

The image shows a horizontal banner with three distinct sections. On the far left is a black square containing a white image of a classical column. To its right is a dark blue square with the word "SUNGARD" in white, bold, sans-serif font. Further right is a larger dark blue rectangle containing the text "SCT HIGHER EDUCATION" in white, sans-serif font. The rightmost section of the banner is a solid grey rectangle.

SUNGARD SCT HIGHER EDUCATION

SCT Banner Student Location Management/Housing Training Workbook

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Prepared By: SunGard SCT
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to manage student housing and other buildings at your institution. The workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-Day Operations

Intended audience

Residence Life Personnel and other personnel responsible for student housing and maintaining classroom information

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Section A: Introduction

Lesson: Process Introduction

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Introduction

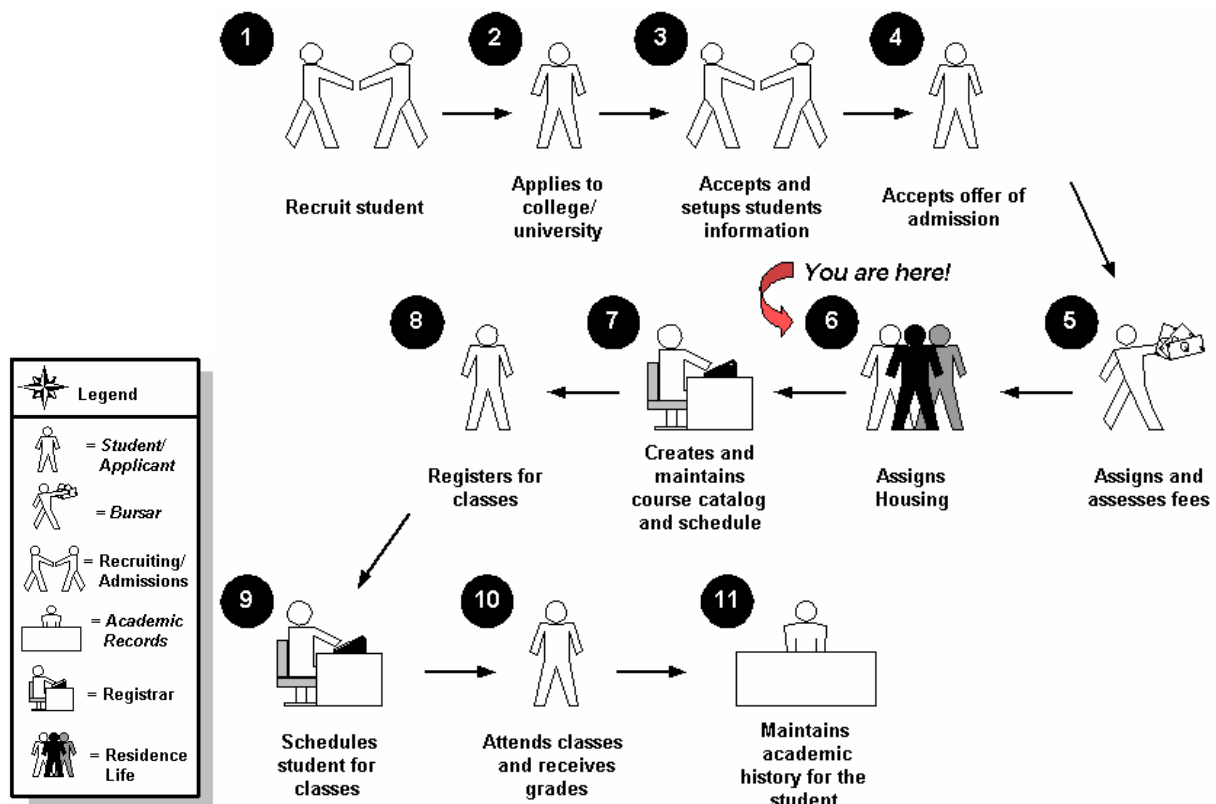
The Location Management process provides the capability for your organization to create and maintain buildings and rooms that are used to make assignments to classes, to residence life students or to any other persons, and to organization events and functions within events.

Intended Audience

The Residence Life office is responsible for the housing related topics within the module.

Flow diagram

This diagram highlights the processes used to manage buildings and housing within the overall Student process.





