

Department	
Responsibility/Role	
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Approving an Exemption Request

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

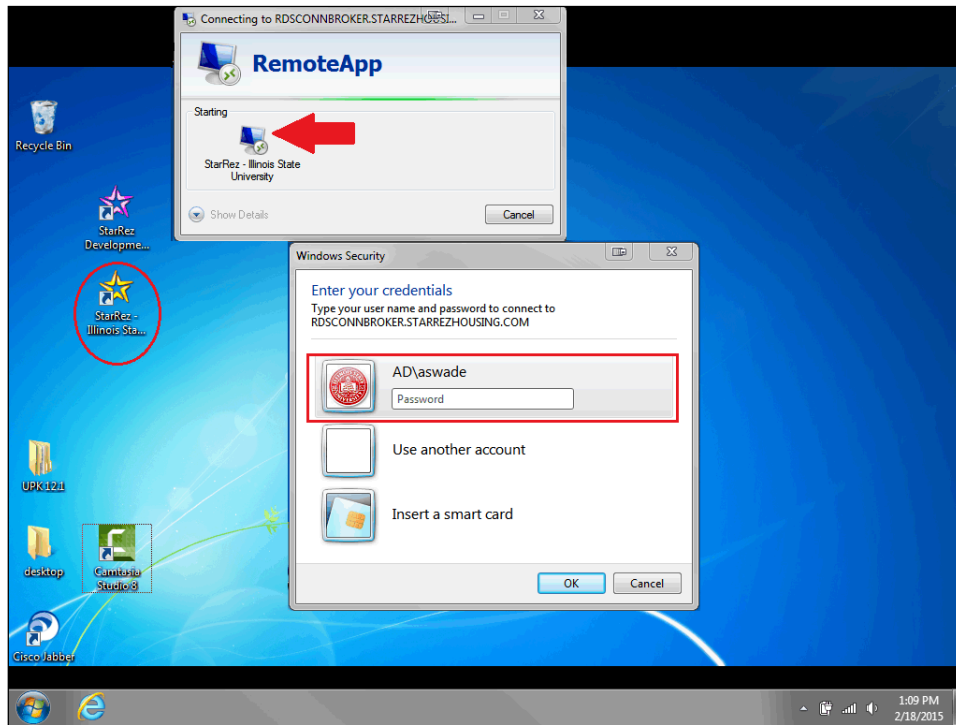
System Process Document

Approving an Exemption Request

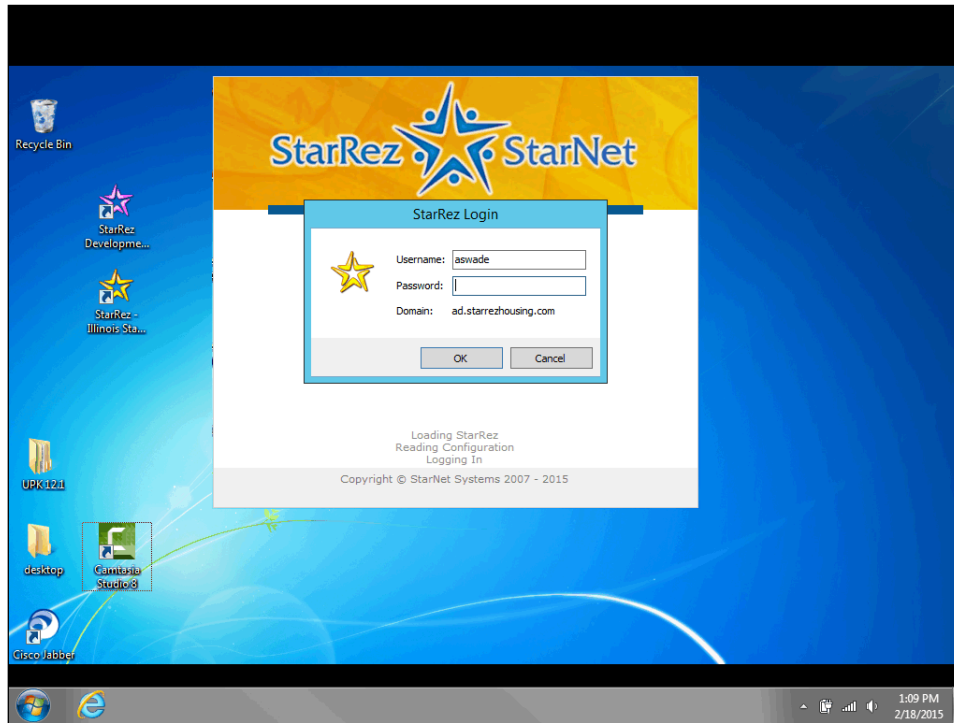
Procedure

In this topic, you will learn how to approve an exemption request.

