

PeopleSoft Campus Solutions Entering Residency Data

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This document is subject to further edits, corrections and/or modifications

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Entering Residency Data

Navigation

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

Favorites 🕶	Main Menu 🗸					
my.fscj.edu	Search Menu:		Personal Information	Biographical Health Information	►	
FLOR SI ALE CO 31 Jacob	Campus Solutions	Ciber Conversion Fr FSCJ CS Custom Pi FSCJ CS Custom Si FSCJ Content Refer Self Servic Recruiting Workforce Administr	SEVIS Checklists Communications Comments 3C Engine Service Indicators (S Organization Committees	Identification Participation Data Biodemo Processes Di Management Search/Match Integ Address Search Add/Update a Person	Citizenship Driver's License Data External System ID Residency Data Photo PIN	ervices +
No even	Take a Survey	Leenents Compensation Stock Time and Labor Payroll for North Am Global Payroll & Abs Payroll Interface Workforce Developm	Campus Event Planning National Student Index N Personal Information NLI Affiliations Constituent Transaction Evaluation Management Delegated Access Notifications	I VZL I D D I D I D I D I D I D I D I D I D		Calendar Filters Class Schedule
Official	Callega Halidaya	Enterprise Learning Workforce Monitoring	Student Services Center Student Services Ctr (Str v	r ludent)		

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.

Favorites -	Main Menu 👻	> Campus Solution	ons 🗸 👌 Can	npus Community 👻	Personal Information -	Identification \bullet >	Residency Data
my.fscj.edu							
		Employees f		Help Center			
FLC STATE AT TAC							
Residency I	Data						
Enter any infor	nation you have and	d click Search. Leave f	ields blank for a	a list of all values.			
Find an Exis	ting Value						
Search Crit	eria						
ID: t	egins with $ \smallsetminus $		1				
Campus ID: t	egins with 🗸						
National ID: t	egins with V						
Eirst Name: 1	egins with V						
Include History Correct History Case Sensitive							
Search	Search Basic Search E Save Search Criteria						

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 **D** 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.

my.fscj.edu	
Employees Resources Help Center	
FLORIDA SIAIE COLLEGE at [Accessive=	
Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report Click View All or Show Next Row to see other	
Blue Wave Indicates the Academic Career associated with residency status.	
Residency Data First I 1 of 2 D Last Row Button.	
Official Residency Data First 🖬 1 of 1 🔯 Last	
Institution: FSCJ1 C FSCJ1 FSCJ1 Click Add Row (+) to ad a new residency term.	d
*Effective Term:	
Additional Residency Data	
Admissions: Admission Residency	
Residency:	
Tuition: Tuition Residency Exception:	
Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report	

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.

Favorites - Main Menu - » Camp	us Solutions 🔻 🔌 Campus Community 👻 🎽	Personal Information 🗸 🔹 Identification 👻 🛸 Residency Data
my.fscj.edu		
	nployees Resources Help Center	
Residency Official 1 Residency	Official 2 Residency <u>Appeal</u> Residency <u>Se</u>	lf-Report
Blue Wave	9999001	
Residency Data		Find View All First 🚺 1 of 2 🖸 Last
Academic Career: Clock		
Official Residency Data		Find <u>View All</u> First 🚺 1 of 2 🚨 <u>Last</u>
Institution: FSCJ1	C FSCJ1	• =
*Effective Term: 2175 Q Residency: In-State	Summer 2017 Residency Date:	04/10/2017 🛐
Additional Residency Data		
Admissions: In-S	Admission Residenc	y
Fin Aid Federal	tate Fin Aid Fed Resident	cy Excpt:
Residency: Fin Aid State	tate Y Fin Aid State Reside	ncy Excpt:
Residency: Tuition: In-S	tate	xception:
Save QReturn to Search	کارتان کار	ate/Display Sinclude History Correct History
Residency Official 1 Residency Official	12 Residency Appeal Residency Self-Report	