Section A: Introduction

Lesson: Process Introduction (Continued)

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Personnel involved in the process

Multiple offices may use the Location Management module. Personnel from several administrative areas across your organization would share responsibility for performing the functions available within the module: Residence Life personnel for housing related records; Registrar's office personnel or personnel from another academic area for assigning classrooms to class sections; and the Bursar or other designated personnel from the Student Accounts Receivable office for creating and maintaining housing fee assessment functionality.



Section A: Introduction

Lesson: Terminology

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Control form

A Control form provides the ability for end users to indicate what functionality related to a module's processing functionality will be invoked.

Rules form

A Rules form provides the ability for end users to define your institution's information that will allow SCT Banner the capability to consistently apply the information to the appropriate records.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up your SCT Banner Student System.

Intended audience

Residence Life Personnel responsible for student housing and offices responsible for assigning and maintaining classroom information

Objectives

At the end of this section, you will be able to

- identify Location Management/Housing control, rules, and code validation forms
- create and analyze Housing control and rules
- define housing/meal/phone rates
- define housing assignment and assessment rules.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the General Person training workbook
- administrative rights to create the rules and code validation forms in SCT Banner Student.

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Section B: Set Up

Lesson: Overview (Continued)

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Section B: Set Up

Lesson: Location Management/Housing

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Control, rule and code validation forms

Before performing day-to-day activities related to Location Management/Housing records, a number of forms require your organization's data to be entered first.

The following control, rule and code validation forms are used frequently in the Location Management/Housing module. Review these forms and practice entering information in each.

Form Description	SCT Banner Name	Page
Building Code Validation	STVBLDG	12
Building/Room Attribute Code Validation	STVRDEF	14
Room and Meal Application Type Validation	STVARTP	15
Room Status Code Validation	STVRMST	16
Room Assignment Status Code Validation	STVASCD	17
Room Rate Code Validation	STVRRCD	18
Housing Application Status Code Validation	STVHAPS	19
Meal Rate Code Validation	STVMRCD	20
Meal Assignment Status Code Validation	STVMSCD	21
Phone Rate Code Validation	STVPRCD	22
Phone Assignment Status Code Validation	STVPSCD	23
Campus Code Validation	STVCAMP	24
County Code Validation	STVCNTY	25
College Code Validation	STVCOLL	26
Department Code Validation	STVDEPT	27
Site Code Validation	STVSITE	28
State/Province Code Validation	STVSTAT	29
Term Code Validation	STVTERM	30
Detail Code Control	TSADETC	31



Section B: Set Up

Lesson: Building Code Validation

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Purpose

The Building Code Validation Form (STVBLDG) is used to create, update, and delete building codes, for example, *Biology Building*, *Gymnasium*, and *Residence Hall*. Other forms use these codes, which describe the various buildings belonging to the institution.

SCT Banner Form

Code	Description	VR Msg	Activity Date
AGC	Adamian Graduate Center		06-JUL-1994
AP2	api test 2		06-SEP-2004
API	API Building to test		06-SEP-2004
ATHLET	Athletic Fields		11-APR-1989
BIOL	Biology Building		09-JAN-1995
COX	Cox Hall		11-SEP-1990
CYNDY	Cyndy Hall		09-AUG-2004
DT	Don's Building		08-NOV-2004
EAST	East Hall for Fine Arts		11-APR-1989
GRANT	Grant Hall		27-FEB-1991
HARK	Harkness Commons		07-JUL-1994
HEINTZ	Heintz Gymnasium		07-AUG-1987
HUM	Humanities Hall		19-JAN-1995
INGLE	Inglewood Apartments		26-FEB-1991
JACKMA	Jackman Residential Hall		09-AUG-2004
JARMAN	Jarman Memorial hall		27-FEB-1991
KELSEY	Kelsey Residence Hall		09-OCT-1990
LACAVA	LaCava Campus Center		06-JUL-1994
LANCAS	Dabney S Lancaster Library		07-AUG-1987
LAUREN	Lauren Residence Hall		09-OCT-1990
LAW	Benjamin Clark Hall		19-JAN-1995
LEROY	Leroy Residence Hall		29-JAN-1995
LIN	Lindsay Hall		06-JUL-1994



Section B: Set Up

Lesson: Building Code Validation (Continued)

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Exercise 1

An inventory of buildings and rooms is necessary for assigning housing as well as classrooms. The Building names must first exist in the Building Code Validation Form (STVBLDG).

