Mississippi Community College Board

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Enrollment Audit and Reporting Guidelines

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The Mississippi Community College Board (MCCB) sets forth the guidelines in this manual to assist with admission and enrollment verification functions at the campuses of Mississippi’s fifteen public two-year colleges, as well as at the State Board offices.

The enrollment audit is a fairly rigorous and intense process, requiring adequate preparation by the colleges and the MCCB staff. This manual attempts to provide all parties with the necessary information needed in preparation for the audit, so that the audit process may be conducted in a manner that is professional and non-threatening, as well as fair and equitable to all fifteen institutions.

The guidelines in this manual will be revisited annually to ensure continued compliance with all applicable state and federal laws and to provide all parties clear guidance with regard to policy and practice.
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Guidelines for Colleges
WHO GETS REPORTED FOR FUNDING?

Each year the legislature passes a Community and Junior College Appropriation bill, which establishes very specifically which students may be counted for the purposes of state reimbursement. The language in this bill is standard and does not typically change from year to year. FY16’s appropriation bill is SB 2854, which reads:

“Academic, Technical, Vocational, Associate Degree Nursing and Associate Degree Allied Health funds shall be disbursed on the basis of prior year full-time equivalency (FTE) of hours generated during the summer, fall and spring semesters for each public community and junior college student actually enrolled and in attendance the last day of the sixth week of each semester, or its equivalent, counting only students who reside within the State of Mississippi. However, associate degree nursing students who reside outside the State of Mississippi may be counted for pay purposes.”

WHAT TO EXPECT DURING AN ENROLLMENT AUDIT

When will the audit occur?
Depending upon the size of the institution to be evaluated, the enrollment audit will take from 1-2 days to complete. The MCCB has a process to develop an audit schedule that is mutually acceptable to the Agency and its fifteen colleges. The process is as follows:

- Once an institution has finalized its data upload and has verified its Secondary Verification reports, an email will be sent by MCCB staff to the campus registrars requesting a mutually agreeable audit visit date, preferably within a week or two from finalizing the upload.
- MCCB staff will work with the Registrar to find the most convenient date for both parties.
- The agreed-upon date will be displayed on eARS on the login page in the lower center section of the page. See sample below.
- The admission sample will become available the day before the scheduled audit. The link will be displayed on eARS on the login, also in the center section of the page. See sample below.
In order to expedite the process the attendance rolls can be audited from the MCCB office prior to the visit. A PDF file or a connection to the attendance system can be provided to the MCCB in a secure manner.

What will the audit team require the day of the audit?

- A suitable workspace at the college for the term of the audit
- Access to one computer per audit team member, with internet access
  - Dual-monitor computers preferred
  - Wired or wireless access for auditors who bring their own laptops also preferred
- Access to a printer
- Access to a photocopier, if needed
- Access to relevant admission and attendance documents (in alphabetical order)
  - If possible, documents should be in electronic format, such as, PDF, Document Imaging, etc.
  - Documents in document imaging systems should be grouped (batched) by campus/site and sorted in alphabetical order (last name) and containing only appropriate documentation
- Access to appropriate college personnel, as needed
What admission and attendance documents will the enrollment audit team inspect?
To complete the audit, the team will require access to a randomly selected, representative sample of your student admission files and all of your course attendance rosters for the semester being audited. Electronic format of these documents is highly preferred. All files and rosters must be provided at the time auditors arrive on campus the day of the audit.

The audit will be completed far more efficiently if all documents are collected for the team and presented in an organized and easily accessible format. This will allow the team to conduct its review with a minimum disruption to your staff.

Admission files (both hard copy and electronic format)

Admission files should be in alphabetical order and contain, at minimum and preferably in this order:

- Completed, signed admission applications (electronic signature showing the student’s initials and date of birth date is acceptable);
- Official transcripts (GED, high school, home school, or college OR - for Ability to Benefit students, test scores) on which admission is based:
  - If a student previously attended your institution (5 years or more prior) and has not subsequently enrolled at another postsecondary institution, your institution’s transcript will satisfy admission requirements.
  - If not accepting credits from proprietary schools, do not base admission on a proprietary school transcript.
  - If a high school student graduates early (for example, December), but the high school does not certify graduates until the date of the regular class graduation (for example, May), two documents may be accepted in lieu of the final transcript in the interim: (1) a high school transcript showing all completed coursework, plus (2) a signed letter from the high school stating that the student has met all graduation requirements and stipulating the date graduation will be certified. These two documents will be accepted only during semesters that occur between the early graduation and certification dates. Once a student’s graduation is certified, a final, official transcript with the graduation date must be on file for any subsequent semester of enrollment.
  - Faxed transcripts are not considered official for pay purposes.
  - Electronic Transcripts (e-transcripts) from eScript-Safe, Parchment, Naviance, National Student Clearinghouse (formerly SPEEDE), Hobson’s National Transcript Center and others are considered official if they are transmitted from a secured network member site and include a statement of authenticity.
  - GED transcripts must show passing scores in all testing areas.
- 2 Proof of Residency documents (from list of approved documents), if required for proof of residency:
  - One of the proofs must be a government-issued identification with a clear picture of the student.
✓ For a dual enrollment/dual credit student, a letter of recommendation from principal or counselor. **This requirement is subject to change once colleges develop dual enrollment/dual credit admission requirements as per SB 2869 (2011). Colleges no longer requiring the letter of recommendation, must provide the lead auditor a copy of their Board approved policy and present the required admission documents stipulated therein.**

✓ Armed Forces Veterans and Beneficiaries eligible under state statute 37-103-25 (SB-2127 from 2015). Determining eligibility is rather complex, thus the task is best performed by the School Certifying Officer (SCO), who once he/she determines, or is officially notified by the MS Veterans Administration Board (MSVAB), that a veteran is eligible will issue a signed letter or form:
  - For the audit we require a signed letter/form from the SCO to be enclosed in the student’s admission folder
  - It should be noted that once the student has been determined to be a veteran or beneficiary, this benefit applies to the current semester and all subsequent semesters of enrollment
  - Enrollment does not have to be continuous and the benefit has no expiration
  - The student does not have to use other VA benefits to receive the in-state tuition benefit
  - The student is not required to have a MS address as this benefit is for a nonresident veteran or beneficiary
  - In-state veterans usually will have a Mississippi Driver’s License with the VET logo
    - A driver’s license from another state with the Veteran designation is not acceptable

**International Students:** International Students are expected to have the documents that correspond to their admission status (current visa, if classified as an international student; translated transcripts if admitted based upon transcript; and proof of residency, if student has established residency status in MS or the U.S.). Colleges may set their own admission standards for international students. You will want to familiarize yourself with SEVIS if you are admitting students on F, J or M visas, because you are required by federal law to report certain information on those students to the federal government. You can find out more information on SEVIS here: [http://www.ice.gov/sevis/](http://www.ice.gov/sevis/). However, please note that the MCCB does not audit your admission standards or your SEVIS compliance.

**Attendance rosters (both hard copy and electronic format)**

Attendance rosters should be organized by campus/site, alphabetized by course identifier, and contain, at minimum:

✓ Dates of class meetings (1st week through eighth week, minimum)
✓ Recorded attendance (all absences noted)
o A student who register late and misses classes at the start of the term must show those absences
o All absences are treated as absences – excused or not excused
o Official school closings, like for tornado or other emergencies are not treated as absences

✓ Last date of attendance
✓ Certification by instructor (signature OR – if electronic, college designated electronic signature and date-of-birth)

How will I know which admissions files to pull for my audit sample?
In order for the colleges to pull their admissions sample in time for the audit, the sample list will be posted online one day prior to the audit visit. Colleges may access their audit sample by logging in to eARS.

How is the cut-off date for calculating attendance established?
✓ The 6th week or equivalent cut-off date for calculating attendance is established by the legislature in the college’s appropriations bill. The language is the same each year.

✓ Courses that meet according to a full term format shall use the last course meeting date of the 6th week the course meets as the cut-off date for that course. The first week the course meets is always counted as week one, regardless of the number of times a course meets that week. NOTE: the 6th week count does not begin until the course has met at least one time.

✓ Courses that meet for fewer weeks than the number of weeks in the regular semester shall utilize a 33% calculation to establish the equivalent. Calculations and cut-off dates for these classes should be provided to auditors at the time of the audit.

