


**MEMORANDUM**

**DATE:** June 1, 2024

**TO:** Deans, Department Chairs, and School Directors

**FROM:** Marie Claire DeMassi, University Registrar  
Jason Ball, Associate Vice President for IT & CIO  
Julie Golden-Botti, Assistant Provost of Online and Continuing Education  
Jill Rosen, Associate Executive Director, Finance and Continuing Education

**THROUGH:** Russell Ivy, Interim Provost and Vice President for Academic Affairs 

**RE: POLICY ON STUDENT LOCATION DETERMINATION**

To comply with state and federal regulations, FAU must determine the state in which a student is located if they are not enrolled in face-to-face instruction. The following policy outlines how FAU will determine a student's learning location, regardless of the mode of instruction for their courses.

FAU will use the Local Address field in the university's Student Information System (SIS) to determine a student's location for accurate professional licensure disclosures and reporting.

- All certificate and degree-seeking students must provide and are prompted to review their local addresses. If a local address is not provided, the permanent address will be used as the local address.
  - **New incoming undergraduates:** Are prompted to verify their address(es) as part of the OnBoarding checklist before the Student Orientation, Advising, and Registration (SOAR) program.
  - **New incoming graduate and professional students:** Are required to validate their address on record at the beginning of their first term of enrollment before accessing the Self-Service portal.
  - **Continuing students (all programs, all levels):** Students must validate their address on record before accessing the Self-Service portal to register for fall, spring, and summer terms. This process is facilitated by a hold applied to all active student records before registration opens. Additionally, this hold is applied to all active student records at the beginning of each term.
- Students can update their Local Address anytime via the Personal Information tab in MyFAU (FAU's Student Self-Service portal).



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- When updating their address through the Self-Service portal, students must select the effective date and, if applicable, the end date. The student-initiated update will be date stamped in the Student Information System to reflect the change request date.

**Definitions:**

**Local Address:** Where a student is physically located while participating in the university's educational activity.

**Permanent Address:** Florida statutes 196.012 defines a permanent residence as "that place where a person has his or her true, fixed, and permanent home and principal establishment to which, whenever absent, he or she has the intention of returning."

This policy complies with federal regulations that require institutions to determine student location by state for distance education purposes.