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Building Code Validation Form (STVBLDG).
2	Perform an Insert Record function.
3	Define your own building by entering information into the Code and Description fields. <u>Example:</u> <i>JS_RH - John Smith's Residence Hall.</i>
4	Click the Save icon.
5	Click the Exit icon.

Exercise 2

Create a classroom building for the History department.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Building Code Validation Form (STVBLDG).
2	Perform an Insert Record function.
3	Using your initials and your name, enter a code and a building name in the Code and Description fields. <u>Example:</u> <i>JS_HH John Smith's Hall of History.</i>
4	Click the Save icon.
5	Click the Exit icon.



Section B: Set Up

Lesson: Building/Room Attribute Code Validation

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Purpose

The Building/Room Attribute Code Validation Form (STVRDEF) is used to create, update, and delete building and room attribute codes, for example, *Auditorium, Music Room, Chemistry Lab, 2 Bedroom, Apartment, and Handicap accessible.*

SCT Banner Form

Code	Description	Auto Schedule	Scheduler Number	Activity Date
2BR	2 Bedrooms	<input type="checkbox"/>		24-FEB-1991
3BR	3 Bedrooms	<input type="checkbox"/>		24-FEB-1991
APRT	Apartment	<input type="checkbox"/>		29-JAN-1995
AUD	Auditorium	<input type="checkbox"/>		05-MAY-1990
AV	Audio/Visual Equiped	<input type="checkbox"/>		07-JUL-1994
BBC	Basketball Court	<input type="checkbox"/>		05-MAY-1990
BBF	Baseball Field	<input type="checkbox"/>		05-MAY-1990
BLAB	Biology Lab	<input type="checkbox"/>		19-JAN-1995
BZ2	Bill Zimmer's second test code	<input type="checkbox"/>		05-AUG-2004
BZIM	Bill Zimmer's first test code	<input type="checkbox"/>		05-AUG-2004
CLAB	Chemistry Lab	<input type="checkbox"/>		19-JAN-1995
CONF	Conference Room	<input type="checkbox"/>		06-JUL-1994
CPL	Computer Lab	<input type="checkbox"/>		05-MAY-1990
DATA	Data Show Equiped	<input type="checkbox"/>		07-JUL-1994
DORM	Dorm Room	<input type="checkbox"/>		11-SEP-1990
ELAB	Electronics Lab	<input type="checkbox"/>		19-JAN-1995
FBF	Football Field	<input type="checkbox"/>		05-MAY-1990
FOOD	Food Service Facility	<input type="checkbox"/>		07-JUL-1994
GCA	Gen Class w/Audiovisual Equip	<input type="checkbox"/>		05-MAY-1990
GCL	General Classroom	<input type="checkbox"/>		05-MAY-1990
GLAB	Geology Lab	<input type="checkbox"/>		19-JAN-1995
GMN	Gymnastics Equipment	<input type="checkbox"/>		05-MAY-1990



Section B: Set Up

Lesson: Room and Meal Application Type Validation

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Purpose

The Room and Meal Application Type Validation Form (STVARTP) is used to create, update, and delete codes for room and meal application types.

The Location Management/Housing module uses this form to validate the room and meal application types, for example, *Housing Only and Meal Plan Only*.

SCT Banner Form

Code	Description	Room	Meal	Activity Date
HOME	Housing and Meal Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11-SEP-1990
HOUS	Housing Only Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-SEP-1990
MEAL	Meal Only Request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11-SEP-1990
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Room Status Code Validation

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Purpose

The Room Status Code Validation Form (STVRMST) is used to create, update, and delete room status codes, and the ability to *Inactive a Room* for example, *Room being repaired*.

SCT Banner Form

Code	Description	Inactive	Activity Date
AC	Active	<input type="checkbox"/>	06-JAN-1995
IN	Inactive	<input checked="" type="checkbox"/>	06-JAN-1995
RP	Under Repair	<input checked="" type="checkbox"/>	16-AUG-2004
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Section B: Set Up

Lesson: Room Assignment Status Code Validation

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Purpose

The Room Assignment Status Code Validation Form (STVASCD) is used to create, update, and delete codes for room assignment statuses. It is used by other forms to validate the room assignment status codes, for example, *Active*, *Inactive*, and *Withdrawn*.

