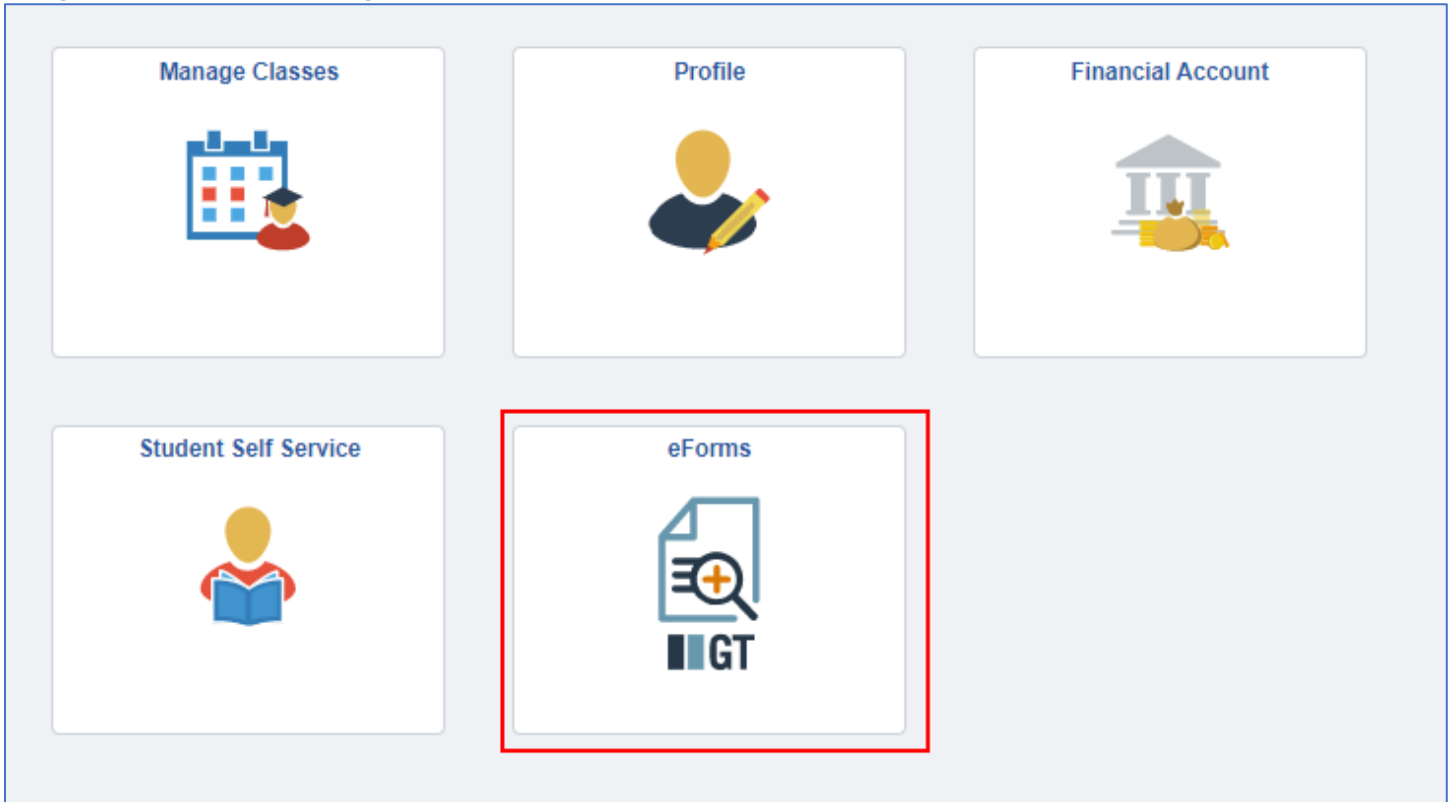


Resident Student Status eForm Process

Campus Solutions Training Guide

Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Resident Student Status eForm



1-The form will populate with some prefilled information that has been setup by CTS. Students will be required to select their institution and complete any other information as needed.