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

esidency Official 1 Res	sidency Official <u>2</u> Residency <u>a</u>	Appeal Residen 9999001	icy <u>S</u> elf-Report	
Residency Data			Find View All First 🚺 1 of 2 🛛 Last	
Academic Career: Clo Official Residency Data	ck		Find I View All First 🚺 1 of 2 🚺 1 ast	
Institution: F *Effective Term: 2 Residency:	ESCJ1 FSCJ1 2175 Summer 2017 In-State V	Residency Dat	te: 04/10/2017	
Additional Residency Da Admission Fin Aid Federal Residency:	s: In-State ~	Admission Res Exception: Fin Aid Fed Res	idency vidency	
Fin Aid State Residency: Tuition	In-State ~	Fin Aid State R Tuition Reside	Admission Residency Exception:	Approved Immigration and Docs
Save Return to Search	Votify	Residency Self-Rep	Fin Aid Fed Residency Excpt:	Dependent with Parent Docs Florida Prepaid
			Fin Aid State Residency Excpt:	Florida Public Institution Independent-Age Proof and Docs Married-FL Resident and Docs
			Tuition Residency Exception:	Military-Contiguous to Florida Reclassification-Min 3 Docs

- 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 xxxxxxx 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.

Favorites - Main I	Menu 🗸 🔿 Campus Solutions 🗸 👌 Campus Community 🔹 🏱 Personal Information 🗸 👌 Identification 🚽 👌 Residency Data
my.fscj.edu	
	Employees Resources Help Center
FLORIDA STATE COLLEGE AT JACKSDAWILLE	
Residency Official <u>1</u>	Residency Official 2 Residency Appeal Residency Self-Report
Blue Wave	9999001
Self-Reported Resid	lency Data Find <u>View 1</u> First 🚺 1-2 of 2 D Last
*Date Reported:	04/10/2017 🛐 E Click Add Row (+) to
Source:	Voter Registration
District:	
County:	Duval
State:	FL Q Country: USA Q Postal:
Comment:	Fall 2017 (2178)- Voter#-55555555
*Date Reported:	04/10/2017 🗊 🛨 🗖
Source:	Driver License
District:	
County:	Duval
State:	FL Q Country: USA Q Postal:
Comment:	Fall 2017 (2178)- DL#- W555-111-70-844-0; also used for proof of Independence.
Save Return to Residency Official 1 Re	Search ENotify Dupdate/Display Include History Correct History

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.

Favorites 🗸 Main Menu 🗸	> Campus Sol	utions 🗸 👌 Ca	mpus Community 🗸 🚿	$\text{Comments} \bullet \rightarrow $	Comments - Person \star \rightarrow	Person Comment Entry
my.fscj.edu						
	Employees		Help Center			
FLORIDA STATE COLLEGE AT JACESUNVILLE						
Person Comment Entry						
Eind an Existing Value	a New Value					
ID: 9999001						
Add						

- Complete the following:
 - o 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
FLORIDA STATE COLLEGE AT TALESUAVILLE	
Person Comment E	intry
Blue Wave	ID: 9999001
Comment DateTime: *Administrative Function: *Academic Institution:	04/10/2017 12:44:21PM Will appear after entering Administrative function. ADMP Q Admissions Program FSCJ1 Variable Data
*Comment Category:	RESID C Florida Residency
Comment ID:	1002743 Q Dexter-Harris, Rosalind Regina
Department:	
Comment Date: Comments	04/10/2017 New applicant Fall 2017 (2178) residency established; 2 docs submitted (DL and Voter <u>Reg</u>) with acceptable dates; Residency Self-Report page undated with additional details
Append Comments:	
Save Notify	E+Add

• 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 Person Comment Entry
my.fscj.edu	
	Employees Resources Help Center
Variable Data	
Academic Career:	CLK Q. Clock
Student Career Nbr:	0 Q
Application Nbr:	0189371 Q
Application Program Nbr:	0 Q
OK Cancel	

• Click **OK**.