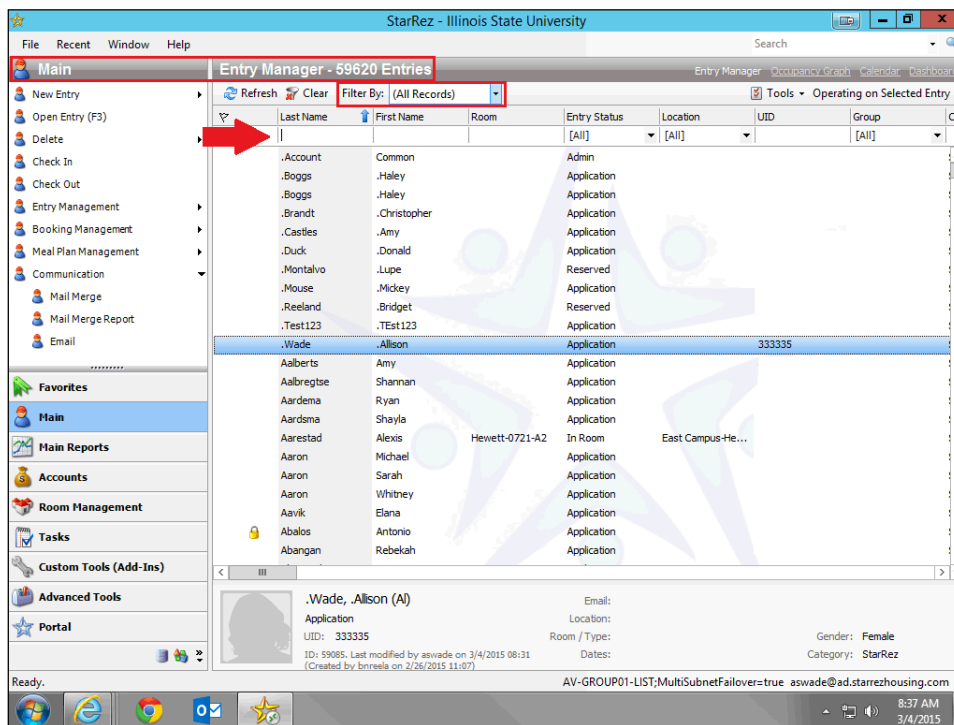
Step	Action
1.	<p>A prospective student with classification of RFTIC (Required First Time In College) would like to live off campus.</p> <p>The student plans to live with her parent/s or legal guardian within 40 miles of campus as measured by Mapquest.</p>



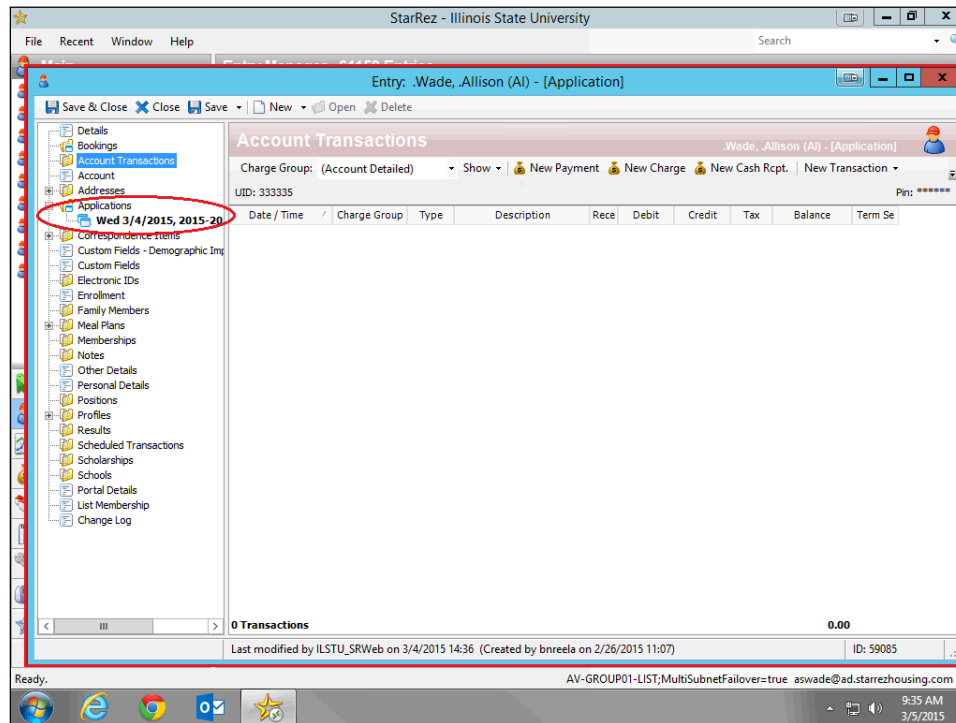
Step	Action
2.	<p>Sign in to remotely access StarRez.</p> <p>Enter your Password and then click the OK button.</p>