Resident Student Status : Application for Resident Student Status Form ID 100508

PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM:
The representations made in this application are intended to determine legal residency for tuition purposes. All statements are subject to investigation and verification. Any false statement or omission made for the purpose of misleading or defrauding an institution constitutes grounds for expulsion and is punishable as a Class A Misdemeanor (for which the maximum penalty is one year's imprisonment or a \$1,000 fine or both). Residency for tuition purposes is defined in NDUS Procedure 504/SGHE Policy 504.

Student Information

Student Name	Student Name
Student ID	XXXXXXXX
Phone	701/777-5972
Email Address	user@ndus.edu
*Institution	<input type="text"/>
*Address Line 1	<input type="text"/>
*City	<input type="text"/>
State	<input type="text"/>
*Zip Code	<input type="text"/>
*Are you a United States Citizen?	<input type="text"/>

2-The student will then need to select their residency status based on what criteria they meet. Depending on the selection, a student may be required to populate additional information or upload specific documentation.

Student Residency Status

Check the option under which you qualify and supply all documentation requested for the respective selection.
I claim residency for tuition purposes because:

Please review the following and select below:

Parent ND Resid - I am a dependent child whose parent, custodial parent, or guardian has been a legal resident of North Dakota for 12 months immediately prior to the beginning of the academic term or resides in the state with the intent to establish residency in the state for a period of years within the last 12 months immediately prior to the beginning of the academic term.

Leg ND Resid - I am 18 years of age and have been a legal resident of North Dakota after reaching the age of 18 for 12 months immediately prior to the beginning of the academic term I am applying for resident tuition.

ND HS Grad - I graduated from a North Dakota high school.

Active Duty Mil - I am a full-time active-duty member of the armed forces, a member of a U.S. National Guard unit, a member of a U.S. armed forces reserve component, or a veteran as defined in NDCC Section 37-01-40.

Dep Active Duty - I am a spouse or dependent of a full-time active-duty member of the armed forces, a member of a U.S. National Guard unit, or a member of the armed forces reserve component stationed in North Dakota.

Dep Active Duty - I am a spouse or dependent of a veteran as defined in NDCC Section 37-01-40, including those who are eligible to transfer entitlement under the Post 9-11 Veterans Education Assistance Act of 2008.

NDUS Employee OR DEP NDUS Employee - I am a benefited employee of the North Dakota University System, or the spouse or dependent thereof.

Spouse ND Titul - I am married to a person who is a resident for tuition purposes.

State Leg Res - I was a legal resident of this state for at least three consecutive years within six years prior to the beginning of the academic term. (NOTE: Select this option only if you do not qualify under one of the other scenarios.)

Dep Disable VET - I am a child, spouse, widow, or widower of a veteran as defined in NDCC Section 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.

NOTES:
Spouse is defined as both parties to a marriage recognized by the state of North Dakota including those subject to an order of legal separation, but not divorced persons.
Dependent is defined as a person claimed as a dependent on the most recent federal tax return.

Residency Selection

- Active Duty Mil
- Dep Active Duty
- Dep Disable VET
- Dep NDUS Employee
- Leg ND Resid
- ND HS Grad
- NDUS Employee
- Parent ND Resid
- Spouse ND Titul
- State Leg Res

3-The student will then need to accept the acknowledgement by toggling the 'No' button to 'Yes'

Action Items

Acknowledgement

1 row

1 No I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

4-A student can either 'Save' a form for future updating or 'Submit' to be processed.

Comments

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

SUBMITTED: App Resident Student Status

Email Notification Example

donotreply@ndus.edu
To: Hotchkiss, Crystal

Crystal Hotchkiss,

Thank you for your submission. To view your request, please go [here](#). If you have any questions, please contact the department.

Thank you

A student can also view a form's Approval Route' by clicking the Approval Route button.

You have successfully submitted your eForm.

The eForm has been routed to the next approval step.
multiple approvers.

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 06/01/2021 6:39:11PM	Initiated			Submit	

Review/Edit Approvers

Basic Stage

G3FORM_ID=100645 **Pending**

BSC Routing

Multiple Approvers sara.narveson -> Narveson,Sara E. + eric... Multiple Approvers sara.narveson -> Narveson,Sara E. + ericka.west..

