Process Name: Determining Residency Classification
Date: November 4, 2005
Time: 2:20 P.M.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: This narrative follows a flowchart established by the Texas Higher Education Coordinating Board. The rules and regulations that accompany the flowchart are extremely complex and confusing. No attempt should be made to interpret these guidelines without consulting the Registrar or Director of Admissions and Records. For admission personnel, there is a specific set of Core Questions that all new applicants must answer. By State law, universities are not allowed to deviate in any fashion from the established questions. Depending on how the applicant responds to the Core question determines how they are classified. Incomplete or missing information can result in grave consequences.

Basically, there are two routes: 1) If a student is new or transfers from any institution other than a Texas public institution, they must start by completing the Core residency questions, 2) if the applicant is transferring from another Texas public institution, the university must accept how the previous institution classified the student. The university is required to verify the data with the previous institution.

Whatever decision is made as to the type of classification must be manually entered into SIS. Any reclassification must be manually changed in SIS and the Cashier is notified of the change so tuition and fees can be recalculated. All changes to residency classification must be completed before the official reporting date of each term. After that date, the classification does not go into effect until the next registration period.

Electronic Inputs: Data may be loaded from the Texas Common application upload tape.

Manual/Paper Inputs: Data is commonly manually loaded in SIS

Key Decision Points (list all): Residency must comply with the rules and regulations as set forth by THECB.

Related Policy(s): Texas Education Code

Interface to Other Systems: None

Web Features: None

Electronic Outputs: None

Manual/Paper Outputs: None
Customer(s): Applicants, Students, Staff

Regulatory Items: Texas Education Code; THECB Rules and Regulations

Frequency/Volume: Continual

Potential Break Points: At any point there may be a misinterpretation of the rules and regulations. State Auditor interpretation.

Automation: None

Issues: Rules are too complicated, too many exemptions and waivers. No one understands the reasoning behind many policies. Biggest headache in any Texas admissions and records office.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.