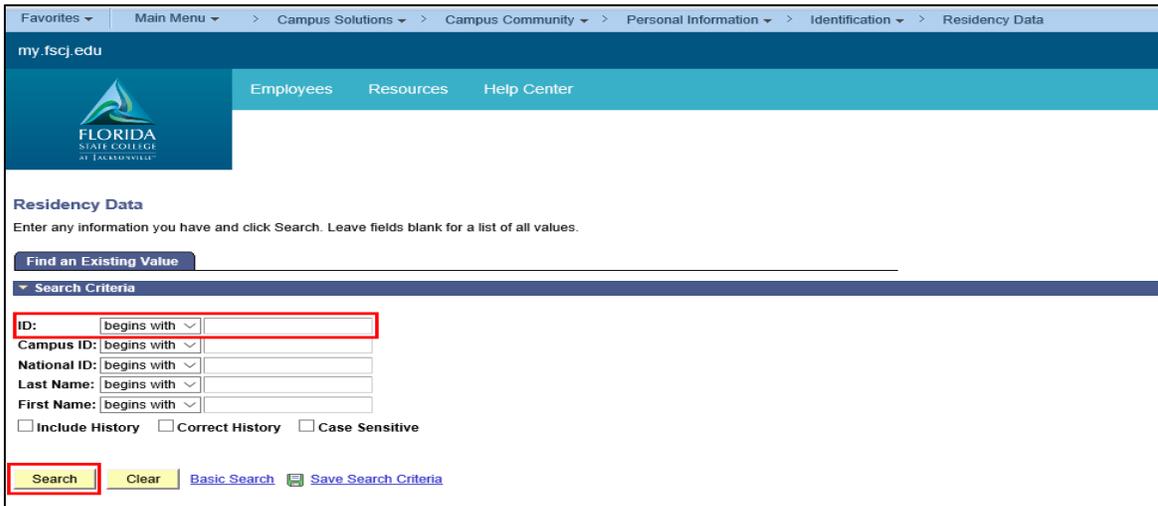
Navigation

- Log into myFSCJ.
- Go to **Main Menu > Campus Solutions > Campus Community > Personal Information > Identification > Residency Data.**



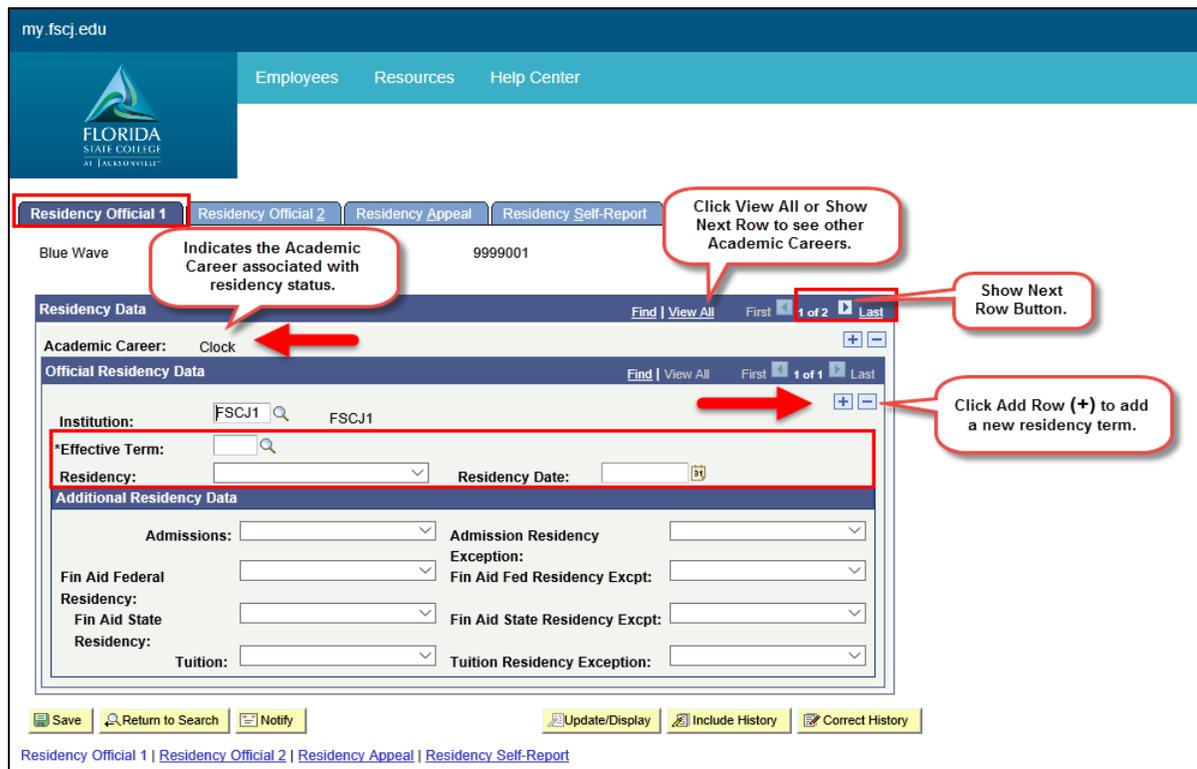
See the *Adding Favorites* training document for instructions on how to create a quick navigation link.