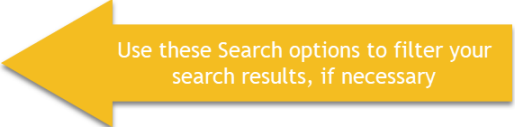
Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS_STATE eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
Student Name	Begins With	<input type="text"/>
Student ID/Empl ID	Begins With	<input type="text"/>



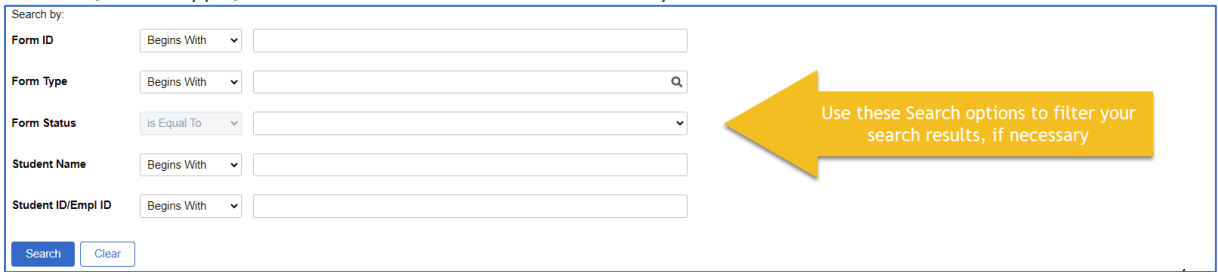
2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.

▶ **Comments**

Evaluator Step

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

1-Clicking Search will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.



Search by:

Form ID: Begins With [text input]

Form Type: Begins With [text input] [Q]

Form Status: is Equal To [dropdown]

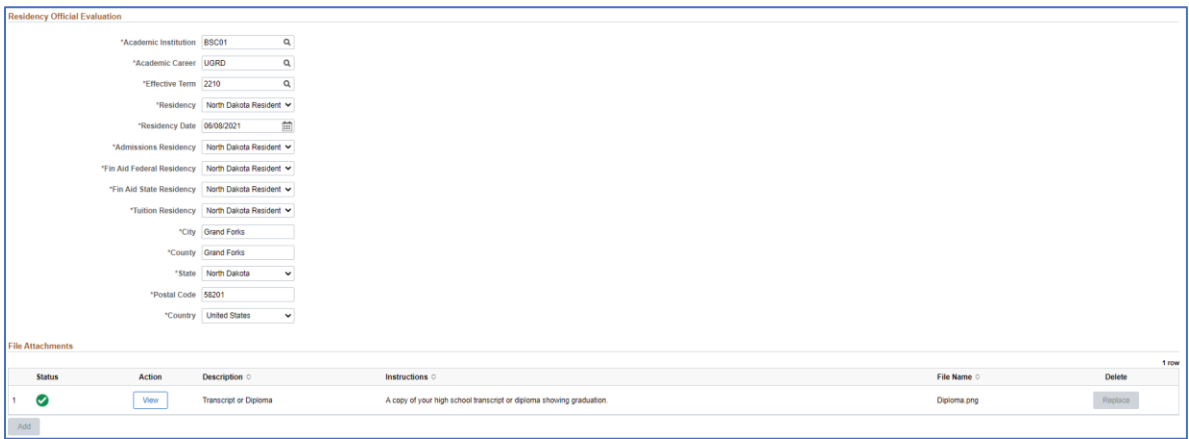
Student Name: Begins With [text input]

Student ID/Empl ID: Begins With [text input]

[Search] [Clear]

Use these Search options to filter your search results, if necessary

2-Once the form has been reviewed by the Evaluator, information will need to be entered in the 'Residency Official Evaluation' section.