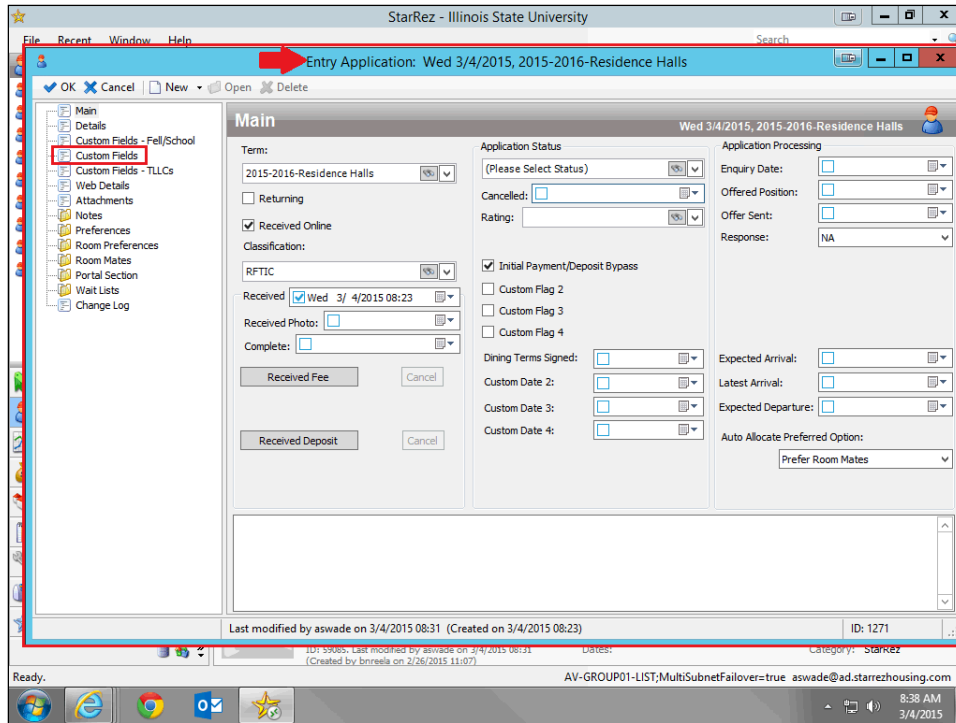
Step	Action
3.	On the StarRez Login page, enter your Password and then click the OK button.



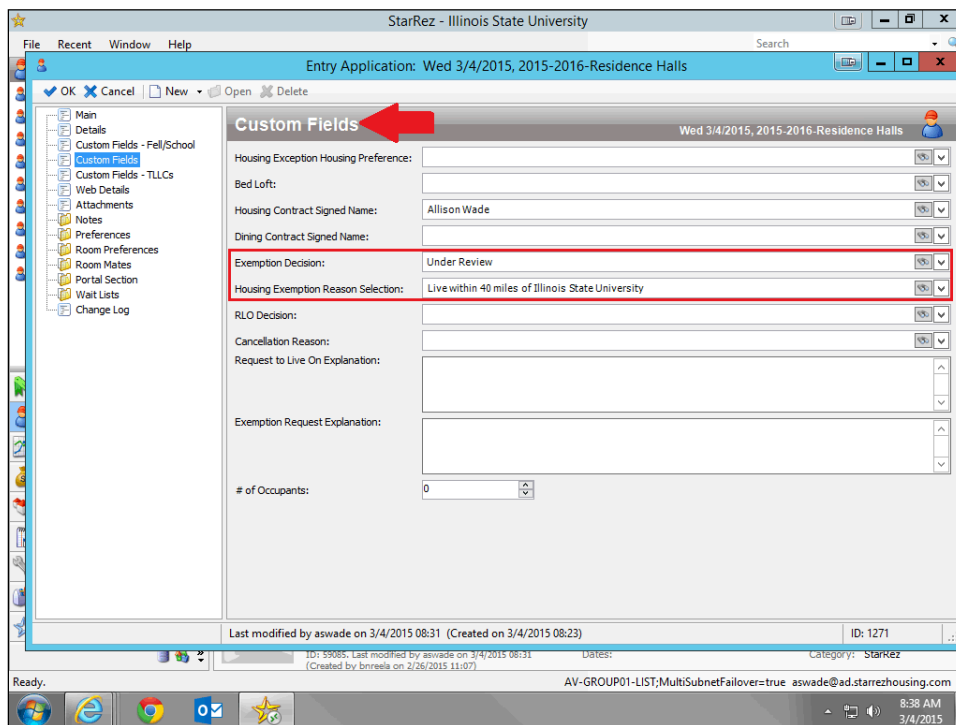
Step	Action
4.	<p>StarRez will open to the Main page of the Entry Manager.</p> <p>Use the Filter By drop down menu to narrow the search, All Records is selected if you wish to search all entries.</p> <p>You can also search for a student using the search fields.</p> <p>Double click the entry you wish to review.</p>