- Enter the desired information into the **ID** field. Click the **Search** button.



Updating Residency

- Use the **Residency Official 1** page to enter the official residency status. The residency status entered on this page is used to calculate tuition and fees each term.
- The Student Name and Student ID will display above the Residency Data component.
- Locate the **Academic Career**. (For this example the value is Clock.)
- Click the **Show Next Row** button  to view the next Academic Career. If there is more than one Academic Career be sure to update the one that the student is pursuing.



The screenshot shows the 'Residency Official 1' page on the my.fscj.edu website. The page includes a navigation bar with 'Employees', 'Resources', and 'Help Center'. Below the navigation bar, there are tabs for 'Residency Official 1', 'Residency Official 2', 'Residency Appeal', and 'Residency Self-Report'. The main content area displays the student's name 'Blue Wave' and ID '9999001'. The 'Residency Data' section shows the 'Academic Career' as 'Clock'. The 'Official Residency Data' section includes fields for 'Institution' (FSCJ1), '*Effective Term' (with a search icon), 'Residency' (a dropdown menu), and 'Residency Date' (with a calendar icon). Below this is the 'Additional Residency Data' section with various dropdown menus for 'Admissions', 'Fin Aid Federal', 'Fin Aid State', and 'Tuition'. Callouts with red arrows point to specific elements: 'Indicates the Academic Career associated with residency status.' points to the 'Academic Career' field; 'Click View All or Show Next Row to see other Academic Careers.' points to the 'View All' and 'Next Row' buttons; 'Show Next Row Button.' points to the 'Next Row' button; and 'Click Add Row (+) to add a new residency term.' points to the '+' button in the 'Official Residency Data' section.

If a row for the given term already exists, update the row, otherwise click Add Row (+) to add a new term. Note: After the student's classes have started, do not change residency for that term.

- Complete the following:
 - Effective Term: Use the Look Up magnifying glass to select the appropriate term.
 - Residency: Select the appropriate value (In-State, Out-of-State, Georgia Resident, International). **Note:** The Additional Residency Data section populates based on the selection made in the Residency field.

- Residency Date: Use the Choose a Date button to select the appropriate date or enter the date (format = ddmmyyyy)- CS will automatically add the date format.

- Admissions Residency Exceptions: Select the basis for residency. For example, Armed Forces in Florida, Independent-Age Proof and Docs, Florida Prepaid, etc.

- Use the **Residency Self-Report** page to record residency documents submitted for validation.
- Complete the following:
 - Source: Enter documentation type (Driver's License, Voter Registration)
 - County: Enter the appropriate county (Duval, Clay, etc.)
 - State: Enter "FL" for Florida
 - Comment: Enter comments related to residency documentation. For example, Voter Registration number xxxxxxxx Issued xx/xx/xxxx
- Click **Add Row (+)** to add each document.

