

**DETERMINATION
OF STUDENT
LOCATION
PROCEDURES**

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Overview

This document details the procedures used by Northern Arizona University to determine a student's location and to change the record of a student's location.

As of July 1, 2020, new federal regulations and State Authorization Reciprocity Agreement (SARA) requirements changed how a student's location is defined. The new definitions affecting physical location of students were added to the 2019 federal regulations, changing the definition from where the student resides to where the student is located. Institutions are required to determine and track the location of all continuing students in addition to attaining a student's location upon admission.

Determining a Student's Location

Upon admission to the university, the initial determination will be based on the student's Program Plan and state as provided at the time of application. An individualized notification through email will be sent to the student upon admission to the University.

Home/Permanent Address

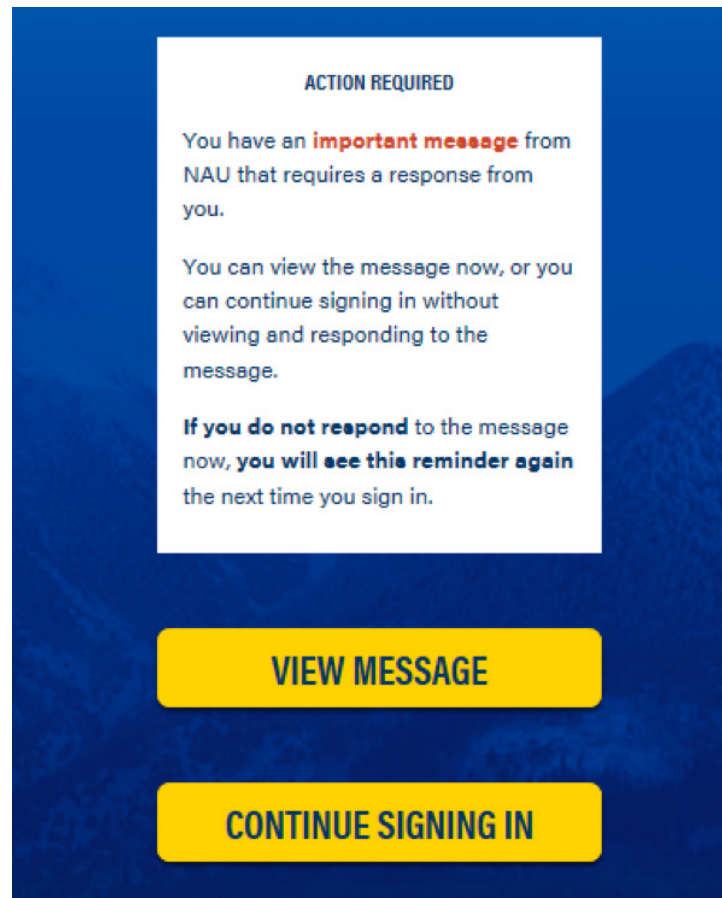
Address	<input type="text"/>
Apt. #	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text" value="--"/>
Postal Code	<input type="text"/>
Country	<input type="text" value="--"/>

Your Plans

When do you plan to enroll?	<input type="text" value="Fall 2020 - Term begins 08/24/2020"/>
<i>This application is valid only for the term you select.</i>	
Program of Interest	<input type="text" value="Social Work"/>
Are you interested in the Honors program?	<input type="radio"/> Yes <input type="radio"/> No

SARA Critical Message

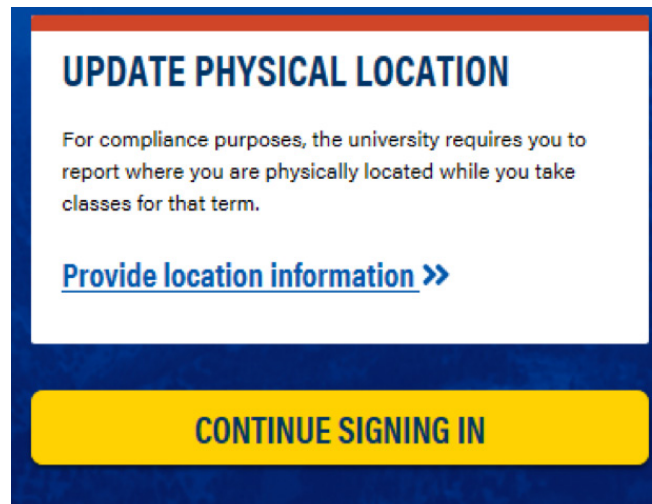
All continuing students who access the Central Authentication Service (CAS) will receive a State Authorization Reciprocity Agreement (SARA) critical message from Enrollment Management. These critical messages are sent to continuing students at the beginning of each academic term (e.g., spring, summer, fall, and winter).



