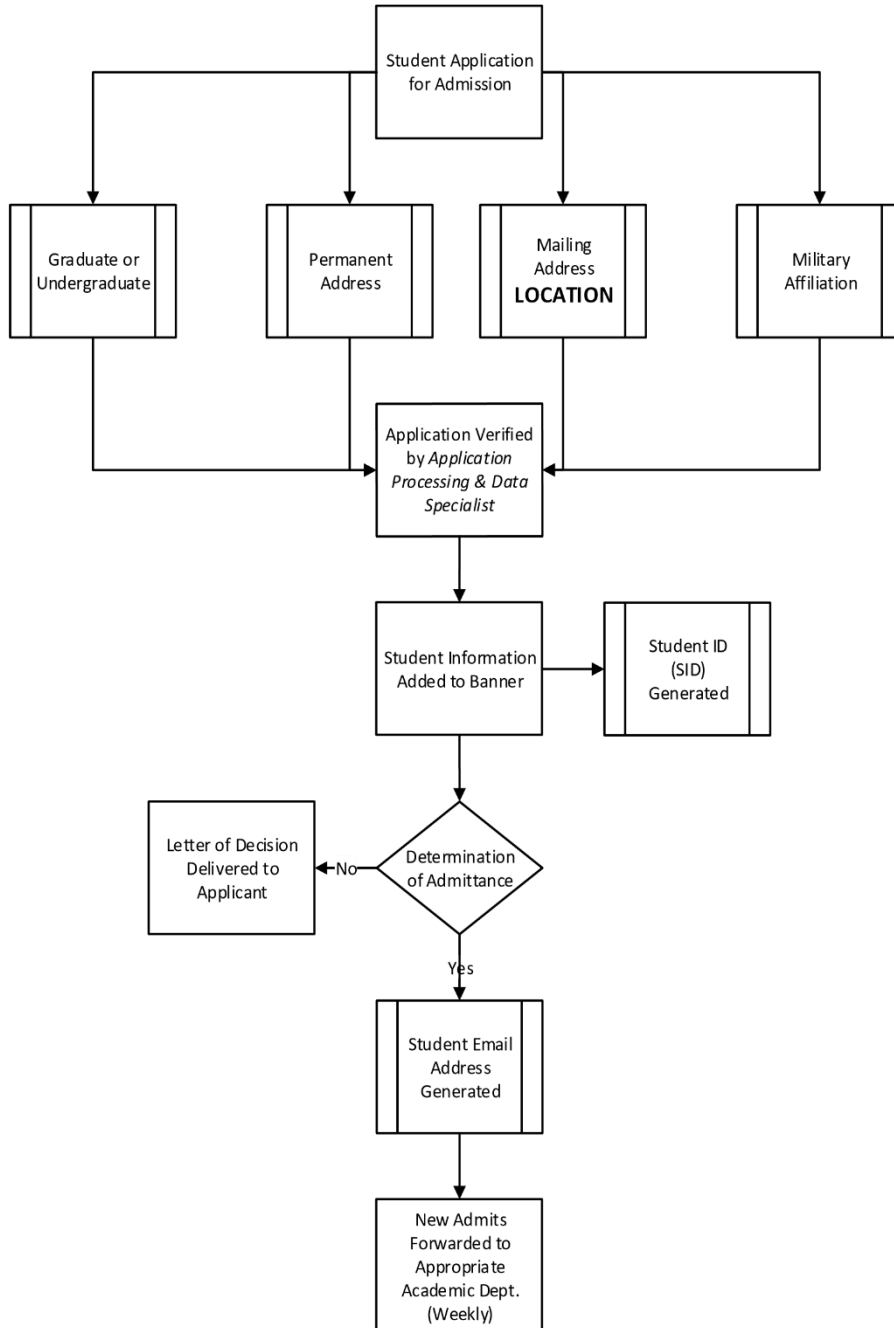


Determination of Student Location Flowchart



Procedural Notes:

Permanent and mailing addresses are collected at the time of application

- Applications are verified by the *Application Processing & Data Specialist*
- Addresses are then reviewed/updated by a Third-party provider and input into Banner

Location Category Information

- Applicants who will be relocating to face to face program (not collected)
- Graduate vs undergraduate (collected via different applications)
- Student commuting across state borders (not collected)

Additional information collected during the application process includes military affiliation (not branch), international student status, and graduate or undergraduate student status.

Notification of Admittance letters are sent via the US Postal Service. If the letter is returned due to insufficient address, Admissions emails the student to request accurate information and manually updates the address in Banner

Upon completion of an Application:

- SID is generated
- Student is admitted
- Student university email address generated

A list of newly admitted students is generated weekly and shared with departments

Following the Admissions process, all address changes are initiated by the student via Lionet or an available online form