

Entering Residency

Purpose: Use this document as a reference for entering residency data in ctcLink.

Audience: College staff responsible for maintaining student information

! You must have at least one of these local college-managed security roles:

- **ZC CC Residency Processing**
- **ZZ CC Residency Processing**

You must also set these SACR Security permissions:

- **[CS 9.2 SACR Security: Basic Requirements for Staff](#)**

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

i **Additional Information:**

Add another row to enter a new Effective Term for a student's Official Residency Data. For example, if an Out of State (OS) student's residency questionnaire was approved, add a row with the new effective term. Change the residency determination to In-State (IS).

Tuition must be recalculated if a student's residency changed in a previous term. If you do not have the security needed to calculate tuition, contact Student Financials.

NOTE: The consequences of changing residency, particularly with correct history, can adversely affect students' tuition.

Additional Resources:

- **[Entering Citizenship and Passport Data](#)**

Queries:

Monitoring Residency Changes

In January 2022, ctcLink started tracking manual updates to student residency information. Several audit queries have been developed to help you identify training

opportunities and review changes. Residency auditing means the system is now tracking changes made to the Residency Data page and who made those changes.

Residency Data and OAAP: OAAP does not log changes in the audit table. If there is no row for the admit term, it adds one. It does nothing if there is already a residency row for that Admit Term.

- **QCS_AD_OAAP_RESIDENCY.** Identifies automatic residency determinations made when students submit their OAAP application. This query lists the questions the student was asked, their answers, and the auto-determination resulting from their submission.
- **QCS_CS_RESIDENCY_W_AUDIT_ALL (Residency w Audit - All Rows)** and **QCS_CS_RESIDENCY_W_AUDIT (Residency w Audit Outer Joined).** Identifies who performed changes to your student's residency data. These will help you restore a record to its previous state when it was changed in error, and identify what users have been working with a student's residency.
- **QCS_AD_RES_CHG_NO_JOB (Res Chg by OPR w/o job@inst).** Identifies rows made by a user who doesn't have a job at your institution when the change was made. This can help find cases where an inattentive user accidentally changes residency for the wrong college.
- **QCS_AD_RES_FOR_OPR_NO_SACR (All Residency by OPR no SACR).** Identifies changes made by a user who doesn't currently have security at your institution.
- **QCS_AD_ALL_RES_FOR_OPR (All Residency Rows by Operator).** Identifies all changes made by a particular user. If you determine a staff member didn't understand residency regulations and made changes they shouldn't have, this query can help you backtrack to figure out which student records need to be researched. Alternatively, if you realize a user has inadvertently made changes to another institution's residency, you can use this query to figure out which institutions you need to communicate with. It can also be used to ensure new staff members are making the proper changes.
- **OAAP Application Report.** The **[OAAP Application Report](#)** includes a preliminary residency determination.
- **QCS_AD_ADM_APPL_RES_DET_SUM** - Summary of residency determinations from admissions applications.
- **QCS_CC_CURRENROL_RES_CITZ** - This will be used to contact students verifying residency status.

To access the most up-to-date query information, visit

dataservicesmetalink.sbctc.edu. Discover the best methods for finding queries and reports by visiting **[Recommended Methods for Searching Queries and Reports](#)**.

Entering Residency

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


Navigation: ctcLink CS Staff Homepage > Admissions Processing > Residency Data

- 1. The **Residency Data** search page displays.
- 2. The default option is **Find an Existing Value**.
- 3. Enter a student ID or look up a student by name.
- 4. Select **Search**.

Residency Official 1 Tab

- 1. The **Residency Official 1** tab displays.
- 2. The Student Name and Student ID will display above the Residency Data component.
- 3. Locate the **Academic Career**. If there is more than one Academic Career be sure to update the one that the student is pursuing.
- 4. Enter **Institution**.
- 5. Enter **Effective Term**.
- 6. Select **Residency**. Each term, tuition and fees are calculated based on the residency status entered here.
- 7. Enter **Residency Date**.
- 8. Adjust **Additional Residency Data** section as needed.

Additional Residency Data

 The **Additional Residency Data** section populates based on the Residency field selection. There are specific procedures to follow in an exception. For example, the student is a non-resident.