SCT Banner Form

Code	Description	Count In Usage	Activity Date
AC	Active Assignment	<input checked="" type="checkbox"/>	09-AUG-2004
IN	Inactive Assignment	<input type="checkbox"/>	21-JUL-1994
WD	Withdrawn Assignment	<input type="checkbox"/>	21-JUL-1994
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Section B: Set Up

Lesson: Room Rate Code Validation

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Purpose

Room Rate Code Validation Form (STVRRCD) is used to create, update, and delete room rate codes, for example, *Suite - Term Rate*, *Single Room - Daily Rate*, and *Apartment - Monthly Rate*. Use the checkboxes for Month, Day, or Term to specify how the rate is to be assessed.

SCT Banner Form

Code	Description	Month	Day	Term	Activity Date
C100	Conference-\$100 per day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JUL-1994
C200	Conference-\$200 per day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JUL-1994
C350	Conference- \$350 per day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06-JUL-1994
DBLD	Double Room-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
DBLT	Double Room-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
MNTH	Apartment-Monthly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
SGLD	Single Room-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
SGLT	Single Room-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
SSD2	Single Suite, Daily Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	26-AUG-2004
TPLD	Triple Occupancy-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
TPLT	Triple Occupancy-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
WEND	Wendy test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-AUG-2004
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Housing Application Status Code Validation

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Purpose

Housing Application Status Code Validation Form (STVHAPS) is used to create, update, and delete housing application status codes, for example, Active Application, Inactive Application, and Withdrawn Application. The Location Management/Housing module uses this form to validate housing application statuses.

Housing applications with a status code with the Inactive checkbox selected cannot be assigned to a room.

SCT Banner Form

Code	Description	Inactive	Activity Date
AC	Active Application	<input type="checkbox"/>	24-FEB-1991
IN	Inactive Application	<input checked="" type="checkbox"/>	24-FEB-1991
WD	Withdrawn Application	<input checked="" type="checkbox"/>	24-FEB-1991
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Section B: Set Up

Lesson: Meal Rate Code Validation

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Purpose

The Meal Rate Code Validation Form (STVMRCD) is used to create, update, and delete meal rate codes, for example, *Breakfast Only*, *Lunch Only*, and *Lunch and Dinner Only*. Use the checkboxes for Month, Day, or Term to specify how the rate is to be assessed.

SCT Banner Form

Code	Description	Month	Day	Term	Activity Date
10D	10 Meals a Week-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-FEB-1991
10T	10 Meals a Week-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
15D	15 Meals a Week-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-FEB-1991
15T	15 Meals a Week-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
20D	20 Meals a Week-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26-FEB-1991
20T	20 Meals a Week-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
5D	5 Meals a Week-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-FEB-1991
5T	5 Meals a Week-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
DB	Daily Rate-Breakfast Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
DD	Daily Rate-Dinner Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
DL	Daily Rate-Lunch Only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Meal Assignment Status Code Validation

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Purpose

The Meal Assignment Status Code Validation Form (STVMSCD) is used to create, update, and delete meal assignment status codes, for example, *Active*, *Inactive*, and *Withdrawn*. When the Prevent Roll checkbox is selected, it will prevent meal assignments with that meal assignment status code from rolling forward via the Assignment Roll Process (SLRROLL).

SCT Banner Form

Code	Description	Prevent Roll	Activity Date
AC	Active Assignment	<input type="checkbox"/>	24-FEB-1991
IN	Inactive Assignment	<input checked="" type="checkbox"/>	15-APR-1993
WD	Withdrawn Assignment	<input checked="" type="checkbox"/>	15-APR-1993
ZZ	Invalid Meal Asgmt	<input checked="" type="checkbox"/>	23-JUN-2004
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Section B: Set Up

Lesson: Phone Rate Code Validation

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Purpose

The Phone Rate Code Validation Form (STVPRCD) is used to create, update, and delete phone rate codes, for example, *Private Line - Monthly Rate*, *Shared Phone - Daily Rate*, and *Phone Charge - Term Rate*. Use the checkboxes for Month, Day, or Term to specify how the rate is to be assessed.