For example:

  o an 8 week class that meets five days per week has 40 total class meetings
  33% x 40 = 13.2, so the 13th class meeting would be the cut-off date.

  o an 8 week class that meets three days per week has 24 total class meetings
  33% x 24 = 7.92, so the 8th class meeting would be the cut-off date. (0.5 and above, round up).
✓ MSVCC courses have a standard cut-off date established by MSVCC personnel and approved by the Chief Academic Officers. That date is published in the reporting calendar. It is based on the 6th week of the MSVCC semester or its equivalent, as described above.

✓ Competency-Based courses completed in less than 6 weeks will be considered as fully attended. If longer than 6 weeks, then the seat time attendance mode will be used. This allows a student to complete 2 or more courses in one term and the college to get reimbursement for all the completed courses.

Who will need to assist the audit team and for how long?
A representative of the college should be available to greet the team upon arrival, orient the team to the campus, and direct team members to their designated workspace. The work of the audit team is both time and labor intensive, so the MCCB respectfully requests all non-audit related communication with audit personnel be limited.

During the course of the audit, the lead auditor will notify the college staff of any documentation the audit team needs to eliminate concerns regarding attendance and/or admissions. The MCCB prefers that documentation be provided on-site, so that concerns do not rise to the level of findings, therefore it is important that the staff designated to assist with the audit be knowledgeable and have access to all attendance and admissions documents.

The schedule of activities for the visit will include:
✓ Introduction to appropriate campus staff.
✓ Examination of ALL (100%) course attendance rosters.
✓ Examination of a randomly generated sample of admissions files.
✓ Exit interview with appropriate college staff.

What happens next?
✓ Exit Interview

At the completion of the audit visit, the audit team will conduct an exit interview with College personnel (to be determined by the college) to discuss and clarify observations made during the course of the audit, to answer questions, and to inform
the College of additional information needs, if necessary. At that time, the lead auditor will provide the College a list of admission and attendance findings, compiled from all audit team members.

✓ **72-Hour Window**

Once the audit team leaves a campus, the College has 72 hours (3 business days) to provide the lead auditor additional evidentiary documentation on admission findings. There is no 72 hour window on attendance findings, except in cases where attendance records are brought back to the MCCB for audit. When the attendance audit is performed off-site, Colleges will have 72 hours (3 business days) from the time they are notified of attendance findings to provide missing documentation on attendance records.

✓ **Final Audit Exceptions Report (attendance and admission)**

The lead auditor will verify each audit exception and will issue a Final Audit Exceptions Report to the College within 10 working days of the close of the 72-hour window. Once the Final Audit Exception Report is issued, audit exceptions become final.
Guidelines for Auditors
State Board Policy 9.2
(Recent board policy changes underlined) regarding admission requirements for reimbursement:

Academic and Technical students must meet one of the following criteria for admissions:

a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or,

b. A General Educational Development (GED) certificate; or,

c. A High school diploma; or

d. A Mississippi Occupational Diploma; or

e. A state-approved Career Certificate from a Mississippi Community or Junior College; or

f. An official transcript from an accredited college or university.

Career students must meet one of the following criteria for admissions:

a. The completion of at least one unit less than the minimum acceptable high school units as prescribed by law, i.e. if the state requires 21 high school units to graduate, a student can be admitted into a community/junior college with 20 high school units; or,

b. A General Educational Development (GED) certificate; or,

c. A High school diploma; or

d. A Mississippi Occupational Diploma; or

e. An official transcript from an accredited college or university; or

f. The completion of a federally approved ability-to-benefit test.

A student not meeting the requirements stated above may be admitted as non-degree seeking under the following conditions:

a. Meets the requirement to enroll in dual enrollment/dual credit Academic, Career or Technical Classes; OR
b. Meets the requirements to enroll in an approved career-pathway program that integrates Adult Basic Education (ABE) with skills training (Career or Technical).
What documents do I look for in an admissions file?
Admission files must contain:

- A completed and signed application (electronic signature showing the student’s initials and date of birth date is acceptable);
- Official Transcripts* (or for Ability to Benefit students, test scores) on which admission is based:
  - Contains either a seal, a signature, or both, demonstrating it was issued by the high school
  - Contains all the necessary graduation information on the student (courses, terms and years)
  - It is in the usual form provided by the individual high school. In some cases, the official transcripts provided by the high school are, in and of themselves, copies. If that’s the case, simply make sure they meet criteria above.
  - Faxed transcripts are not considered official for pay purposes.
    - Electronic Transcripts (e-transcripts) from eScript-Safe, Parchment, Naviance, National Student Clearinghouse (formerly SPEEDE), Hobson’s National Transcript Center and others are considered official if they are transmitted from a secured network member site and include a statement of authenticity.
  - GED transcripts must show passing scores. GED transcripts must either be signed OR, if printed by the admitting institution from the Oklahoma Scoring System, must be initialed or stamped by the admitting institution’s personnel to signify the transcript was printed on site from the system.
- Residency documents, if required for proof of residency;
- Letter of recommendation from principal or counselor (if dual credit/dual enrollment student). **This requirement is subject to change once colleges develop dual enrollment/dual credit admission requirements as per SB 2869 (2011). Colleges no longer requiring the letter of recommendation, must provide the lead auditor a copy of their Board approved policy and present the required admission documents stipulated therein.**
  - For pathway students, a certification of enrollment in an MCCB approved career-pathway program that integrates Adult Basic Education (ABE) with skills training (Career or Technical).

Can a diploma substitute for an official transcript?

- Diplomas will be accepted in lieu of transcripts ONLY in extraordinary circumstances and with prior written approval of the MCCB monitoring staff. Extraordinary circumstances occur when school records are no longer available due to school closure, fire or other natural disaster. All attempts to obtain these documents must be exhausted prior to accepting a diploma for admission and written documentation of the extraordinary circumstance must be attached to the diploma.
What about GED Transcripts from 2014 and later?

Beginning with the 2014 transcripts, you will begin seeing GED transcripts in two forms:

- **Electronic Transcripts:** When a student passes, he or she will receive an eTranscript of their results. At that time, the student has the option of emailing the transcript directly to the college OR downloading it to email later or bring to the college on a flashdrive. If the electronic version is viewed using Adobe Acrobat version 6.0 or higher or Adobe Reader version 6.04 or higher, it will reveal a digital certificate in a pop-up screen or status bar on the document, display a blue ribbon, and declare that the document was certified by the GED Testing Service, LLC. The certification can be validated by clicking on the Signature Properties of the document. The college should conduct the validation and sign off on the transcript as verified.

- **Paper Transcripts:** For those students that walk in with a printed transcript, the college may or may not be able to determine whether the transcript is authentic (depending on its condition, whether it’s a printout or a copy, etc.). Since there are so few students that have taken the 2014 GED test at this time, the temporary fix is for colleges to email Missy Saxton (msaxton@mccb.edu) in our GED Office. She will verify that student’s transcript for the college and college personnel can sign off on the transcript as verified.

For the audit files, either the electronic version (PDF) or the verifiable paper version will do. Colleges should use whatever form (paper or electronic) they currently use to provide audit records to the monitoring teams. A transcript printed from GED services – either in electronic form (pdf) or in paper form – is preferable to a copy of a printed transcript. Copies can be hard to read, and are questionable, as a result, from a “verifiable” standpoint.

What type of transcript should a home-schooled student present?

- Home school transcripts may be developed by the parent OR by a third-party home school transcripting agency. At minimum, home school transcripts should:
  - List the school name and address
  - List all courses taken and dates completed.
  - Have a cumulative GPA calculated on a 4 point scale.
  - Include the graduation date, if the student has graduated. Prior to graduation, an "anticipated graduation date" can be listed.
  - Be signed and dated by the "School Principal," which in most cases will be the parent.
Home school transcripts must be notarized if grades are conferred by a parent. In cases where a third party home school association or organization validates and confers an official transcript, that official transcript is not required to be notarized.

What about International Students?

✔ International Students are expected to have the documents that correspond to their admission status (current visa, if classified as an international student; translated transcripts if admitted based upon transcript; and proof of residency, if student has established residency status in MS or the U.S.). Colleges set their own admission standards for international students. The MCCB does not audit a college’s admission standards or its SEVIS compliance.

What about students without a high school diploma or GED?