Residency Official Evaluation

*Academic Institution: BSC01 [Q]

*Academic Career: UGRD [Q]

*Effective Term: 2210 [Q]

*Residency: North Dakota Resident [dropdown]

*Residency Date: 06/08/2021 [calendar]

*Admissions Residency: North Dakota Resident [dropdown]

*Fin Aid Federal Residency: North Dakota Resident [dropdown]

*Fin Aid State Residency: North Dakota Resident [dropdown]

*Tuition Residency: North Dakota Resident [dropdown]

*City: Grand Forks [text input]

*County: Grand Forks [text input]

*State: North Dakota [dropdown]

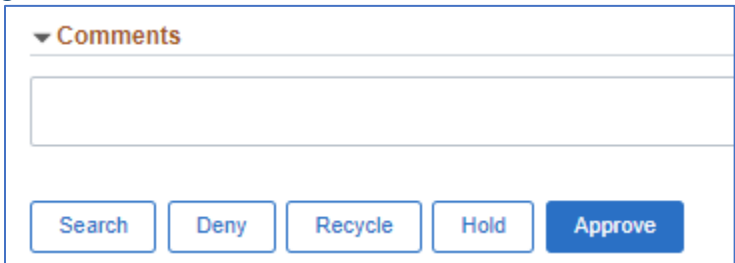
*Postal Code: 58201 [text input]

*Country: United States [dropdown]

File Attachments

Status	Action	Description	Instructions	File Name	Delete
1	[View]	Transcript or Diploma	A copy of your high school transcript or diploma showing graduation.	Diploma.png	[Replace]

3-Comments can be entered if desired. The Evaluator can choose to Approve, Deny, Hold, or Recycle the form.

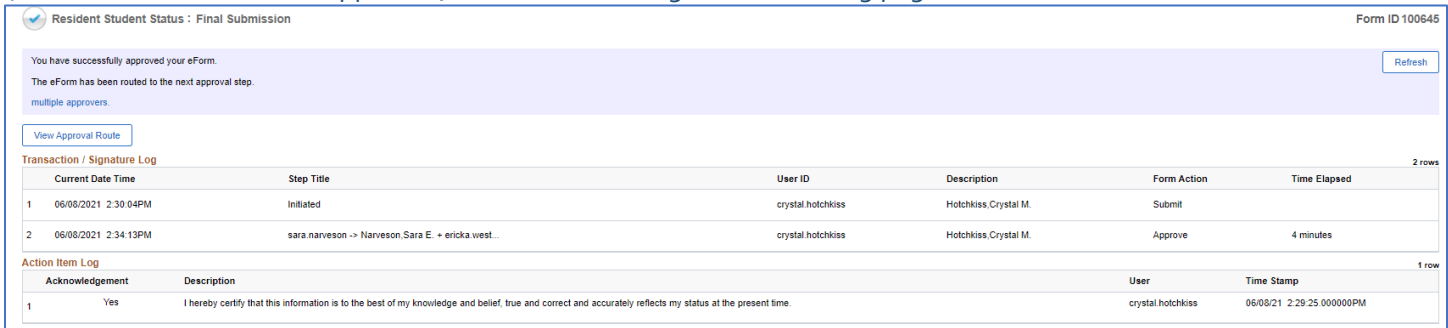


Comments

[text input area]

[Search] [Deny] [Recycle] [Hold] [Approve]

4-After the form has been Approved, the Evaluator will get the following page:



Resident Student Status : Final Submission Form ID 100645

You have successfully approved your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 06/08/2021 2:30:04PM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal M.	Submit	
2 06/08/2021 2:34:13PM	sara.narveson -> Narveson,Sara E. + ericka.west...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	4 minutes

Action Item Log

Acknowledgement	Description	User	Time Stamp
1 Yes	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	crystal.hotchkiss	06/08/21 2:29:25.000000PM

Approval Step

Navigation: Campus Solutions Administrator Homepage > eForms tile > Evaluate a NDUS eForm

1-Clicking **Search** will bring up all forms that are in the user's queue for review. A user can also filter to a specific student, Form type, Form ID or Form status if necessary.

Search by:

Form ID Begins With

Form Type Begins With

Form Status is Equal To

Student Name Begins With

Student ID/Empl ID Begins With

Use these Search options to filter your search results, if necessary

2-Once the form has been reviewed by the Evaluator, the form is sent to the Approver to review as needed based on the Evaluation section from the Evaluator and the student information.

