



Process for Determining Student Location

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Summary

This document summarizes Villanova University's process for determining student location, as outlined in federal law [34 CFR § 668.43](#) effective July 1, 2020. This process applies to all students, regardless of modality, level of study or type of credential earned.

Of note, Villanova is also required to report on student location based on the terms of its participation in the [State Authorization Reciprocity Agreement \(SARA\)](#). Participation in SARA allows the University to enroll students across state lines in member states through adherence to a single set of standards. For additional information, please see [Important Notices Regarding State Authorization for Students Taking Courses while Located Outside Pennsylvania](#).

Determination of Prospective and Current Student Location

A prospective student's location is determined by the "local", "mailing" or "current" address field in the respective application system of each program. This is differentiated from the "permanent address" field, which may be different for some students.

A current student's location is determined by their "local" address in the University student information system (SIS), Banner, which also may differ from their "permanent address".

In addition, the University offers select short online non-credit courses and certificates for which prospective and student data is housed in another application. Prospective students only enter one address when enrolling in these programs, which is used for determining their location at the time of application and while enrolled in courses.

Updating a Student Address

Students who change their location or permanent residence are directed to make this adjustment in the Banner SIS completing the [Change Student Information form](#) on the website of the Office of the Registrar. A reminder is sent to all students at the beginning of each semester and periodically throughout their course of study. When a student updates their address, a date/time stamp is recorded.

Students in the select online non-credit certificate programs whose information is stored in another application can send an email to their student success representative to update their address. This change is then transferred to the University's student document retention application (Nolij).