Calculating Residency

This guide will cover:

- Calculating residency for a student for a given term

Step One

- Navigate to the Residency Data page by using the following breadcrumb:

Step Two

- On the search criteria page, enter the search criteria for the student.

**Residency Data**

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

Find an Existing Value

Search Criteria

- **Empl ID:** begins with
- **Academic Career:**
- **National ID:** begins with
- **Campus ID:** begins with
- **Last Name:** begins with
- **First Name:** begins with

- Include History
- Correct History
- Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

**NOTE:** The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.

Step Three
Click Search

**Step Four**

- The Residency Official 1 tab contains the residency determination for the student, by career and based upon an effective term.
- The Residency Date should equal the first day of the effective term.
- Click on the (+) sign in the Official Residency Data section.

**Step Five**

- The Academic Institution should default to UCINN.
- Click on the magnifying glass next to the **Effective Term** field. Select the desired value from the list.

**Step Six**

- Click on the Residency drop-down list and select the desired value from the available list.
- Notice the left-hand column of the Additional Residency Data section is populated with the selected value.
  - A list of possible values are: CD - Conditional OH Residency, METRO - Metro Rate Approved, NR - Non Resident for Tuition, OH - Ohio Residency for Tuition, RECIP - Reciprocity Approved.
Step Seven

- Click on the calendar next to the Residency Date field.
- Select the start date of the term entered in the Effective Term field.

Step Eight

If a Tuition Residency exception value needs to be entered click on the drop-down list next to the Tuition Residency Exception field in the Addition Residency Data section. Select the desired value from the available list. A list of possible values are:

- **Forever Buckeye Exception** will pair with the OH Residency value.
- **Indiana Metropolitan** will pair with the METRO Residency value.
- **Indiana Reciprocity** will pair with the RECIP Residency value.
- **Kentucky Metropolitan** will pair with the METRO Residency value.
- **Kentucky Reciprocity** will pair with the RECIP Residency value.
- **Ohio GI Promise** will pair with the OH Residency value.
- **Reciprocity Fire Science** will pair with the RECIP Residency value.
- **Senate Bill 53** will pair with the OH Residency value.
- **Vet Access PL 113** will pair with the OH Residency value.

Step Nine

Click on the Residency Official 2 tab.
Step Ten

Click on the magnifying glass next to the Country field. Select the country from the list of available values.

Step Eleven

Click on the magnifying glass next to the State field. Select the State from the list of available values. If country is not USA leave Blank.

Step Twelve

If the State value is Ohio (OH) or Kentucky (KY) then click on the magnifying glass next to the County field. Select the County from the list of available values.

Step Thirteen

Click SAVE.

You have now completed the steps for manually calculating residency.