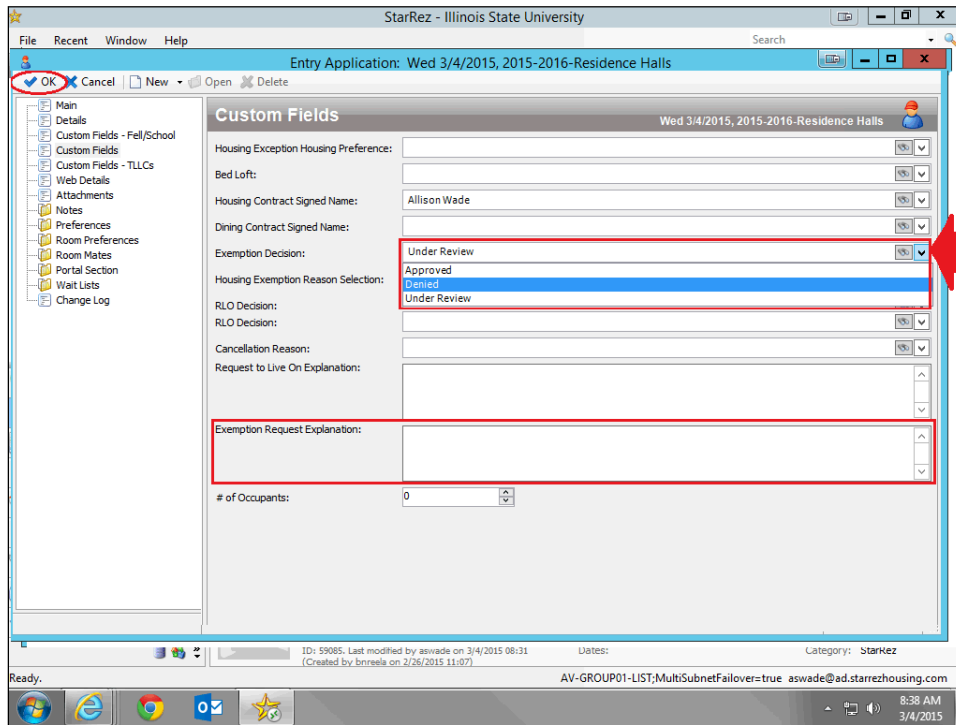
Step	Action
5.	<p>The Entry window will open to the Account Transactions page by default.</p> <p>Click the Applications link you wish to review.</p>