Students without a high school diploma or GED may fall into one of three categories:

1. Dual Enrolled High School Student
2. Those enrolled in an approved career-pathway program that integrates Adult Basic Education (ABE) with skills training (Career or Technical).
3. Those admitted to a career program based solely upon ability to benefit scores

If a student does not have a GED, HS Diploma, Occupational Diploma, Home-School Diploma, or College Transcript, and is not dually enrolled OR enrolled in an approved career-pathway program as described above, he or she can still qualify for admission to a career (vocational) program by completing a U.S. Dept. of Education approved “ability-to-benefit” test. As of July 1, 2012, students admitted based upon an Ability to Benefit Score are no longer eligible for federal financial aid.

✔ The most recent list of approved Ability to Benefit exams are found in the May 19, 2006 federal register: http://www2.ed.gov/legislation/FedRegister/other/2006-2/051906g.html
✔ Students admitted solely on the basis of an Ability to Benefit Exam may only be admitted to career (vocational) programs. They are NOT ELIGIBLE for reimbursement for:
  ➢ Associate Degree (Academic or Technical) program courses
  ➢ Academic preparatory courses (developmental/remedial coursework)
  ➢ Activity courses (HPR, PE, sports, etc.)
What if there is missing documentation in a student's admission file?

- Audit team members should notify the lead auditor of any missing documentation in a student’s admission file. The lead auditor will make attempts to obtain the missing documentation from the College staff. All attempts should be made to obtain the documentation prior to the audit team departing the campus. However, colleges have 72 hours (3 working days) from the date of the audit to provide missing documentation on admission records. There is no 72 hour window on attendance records (unless the attendance audit is conducted or completed off-site).

RESIDENCY

General Residency Determination

- The law (MCA 37-103-3) states that a person entering the state to enter an educational institution is considered a nonresident; therefore, a Mississippi domicile listed on an admissions application does not in and of itself prove in-state residency, if other admission documents (transcripts, for example) point to possible out-of-state residency prior to admission. The following flowcharts provides guidance on how to make a residency determination:

Note: A Mississippi student who attended an out-of-state college may demonstrate MS residency by providing documentation that he/she was classified as an out-of-state MS resident at their previous educational institution. GED will show address of student when GED was taken.
**Residency Flowcharts**

Is student a special case? (1)
- Yes – follow proper procedures or call board
- No – Is student under 21?

Yes – Do parents have a MS address? (2)
- Yes – Any other flags about MS residency? (4a)
  - Yes – Does student have two proofs of MS residency (7)
    - Yes – MS Resident
    - No – Out of State
  - No – Resident
- No – Student attended 4 years of MS high schools & grad in MS (5)?
  - Yes – Student resides in MS - has a MS address (3)?
    - Yes – MS Resident
    - No – Out of State
  - No – Resident
- No – Out of State

No – Does student have a MS address (3)?
- Yes – Any other flags about MS residency (4b)?
  - Yes – Does student have two proofs of MS residency (6)
    - Yes – MS Resident
    - No – Out of State
  - No – Resident
- No – Out of State
Notes

(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), drivers license and other proofs of residency, military orders, visa, etc.

1. Title 38 Veteran or Dependent, Married and claiming spouse’s residency, child of CJC employee, MPACT beneficiary, military (active duty, spouse, child, recent discharge, etc.), visa, etc.
2. Parent, parents or legal guardian (as appointed by a MS court)
3. As shown on application
4a) Anything that raises a question about parents’ residency. Example, PO Box address, proof of residency was issued after registration date, etc.
4b) Anything that raises a question about student’s residency. Example, Out-Of-State transcript PO Box address, proof of residency was issued after registration date, etc.
5. Property signed and validated MS high school transcript showing completion of all 4 years in MS and graduation date
6. Student MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc.)
7. Parent, parents or legal guardian MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc.)
Residency Flowchart notes:

1. Special cases:
   - **Veterans and beneficiaries.**
   - Married persons may claim the residency of their spouse.
   - Children of parents who work for a CJC are considered residents.
   - MPACT beneficiaries are considered residents.
   - Military:
     - Active duty military and MS National Guard members are considered residents.
     - According to the AG’s office, if the military documents list the Home of Record as MS, that individual is considered a Mississippi resident
     - Spouses and children of armed forces members are to follow one of the charts below.

2. Parent, parents or legal guardian (as appointed by a MS court)

3. As shown on student’s application

4a. Anything that raises a question about parents’ residency. Example, PO Box address, proof of residency was issued after registration date, etc.