The student is asked to view the message to update their physical location for compliance purposes. The student will continue receiving this message until they respond.

Critical Message to Update Physical Location

If the student chooses to view the message, they receive a request to update their current physical location by clicking on the “provide location information” link.



The student is then asked the following question, as noted in the example below for the summer 2020 term, to update their physical location.

NORTHERN ARIZONA UNIVERSITY

Feedback

More Information

Start Over

Update Physical Location - Summer 2020

For compliance purposes *, the university requires you to report where you are physically located while you take classes for that term. You may be asked to complete this form again if your class schedule changes

During the Summer 2020 term will you be physically located in a U.S. state or territory?

YES NO

REMIND ME LATER

* NAU must be in compliance with the laws of the state/territory/country in which it has a physical presence which may include online students or students engaged in experiential learning. Gathering information each semester or Personalized Learning subscription period on where students are physically located is critical for the state authorization compliance program at NAU.

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If the student responds “no” they are directed back to the CAS to access LOUIE.

If the student clicks on “remind me later” they will leave the critical message and will be asked to update their physical location the next time they login to NAU’s CAS.

If the student responds "yes" they are directed to a page where they can select their physical location from a drop-down menu for the academic term.

NORTHERN ARIZONA UNIVERSITY

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Start Over

Update Physical Location - Summer 2020

For compliance purposes *, the university requires you to report where you are physically located while you take classes for that term. You may be asked to complete this form again if your class schedule changes

From the drop down menu, please select where you will be physically located during the Summer 2020 semester.

Select location ▼

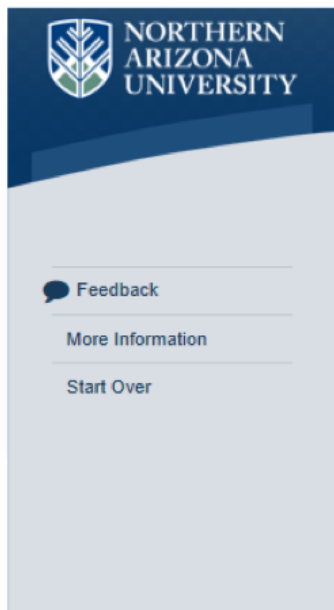
Continue

REMIND ME LATER

- Alaska
- Alabama
- Arkansas
- American Samoa
- Arizona

* NAU must be in compliance with the laws of the state/territory/country in which it has a physical presence which may include online students or students engaged in experiential learning. Gathering information each semester or Personalized Learning subscription period on where students are physically located is critical for the state authorization compliance program at NAU.

After the student has selected their current physical location, they receive the following message.



Update Physical Location -

For compliance purposes *, the university requires you to report where you are physically located while you take classes for that term. You may be asked to complete this form again if your class schedule changes

Thank you for checking in. At this time there are no new messages that require a response. You will be redirected to your original destination.

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Public Disclosure Statement on Determining a Student's Location and Adverse Actions by Accrediting Agency or State

NAU has processes and procedures for all continuing and prospective students to change their physical location. It's important to note that students need to be aware of the importance of their physical location while enrolled in online courses/programs or completing internship, practicum, or clinical hours required by the program in which they are enrolled.

Students can change their location through LOUIE or if the student notifies a faculty or staff member of a change in location, the faculty and staff can direct the student to the Public Disclosure Statements [website](#) to submit the information to EMSAEnrollment@nau.edu and an individualized notification will be sent to the student's NAU email within 14 days.

Institutions must also provide a notice to the public concerning adverse actions by accrediting agency or state. Such actions can result in revocation of State authorization, or limitation, suspension, or termination of eligibility under Title IV.

Required public disclosure statements can be found on the Public Disclosure Statements [website](#).

If you have questions about this guide,
please contact:

Academic Compliance
academicaffairs.compliance@nau.edu