New Policy-If you are processing a Residency Declaration that is incomplete leave the residency status as Out of State. Input the information for any valid residency document on the Residency Self Report Page. Please use the Person Comment Entry to indicate why the student needs additional documents.

my.fscj.edu

Employees Resources Help Center

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

Blue Wave 9999001

Self-Reported Residency Data Find | View 1 First 1-2 of 2 Last

*Date Reported: 04/10/2017 [B] [C] + -

Source: Voter Registration

District: []

County: Duval

State: FL [] Country: USA [] Postal: []

Comment: Fall 2017 (2178)- Voter#-555555

*Date Reported: 04/10/2017 [B] [C] + -

Source: Driver License

District: []

County: Duval

State: FL [] Country: USA [] Postal: []

Comment: Fall 2017 (2178)- DL#- W555-111-70-844-0; also used for proof of independence.

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

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

Entering Residency Comments

- You only need to add a comment in Campus Community for Residency (Person Comment Entry page), if there is an issue with the submitted documents (e.g. no signature) or if they need to submit additional documents.
- Navigate to **Main Menu> Campus Solutions> Campus Community>Comments>Comments-Person>Person Comment Entry**
- Select the **Add a New Value** tab, enter desired **Student ID** and select **Add**.

The screenshot shows the 'Person Comment Entry' page in the my.fscj.edu system. The page has a breadcrumb trail: Favorites > Main Menu > Campus Solutions > Campus Community > Comments > Comments - Person > Person Comment Entry. The page title is 'Person Comment Entry'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a search box with the text 'ID: 9999001' and a magnifying glass icon. Below the search box is a yellow 'Add' button, which is also highlighted with a red box and a red arrow pointing to it from the right.

- Complete the following:
 - Administrative Function: ADMP (Admissions Program)
 - Comment Category: RESID (Florida Residency)
 - Comment: Enter comments related to residency documentation. Be sure to include the term that you are referring to at the beginning of your comment.

Example: New applicant Fall 2017 (2178) submitted valid FL DL but voter registration does not meet 12 month requirement. Student must submit an additional document.

Favorites > Main Menu > Campus Solutions > Campus Community > Comments > Comments - Person > Person Comment Entry
 my.fscj.edu

Employees Resources Help Center

Person Comment Entry

Blue Wave ID: 9999001

Comment DateTime: 04/10/2017 12:44:21PM

*Administrative Function: Admissions Program

*Academic Institution:

*Comment Category: Florida Residency

Comment Data

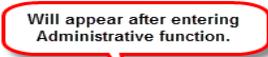
Comment ID: Dexter-Harris, Rosalind Regina

Department:

Comment Date:

Comments 

Append Comments:



- Click the **Variable Data** button and enter the Academic Career and Application Nbr associated with residency. Use the Look Up magnifying glass if you need assistance.

Favorites > Main Menu > Campus Solutions > Campus Community > Comments > Comments - Person > Person Comment Entry
 my.fscj.edu

Employees Resources Help Center

Variable Data

Academic Career: Clock

Student Career Nbr:

Application Nbr:

Application Program Nbr:

- Click **OK**.

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Comments](#) > [Comments - Person](#) > [Person Comment Entry](#)

my.fscj.edu

[Employees](#) [Resources](#) [Help Center](#)

Person Comment Entry

Blue Wave ID: 9999001

Comment DateTime: 04/10/2017 12:56:29PM
 *Administrative Function: Admissions Program
 *Academic Institution:
 *Comment Category: Florida Residency [Variable Data](#)

Comment Data

Comment ID: Dexter-Harris,Rosalind Regina
 Department:
 Comment Date:
 Comments: New applicant Fall 2017 (2178) residency established; 2 docs submitted (DL and Voter Reg) with acceptable dates. Residency Self-Report page updated with additional details.
 Append Comments:

- Click **Save**.