4b. Anything that raises a question about student’s residency. Example, Out-Of-State transcript, PO Box address, proof of residency was issued after registration date, etc.

5. Properly signed and validated MS high school transcript showing completion of all 4 years in MS and graduation date

6. Student MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc)

7. Parent, parents or legal guardian MS Drivers License plus another approved document (utility bill, voter registration, tax return, etc.)
Audit Guidelines 21 Updated 6/8/2015

Determination of MS residency for Children of Armed Forces Member (a)

Child of ACTIVE duty member?

- Yes
  - Member stationed in MS?
    - Yes
      - Allowance (3)
    - No
      - Not a Military Special Case Follow Normal Chart
  - No

- No
  - Not a Military Special Case Follow Normal Chart

Child under 21?

- Yes
  - MS Resident
- No
  - Allowance (1)

MS Resident

- Yes
  - Allowance (2)
- No
  - Not a Military Special Case Follow Normal Chart

Allowances

(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), driver’s license and other proofs of residency, military orders, visa, etc.

(1) During military assignment in MS did Child (a) begin and complete senior HS year, (b) enroll in a MS college the following Fall, and maintain enrollment in good standing?

(2) Was Child previously entitled to pay tuition as MS resident under armed forces provision (a) while enrolled in a degree or certificate program and (b) has maintained continuous enrollment in that degree or certificate program?

(3) Is armed forces member stationed overseas with immediately previous assignment in MS?
Determination of MS residency for Spouses of Armed Forces Member

(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), driver's license and other proofs of residency, military orders, visa, etc.

1) Is the armed forces member stationed overseas, and the immediately previous assignment was in MS?

2) Was Spouse previously entitled to tuition as MS resident under armed forces provision (a) while enrolled in a degree or certificate program and (b) has maintained continuous enrollment in that degree or certificate program?
Audit Guidelines 23 Updated 6/8/2015

Determination of MS residency for Veterans and beneficiaries (a)

- Approved by SCO? (1)(2)
  - YES: MS Resident
  - NO: Valid DD-214 Form? (3)
    - YES: MS Resident
    - NO: Valid Beneficiary? (4)(5)
      - YES: Not an Eligible Veteran
      - NO: MS Resident

Notes:
(a) Gather documentation – application to college, transcripts (HS, other college(s), GED), driver's license and veteran proof.
1) Student is a veteran as certified and entered into SIS by the School Certifying Officer
2) Print a screenshot and save in the admissions file
3) Student has a valid DD-214 as per MS State Veterans Affairs Board checklist
4) Beneficiary must have a Certificate of Eligibility (COE) or Transfer of Eligibility (TCE) issued directly to him/her
5) Beneficiary could be a minor
Allowances for Children and Spouses of Military Members:

(1) During military assignment in MS the Child
   a. began and completed senior HS year,
   b. enrolled in a MS college the following Fall, and
   c. maintained enrollment in good standing.
(2) The Child previously was entitled to pay tuition as MS resident under armed forces provision
   a. while enrolled in a degree or certificate program and
   b. has maintained continuous enrollment in that degree or certificate program (Summer not required) or has a
      medically documented excuse for withdrawing or not enrolling for one semester.
(3) The armed forces member is stationed overseas with immediately previous assignment in MS.

Additional Notes for Children and Spouses of Military Members:

(1) Spouse or children of a member of the Armed Forces who dies or is killed are considered in-state residents if they
    become residents of MS within 180 days of the date of the death.
(2) Documentation – the military member’s orders must be applicable and verifiable related to the audit term in question.

Additional Notes for US Veterans and beneficiaries:

(1) As per Mississippi Senate Bill 2127 of the 2015 Legislative Session, eligible veterans and their direct dependents are to
    be considered as in-state residents for tuition purposes. The bill amends state law § 37-103-25.
(2) The School Certifying Officer is the one who determines, or is officially notified by the MS Veterans Administration Board
    (MSVAB), that a veteran is eligible. He/she will issue a signed letter or form.
       a. For the audit we require a signed letter/form from the SCO to be enclosed in the student's admission folder.
       b. It should be noted that once the student has been determined to be a veteran or beneficiary, this benefit applies to
          the current semester and all subsequent semesters of enrollment.
       c. Enrollment does not have to be continuous and the benefit has no expiration.
       d. The student does not have to use VA benefits to receive the in-state tuition benefit.
       e. The student is not required to have a MS address as this benefit is for a nonresident veteran or beneficiary.
(3) For an in-state veteran a Mississippi Driver’s License with the Veteran designation/flag will suffice.
Residency of Aliens
There are two types of “Aliens” under the law:

- Immigrants – persons who are seeking to become permanent residents
- Non-immigrants – persons seeking admission to the U.S. for a limited time, usually for a limited purpose.