3-Comments can be entered if desired. The Approver can choose to Approve, Deny, Hold, or Recycle the form.

Comments

4-After the form has been Approved, the Approver will get the following page:

Resident Student Status : Final Submission Form ID 100645

You have successfully approved your eForm.

Transaction / Signature Log 3 rows

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
06/08/2021 2:30:04PM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal M.	Submit	
06/08/2021 2:34:13PM	sara.narveson -> Narveson,Sara E. -> ericka.west...	crystal.hotchkiss	Hotchkiss,Crystal M.	Approve	4 minutes
06/08/2021 2:35:53PM	sara.narveson -> Narveson,Sara E. -> ericka.west...	sara.narveson	Narveson,Sara E.	Authorize	1 minute

Action Item Log 1 row

Acknowledgement	Description	User	Time Stamp
1	Yes I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	crystal.hotchkiss	06/08/21 2:29:25.000000PM

5-The student will get the following notification. Any other offices requiring notification will also be alerted.

FINAL DECISION: App Resident Student Status - Form ID: 100645

helpdesk@ndus.edu
To: Hotchkiss, Crystal

Tue 6/8/2021 2:36 PM

Hello,

The App Resident Student Status has been Approved. If you have any questions, please reach out to your department. To view form at any time, please go [here](#).

Thank you

Form Data Query

Navigation: Reporting Tools > Query > Query Viewer


Query Name: NDU_CC_GT_0002

Institution is required for query.


Users can search by:


- Institution only
- Institution/Form ID
- Institution/Form Status
- Institution/Student ID

NDU_CC_GT_0002 - Resident Student Status eForm

Institution* 

Optional - Form ID

Optional - Form Status 

Optional - Student ID 

[View Results](#)

Component Interface Update Example

The Component Interface is a process that will auto update Campus Connection once the form has finished its workflow and is approved. Not all eforms will have a component interface.

For the Residency Form, once a form is approved in full, it will complete the Component Interface based on the data provided in the Evaluate section on page 4. The Residency Data page will update with the values indicated. For audit purposes, you will be able to see the 'Change' under the 'View Audit Records' on the Residency Data page.

The screenshot shows the 'Residency Data' form with the following details:

- Navigation:** Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report
- Buttons:** View Audit Records
- Form Fields:**
 - *Institution: NDSU1 (North Dakota State University)
 - *Effective Term: 2410 (2023 Fall)
 - Residency: Western Exchange
 - Residency Date: 06/14/2021
 - Admissions: Western Exchange
 - Admission Residency Exception: (empty)
 - Fin Aid Federal Residency: Western Exchange
 - Fin Aid Fed Residency Excpt: (empty)
 - Fin Aid State Residency: Western Exchange
 - Fin Aid State Residency Excpt: (empty)
 - Tuition: Western Exchange
 - Tuition Residency Exception: (empty)
- Section:** North Dakota Residency for Tuition Purposes
- Footer:** NDU Geographic Residency Link

The user ID of the person who approved the change will be populated into the audit records.

The screenshot shows the 'NDU Audit Res Tuition' page with the following details:

- Navigation:** NDU Audit Res Tuition | NDU Audit Res Official
- Buttons:** View Audit Records
- Form Fields:**
 - Changed By:** (highlighted)
 - Date/Time:** 06/14/21 8:20:26.000000PM (highlighted)
 - Academic Career: Undergraduate
 - Action: Change
- Section:** Official Residency Data
- Form Fields:**
 - Institution: NDSU1 (North Dakota State University)
 - Effective Term: 2410 (2023 Fall)
 - Residency: Midwest Higher Ed Compact
 - Residency Date: 06/14/2021
 - Admissions Residency: Midwest Higher Ed Compact
 - Admission Residency Exception: (empty)
 - Fin Aid Federal Residency: Midwest Higher Ed Compact
 - Fin Aid Fed Residency Excpt: (empty)
 - Fin Aid State Residency: Midwest Higher Ed Compact
 - Fin Aid State Residency Excpt: (empty)
 - Tuition Residency: Midwest Higher Ed Compact
 - Tuition Residency Exception: (empty)