



Student Location Policy

Responsible Office: Registrar

Effective Date: 7/1/2024

Section I. Purpose

This policy establishes the requirements, timing, and process for Montana State University Billings (MSU Billings) to collect the location of its currently enrolled and prospective students.

This policy is in accordance with the U.S. Code of Federal Regulations, specifically 34 CFR 668.43(c) and 34 CFR 600.9, which require the institution to make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and upon formal receipt of information from the student that the student's location has changed to another State. This policy is necessary to provide a general structure under which the institution shall determine a student's location for purposes of complying with the federal rules, a condition of Title IV eligibility (i.e., the ability to offer federal student aid), and with the state authorization rules of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Section II. Scope

This policy governs the recording and maintenance of location data for all currently enrolled and prospective students in all course modalities.

Section III. Definitions

- a. **Currently enrolled student** indicates an individual who has been admitted by MSU Billings and is enrolled in courses for a current or future term.
- b. **Location** is defined by the State in which a currently enrolled student is physically located while taking one or more courses at MSU Billings (using mailing address entered in student information system), or the State in which a prospective student is physically located when applying for admission to MSU Billings (using mailing address entered in student information system).
- c. **Prospective student** indicates an individual who has applied for admission to MSU Billings but who has not enrolled or registered for coursework.

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- d. **State** indicates a State of the Union, territory, or freely associated state of the United States, including American Samoa, the Commonwealth of Puerto Rico, the District of Columbia, Guam, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.
- e. **Student information system refers to MyInfo/Banner Self-serve.**

Section IV. Policy Statement

- a. **Determination of Prospective Student Location:** Upon application for admission to MSU Billings, the determination of location for prospective students will be based on the student's mailing address entered in the student information system. It is the responsibility of each student to inform the university if their designated location has changed during their enrollment. The student location designation will remain in effect unless and until the student changes the State listed as the student's physical location.
- b. **Determination of Currently Enrolled Student Location:** The determination of location for currently enrolled students is based on the mailing address entered into the student information system. All currently enrolled students are required to maintain a current mailing address in the student information system. MSU Billings will utilize the address of record as of census upon which to base student physical location. It is the responsibility of each student to inform the university if their designated location has changed during their enrollment. The student location designation will remain in effect unless and until the student changes the State listed as the student's mailing address.
- c. **Student Reporting Change in Physical Location:** Prospective and currently enrolled students may change the State listed in the student's mailing address using the student information system. Once a student enters a new State, the university will consider that date of entry as the effective date of a student's revised location for the purposes of this policy. If a student's mailing address is blank or invalid as entered in the student information system, their location will be considered the state of Montana.