Immigrants, permanent residents or green card holders
- Have the ability to establish a domicile in MS and thereby may qualify as MS residents

Non-immigrant Visa Holders
- Persons holding non-immigrant visas are NOT entitled to MS residency. Because those visas are temporary in nature, non-immigrant visa holders retain the residency of their home country. (In rare cases, exceptions may be made due to special provisions or special circumstances allowed by law. But those provisions or circumstances would require legal documentation.)
- Non-immigrant visa categories include, but are not limited to:

| A – diplomats                | J – exchange visitors        |
| B – tourists and business visitors | K – fiancé or fiancée     |
| C – visitors in transit       | L – intra-company transfers   |
| D – crew members              | M – vocational students      |
| E – traders and investors (due to treaty obligations) | N – relatives of employees of international organizations |
| F – academic students         | O – persons with extraordinary abilities |
| G – representatives of international organizations | P – athletes and artists |
| H – temporary workers         | Q – international cultural exchange |
| I – media representatives     | R – religious workers        |
List Of Approved Residency Documents
In cases where residency documentation is required, two forms of supporting documentation must be in the file. Acceptable supporting documentation may include:

1. MS driver’s license (Persons moving into MS on a permanent basis have 60 days per state law to acquire driver’s licenses.)
   - If it has the Veteran designation or logo, then there is no need for additional documentation
2. Mortgage document
3. Homestead exemption
4. Guardianship documents (issued by a MS Court or the MS Dept of Human Services)
5. Emancipation documents
6. Military orders for active military personnel
7. Signed letter or form from the Veterans Affairs School Certifying Officer
8. State income tax return
9. MS voter registration
10. Motor vehicle registration (Persons moving into MS on a permanent basis have 30 days per state law to register vehicles.)
11. Employment documents
12. Utility bills (Note: Cell phone bills are not acceptable as primary proof of residency, but are OK as a secondary document.)
13. Lease agreement (signed by lessor and lessee)
   - For students admitted Fall 2013 or after, letters or affidavits from private homeowners, even if notarized, will not suffice as a residency document.
14. State issued ID
15. Federal immigration documents (see Residency of Aliens section of this document)
16. Signed statement by the MS Dept of Human Services or a certified letter from recognized relief agency (such as the Salvation Army) certifying that the student is receiving services as a homeless MS resident.
17. Any other document demonstrating a MS domicile, may be used a secondary document, provided a clearly legible primary document, selected from the list above and dated prior to the start of the semester, is also provided.

These documents should guide you in asking residency questions, but are **NOT** in and of themselves proof of residency status:
1. Physical Mississippi address (not a P.O. Box)
2. MS high school or college transcript
3. MS GED (Beginning July 1, 2012, non-Mississippi residents can take the GED in Mississippi.)
ATTENDANCE

What is meant by “IN ATTENDANCE”?

A student is considered IN ATTENDANCE for reimbursement purposes if they have not exceeded the maximum number of allowable absences in any given term. Board Policy 9.2 defines the maximum number of allowable absences according to this table:

Maximum Number Of Absences Allowed Chart

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<th>Term Length (weeks)</th>
<th>Class Meetings Per Wk</th>
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This table is based on the number weeks on a given term and how often a class meets on a per week basis. For example, in a 15-week term such as a 'normal' Fall or Spring semester, in a class that meets MWF (3-times per week), a student would be allowed to miss class 6 times. On the 7th absence he/she must be taken out.
Does a student have to be present on the last class meeting date of the 6th week (or its equivalent) to be counted?

Students do not have to be present specifically on that last class meeting of the 6th week (or its equivalent), IF they were ENROLLED and IN ATTENDANCE both prior to AND after that particular class meeting (i.e., in the 7th or 8th week or their equivalents). Colleges must provide attendance rosters for the 7th and 8th week or their equivalents to demonstrate students absent on the cut-off date remained in attendance.