Immigration/Citizenship and Residency (If Required)

- Navigate to **Main Menu> Campus Solutions> Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport**
- When updating or changing immigration/citizenship information, remember to add a Person Comment. Use Administrative Function = ADMP; Comment Category = CTZNP

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Personal Information](#) > [Identification](#) > [Citizenship](#) > [Citizenship and Passport](#)

my.fscj.edu

[Employees](#) [Resources](#) [Help Center](#)

Citizenship/Passport

Blue Wave 9999001

Citizenship/Passport Find | View All First 1 of 1 Last

*Country: United States **Citizenship Status: Native**

Passport Information Find | View All First 1 of 1 Last

*Passport Number:
 Issue Date: Expiration Date:
 Country:
 State:
 City:
 Issuing Authority:
 Comment:

Final Step: Updating Residency Checklist

Navigation-Option 1:

- Go to **Main Menu > Campus Solutions > Campus Community > Checklists > Person Checklists > Checklist Management - Person**
- Enter the desired information into the **ID** or name fields. Click the **Search** button.
- Select the link for the **ARESI-Declaration of Residency** checklist item.
- If you are updating Residency, and you see more than one Residency Checklist item, please update each Residency checklist item.

my.fscj.edu

Employees Resources Students Help Center

FLORIDA STATE COLLEGE at JACKSONVILLE

Checklist Management - Person

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

Find an Existing Value Add a New Value

Search Criteria

ID: begins with 9999001

Sequence Number: =

Administrative Function: begins with

Checklist Code: begins with

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

ID	Sequence Number	Administrative Function	Checklist Code	National ID	Country	NID Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
9999001	1	ADMP	AHSTRN	USA	SSN	****XX	01/01/1970	Female	Wave.Blue (blank)	WAVE	BLUE		
9999001	2	ADMP	ARESI	USA	SSN	****XX	01/01/1970	Female	Wave.Blue (blank)	WAVE	BLUE		

Find an Existing Value | Add a New Value

- Select the **Checklist Management 2** tab.

Checklist Management 1 **Checklist Management 2**

Blue Wave ID: 9999001

Checklist Date Time: 04/17/2017 4:03:54PM Variable Data

*Administrative Function: ADMP Admissions Program

- Locate the status field and update to **Completed** and **Save**.

- Click on **Checklist Management 1** tab to make sure that the status there is also showing as *Completed* and click **Save**.

Navigation-Option 2:

- Click the **Main Menu > Campus Solutions > Campus Community > Student Services Center**
- Enter the desired information into the **ID** or name fields. Click the **Search** button.
- Select the **General Info** tab.
- Locate the **Initiate Checklist Section** and select the link for the *ARESI-Declaration of Residency* checklist item.

Function	Checklist	Institution	Variable Data
ADMP	ARESI - Declaration of Residency	FSCJ1	Academic Career: CLK Student Career Nbr: 0 Application Nbr: 00189371 Application Program Nbr: 0

- Follow the same instructions provided in Option 1 navigation.

Entering Residency Data- Quick Guide

Step	Instructions
Step 1:	Navigate to the Main Menu> Campus Solutions> Campus Community>Personal Information>Identification>Residency Data . Note: You may wish to set the Residency Data page as a favorite
Step 2:	On the Residency Official 1 page enter the following: Effective Term, Residency, Residency Date, Additional Residency Data (Admission Residency Exception)
Step 3:	On the Residency Self-Report page enter the following: Source, County, State, Comment. Note: Document a minimum of 3 sources for Residency Reclassification.
Step 4:	On the Person Comment Entry page enter the following: Administrative Function - <i>ADMP</i> (Admissions Program), Comment Category- <i>RESID</i> (Florida Residency), Comment
Step 5:	On the Citizenship/Passport page (if applicable) enter the required information: Administrative Function - <i>ADMP</i> , Comment Category - <i>CTNZP</i>
Step 6:	On the Checklist Management-Person page update <i>ARESI</i> to completed

Additional Notes

PeopleSoft Vs. Orion- In Orion residency rolls forward each term on the RG MT MT screen. In PeopleSoft the last residency status is used for tuition calculation for the current term. Example: 2168 term shows out-of-state and the student is registering for 2178; PeopleSoft will use the residency status for the last effective term (in this example 2168 out-of-state) to calculate tuition.

Remember the same residency guidelines apply to PeopleSoft that were used in Orion. Do not change residency status after the drop period of the term/session the student is enrolled in unless it is a part of a Residency Appeal.