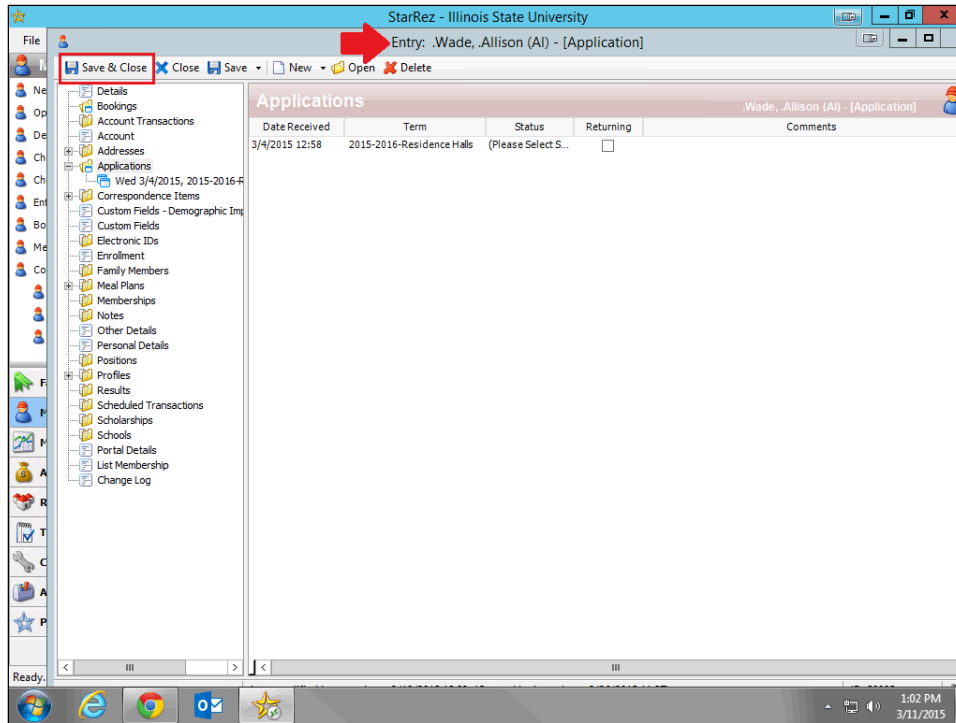
Step	Action
6.	In the Entry Application window, click the Custom Fields link.



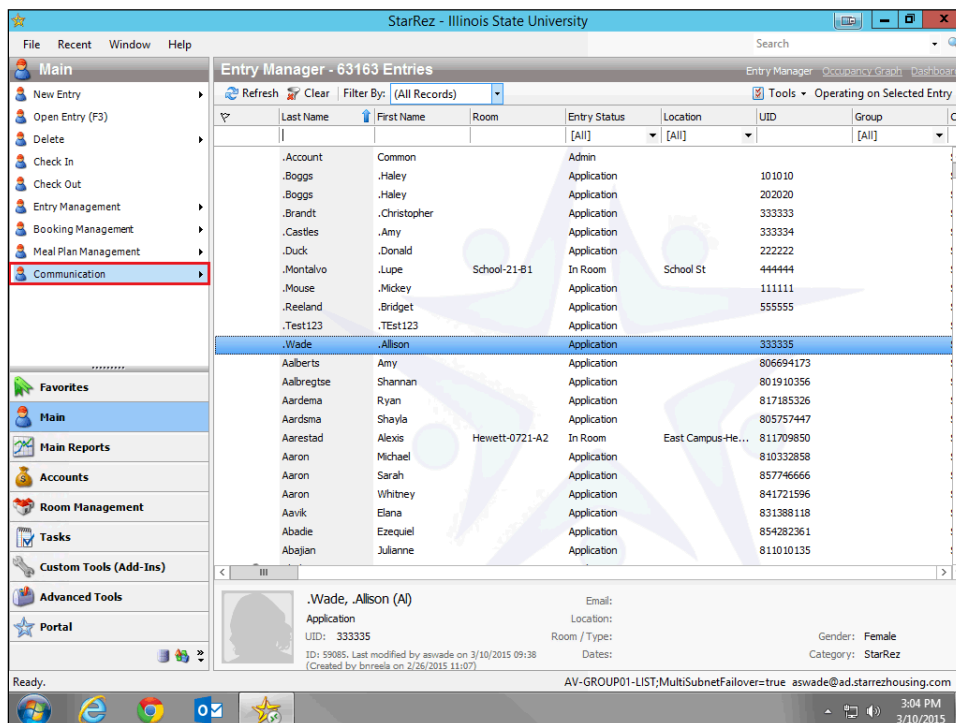
Step	Action
7.	<p>On the Custom Fields page, refer to the Exemption Decision field.</p> <p>Under Review will be selected by default.</p> <p>The Housing Exemption Reason Selection will reflect what the student selected in the application.</p> <p>If <i>Live within 40 mile of Illinois State University</i> was selected and the zip code provided does not agree, the system will default to Denied automatically.</p>



Step	Action
8.	<p>Review the Exemption Request Explanation.</p> <p>Use the drop down to update the Exemption Decision selection.</p> <p>Click the OK button to apply the changes.</p>



Step	Action
9.	On the Entry page, click the Save & Close button.



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Step	Action
10.	Any communications to the prospective student will be created in bulk through the Communication page.
11.	Congratulations! You have successfully reviewed how to approve an exemption. End of Procedure.