What about a student who registers a few days late, are the missed classes counted as absences?

Yes. The student was not in attendance until he/she registered and started coming to classes.

What about reinstatements?

- If an LDA or Withdrawal is indicated prior to the last class meeting of the 6th week (or its equivalent), but the student is reinstated (as indicated by a reinstatement notation on the roster) and still meets the requirement for being IN ATTENDANCE PRIOR TO or ON the last class meeting of the 6th week (or its equivalent), no additional supporting documentation is required.

- By law, students who LDA or Withdraw prior to the census data and who are then reinstated after the last class meeting of the 6th week (or its equivalent), do not meet the legal requirement for “enrolled” as of the census date and will not be considered for pay purposes.

- Therefore, the practice of examining the 7th or 8th (or equivalent) week attendance records for reinstatements will be discontinued as of semesters beginning July 1, 2011 or after.

- As stated above, the 7th and 8th week’s attendance records will continue to be examined to ensure any student who is enrolled and in attendance, but merely absent on the last class meeting of the 6th week or its equivalent, is not incorrectly excluded for pay purposes.

- A student cannot have more than one LDA shown in the roster. If the student returned after a withdrawal, the LDA must be removed. It is quite confusing to analyze when multiple LDA’s are displayed in the roster.
  - The time between the last attendance (departure) and the reinstatement (return) must filled-in with absences.
  - If the student was not present in class, then the student was absent – simple.
What if there is missing attendance documentation?
There **IS NOT** a 72 hour window for providing missing documentation on attendance records when the attendance audit is completed onsite. In the case of onsite attendance audits, exceptions become final when the auditing team departs from the college. In the instance of attendance records being brought back to the MCCB for audit, colleges will have 72 hours from the point of notification to provide missing documentation on attendance records.

SPECIAL INSTRUCTIONS FOR LEAD AUDITORS

Notes
- Audit teams are expected to work a full 8-hour day, to include travel time. In cases where travel and work hours extend beyond the normal 8AM-5PM work day, those hours will be reimbursed in the form of Compensatory Time.
- Each college’s admission sample will be made available to them online the day before the scheduled audit. To access those samples, college staff will log into the Electronic Audit Reporting System (eARS).
- Lead auditors are responsible for coordinating travel arrangements and completing a travel form for the audit team.
- Lead auditors will also:
  - be responsible for coordinating hotel arrangements
  - remind team members to book their own hotel rooms
  - remind team member of the audit’s start-time and location (specific building)
  - provide team members with his/her cell number and gather their cell numbers in case of emergency
  - remind team members to dress professionally (shirt/tie) and to wear their MCCB name tags
  - ensure every team member has an username and password to eARS and has become familiar with its use

The day of the audit
- Meet your audit team at the designated audit location.
- Let the college Registrar know that the audit team is present and ready to begin work.
- Login to eARS and lock college.
• If college has electronic records, login into their system and review their processes with college personnel.
• Go over the audit process briefly with your team to make sure they have clear direction on what they are supposed to do.
  o remind team of the 6th week (or equivalent)
  o remind team to check admission files (application, transcripts, proof of residency - if required)
  o remind team to sign and date their assigned admission sample page upon completion
  o remind team to set aside admission files and/or rosters on which findings occur
• Conduct the audit, consulting as needed with college staff to request any additional supporting documentation required.

At the conclusion of the audit
• Make sure your team members:
  o Enter all findings in eARS
  o Collect copies of documentation supporting the finding (roster or admission document)
• Carefully review each finding and ensure they have been entered into eARS
• Enter comments related to the audit:
  o Point out any issues and/or incorrect assumptions that resulted in findings.
  o Point out good practices.
• Print the Audit Exit Report and provide a copy to the college.
• Conduct the exit interview with the college staff and audit team.
  o Inform the college staff of next steps.
    ➢ If the 72 hour rule is applicable, remind them that once the 72 hour window has passed, the audit is closed.
    ➢ Final report to be emailed within 10 working days.

Within 10 working days of the close of the audit
• Evaluate any additional supporting documentation submitted within the 72 hour window, eliminating findings where possible and finalizing exceptions.
• Review the entire process.
• Email final report to the college.