Favorites - Main Menu -	> Campus Solutions • > Campus Community • > Comments • > Comments - Person • > Person Comment Entry
my.fscj.edu	
	Employees Resources Help Center
FLORIDA STATE COLLEGE AT [ACHIDAVIELE	
Person Comment I	Entry
Blue Wave	ID: 9999001
Comment DateTime:	04/10/2017 12:56:29PM
*Administrative Function:	ADMP Q Admissions Program
*Academic Institution:	FSCJ1 V
*Comment Category:	RESID Q Florida Residency Variable Data
Comment Data	
Comment ID:	1002743 Q. Dexter-Harris,Rosalind Regina
Department:	Q
Comment Date:	04/10/2017
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:	
Save Notify	E-Add @Update/Display

o 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 Informat	ion 🗸 👌 Identification 🗸	\rightarrow Citizenship \bullet \rightarrow	Citizenship and Passport
my.fscj.edu					
	Employees Resources He	elp Center			
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Citizenship/Passpo	rt				
Blue Wave	99990	001			
Citizenship/Passport		Find View All	First 🚺 1 of 1 🕨 Last		
*Country: USA 🔍 Ur	nited States Citizenship S	Status: Native	× + -		
Passport Information		Find View All	First 🚺 1 of 1 🕨 Last		
*Passport Number: Issue Date:	Expiration Date:	H	+ -		
Country: State:	a a				
City:					
Comment:		œ.			
Save Return to Search	Notify				

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.

Favorites - Main M	enu 💌 🗇 Campus Solutions 💌 🤉 Campus Community 👻 > Checklists 💌 > Person Checklists 💌 > Checklist Management - Person
my.fscj.edu	
	Employees Resources Students Help Center
FLORIDA STATE COLLEGE AT JACKSONVILLE	
Checklist Manageme	ent - 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 V 9999001
Sequence Number:	
Administrative Function	: begins with 🗸
Checklist Code:	begins with V
National ID:	begins with V
Campus ID:	begins with 🗸
Last Name:	begins with V
First Name:	begins with V
Case Sensitive	
Search Clear	Basic Search 📳 Save Search Criteria
Search Results	
View All	First 🚺 1-2 of 2 🚺 Last
ID Sequence Numbe	Administrative Function Checklist Code National ID Country NID Short Description National ID Date of Birth Gender Name Campus ID Last Name First Name
<u>9999001 1</u>	ADMP AHSTRN USA SSN ****XXXX 01/01/1970 Female Wave,Blue (blank) WAVE BLUE
<u>9999001 2</u>	ADMP ARESI USA SSN *****XXXX 01/01/1970 Female Wave.Blue (blank) WAVE BLUE
Find an Existing Value A	aa 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**.

Checklist Management 1	Checklist Management 2				
Blue Wave	ID	9999001			
Checklist Date Time:	04/17/2017 4:03:54PM				
Administrative Function:	Admissions Program	Status:	Initiated		
Academic Institution:	FSCJ1	Status Date:	04/17/2017		
Checklist Code:	Declaration of Residency	Due Date:	04/17/2018		
Checklist Item Table					
*Sequence *Item 100 ARESI	ARESI	*Status Date	*Due Date 04/17/2018	+ -	
Responsible ID:	1002743 Q Name: Dexte	r-Harris,Rosalind F	Regina		
Save Return to Search	↑≣Previous in List +≣Next in List	lotify	E	d Dypdate/Display	

• 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

Blue Wave			ID:	9999001			
student center	general info	admissions	transfer credit	academics	finances	financial aid	

the ARESI-Declaration of Residency checklist item.

' Initiated Checklists			review checklist summary	
Checklists		Vie	w All	First 🚺 1-2 of 2 🗋 Last
Function	Checklist	Institution	Varia	ble 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
	Navigate to the Main Menu> Campus Solutions> Campus Community>Personal
	Information>Identification>Residency Data. Note: You may wish to set the Residency
Step 1:	Data page as a favorite
	On the Residency Official 1 page enter the following: Effective Term, Residency, Residency
Step 2:	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
	On the Citizenship/Passport page (if applicable) enter the required information:
Step 5:	Administrative Function - ADMP, Comment Category - CTNZP
Step 6:	On the Checklist Management-Person page update ARESI 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.