Tuition Residency Exceptions: Residency rules have several exceptions. They include but are not limited to Active Duty Military and Dependents, Border County, etc. Use the drop-down menu to change the **Tuition** field to **In-State** and the appropriate exception reason from the **Tuition Residency Exception**.

Additional Residency Data	
Admissions - Specify the type of residency that qualifies the individual	Admission Residency Exception - Specify the exception from your

Additional Residency Data	
for admission to your institution.	institution's residency rule for admissions that applies to the individual.
Fin Aid Federal Residency - Specify the type of residency that qualifies the individual to receive financial aid from the federal government. This field can be used to build FA budgets for a student--work with your Financial Aid office when updating the selection.	Fin Aid Fed Residency Exception - Specify the exception from the federal residency rule for financial aid that applies to the individual. This field can be used to build FA budgets for a student--work with your Financial Aid office when updating the selection.
Fin Aid State Residency - Specify the type of residency that qualifies the individual to receive financial aid from the state. This field can be used to build FA budgets for an individual--work with your Financial Aid office when updating the selection.	Fin Aid St Residency Exception - Specify the exception from the state residency rule for financial aid that applies to the individual. This field can be used to build FA budgets for an individual--work with your Financial Aid office when updating the selection.
Tuition - Specify the type of residency that qualifies the individual for tuition assistance.	Tuition Residency Exception - Specify the exception from your institution's residency rule for tuition that applies to the individual. Visit the SBCTC website for a comprehensive list of Residency Classifications.

Residency Status	Tuition	Residency Field	Tuition Field	Residency Tuition Exception Field	Other Information
Resident	Eligible for Resident Tuition	In-State	In-State		Nothing different if eligible under residency affidavit
Non-Resident	Eligible for Resident for Tuition Purposes (Active Duty Military Related)	Out-of-State	In-State	Active Duty Military & Dependent	

Residency Status	Tuition	Residency Field	Tuition Field	Residency Tuition Exception Field	Other Information
Non-Resident	Eligible for Resident for Tuition Purposes	Out-of-State	In-State	American Indian	
Non-Resident	Eligible for Resident for Tuition Purposes	Out-of-State	In-State	Border County (Oregon)	
Non-Resident	Eligible for Resident for Tuition Purposes	Out-of-State	In-State	E-3, H-1 or L Visa & Family	
Non-Resident	Eligible for Resident for Tuition Purposes	Out-of-State	In-State	In-State High School Grad	
Non-Resident	Eligible for Resident for Tuition Purposes (Veteran Related)	Out-of-State	In-State	Veteran-Covered Individuals	
Non-Resident	Non-Resident	Out-of-State	Out-of-State		
Non-Resident	Eligible for Non-Resident Operating Fee Waiver	Out-of-State	Out-of-State		Apply SW29 Student Group
Non-Resident	Eligible for all or a portion of the non-resident tuition differential	Out-of-State	Out-of-State		Apply W23 Waiver
Undetermined	Undetermined	Undetermined	Undetermined		

Residency Official 2 Tab

1. The **Residency Official 2** tab displays.
2. When applicable, enter the official residence address of the student if it is available.

Residency Appeal Tab

1. The **Residency Appeal** tab displays.
2. Enter data related to a change of status, such as Out of State vs. In State tuition.

Residency Self-Report Tab

1. The **Residency Self-Report** tab displays.
2. Enter unverified, self-reported residency information for the student. For example, use the Residency Self-Report page to record residency documents submitted for validation.
3. Select **Save**.

Citizenship Coding

Citizenship	PeopleSoft Values	Financial Aid Match if FAFSA response is:
US Citizen	US Citizen	US Citizen
US Permanent Resident Refugee, Asylee	Permanent Resident	Eligible Non-Citizen
DACA Status Holder Eligible under Residency Affidavit	Alien Permanent	Eligible Non-Citizen

SBCTC Tuition Waivers and Residency Classifications

Visit the SBCTC website for information regarding [SBCTC Tuition Waivers and Residency Classifications](#). Fee Pay Status coding listed within the sections below is a reference for colleges not yet live in ctcLink. For ctcLink colleges, please refer to the ctcLink Reference Center QRGs for [waivers and applicable student group](#) information.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Entering Residency](#). This link will open in a new tab/window.