SCT Banner Form

Code	Description	Month	Day	Term	Activity Date
DPTY	Daily Rate-Party Line	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
PLDR	Private Line, Daily Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-AUG-2004
PRVD	Private Line-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
PRVM	Private Line-Monthly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
PRVT	Private Rate-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
PTYD	Daily Rate-Party Line	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
PTYM	Party Line-Monthly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
PTYT	Party Line-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
SHRD	Shared Phone-Daily Rate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
SHRM	Shared Phone-Monthly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24-FEB-1991
SHRT	Shared Phone-Term Rate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	24-FEB-1991
SING	Private Monthly Rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-MAY-2004
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Section B: Set Up

Lesson: Phone Assignment Status Code Validation

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Purpose

The Phone Assignment Status Code Validation Form (STVPSCD) is used to create, update, and delete phone assignment status codes, for example, *Active*, *Inactive*, and *Withdrawn*.

SCT Banner Form

Code	Description	Prevent Roll	Activity Date
AC	Active Assignment	<input type="checkbox"/>	24-FEB-1991
IN	Inactive Assignment	<input checked="" type="checkbox"/>	11-AUG-2004
WD	Withdrawn Assignment	<input checked="" type="checkbox"/>	11-AUG-2004
ZZ	Invalid Phone Asgmt	<input checked="" type="checkbox"/>	24-AUG-2004
		<input type="checkbox"/>	
		<input type="checkbox"/>	



Section B: Set Up

Lesson: Campus Code Validation

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Purpose

The Campus Code Validation Form (STVCAMP) is used to create, update, and delete campus codes, for example, *Main Campus*, *Downtown Campus*, and *Foreign Campus*.

SCT Banner Form

Code	Description	District	Activity Date
1	Fee Assessment Test Campus 1		19-MAR-2004
10	Campus 10		19-MAR-2004
100	Campus 100		19-MAR-2004
12	Two-character code		19-MAR-2004
123	Three-character code		19-MAR-2004
2	Off Campus		19-MAR-2004
3	Japan Center		19-MAR-2004
4	Coop Program		19-MAR-2004
5	University Employee		19-MAR-2004
6	Special Programs (Summer)		19-MAR-2004
7	Internships- Off Campus		19-MAR-2004
8	University Extended Programs		19-MAR-2004
9	Univ Sponsored Exchange Site		19-MAR-2004
A	Annandale		24-JUN-1991
B	Blacksburg		24-JUN-1991
BAS	Defect 44418/56798		19-MAR-2004
BZ	Bill Zimmer's test campus code		03-AUG-2004
C	Charlottesville		24-JUN-1991
CE2	Central Campus - Yale		19-MAR-2004
CEN	Central Campus		19-MAR-2004
CP	CP		19-MAR-2004
D	Downtown		03-JAN-1995



Section B: Set Up

Lesson: County Code Validation

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Purpose

The County Code Validation Form (STVCNTY) is used to create, update, and delete county codes, for example, *Delaware*, *Montgomery*, and *Luzerne*.

SCT Banner Form

Code	Description	Activity Date
001	Chester	31-MAR-1987
002	Montgomery	31-MAR-1987
003	Delaware	31-MAR-1987
004	Missoula	03-AUG-1987
005	Roanoke	10-AUG-1987
006	Orange	10-AUG-1987
007	Franklin	10-AUG-1987
008	Okaloosa	10-AUG-1987
009	Harris	10-AUG-1987
010	Polk	10-AUG-1987
011	Lorain	18-DEC-1987
012	Fairfax	21-JAN-1988
013	Centre	04-JUN-1990
014	Berks	04-JUN-1990
015	Philadelphia	04-JUN-1990
016	Lehigh	04-JUN-1990
017	Allegheny	04-JUN-1990
018	Wayne	04-JUN-1990
019	Westchester	07-JAN-1991
020	Bucks	07-JAN-1991
200	Franklin	10-OCT-2003
398	Windham	23-JUL-2004
999	Other	09-OCT-1987



Section B: Set Up

Lesson: College Code Validation

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Purpose

The College Code Validation Form (STV_COLL) is used to create, update, and delete college codes, for example, *College of Engineering*, *College of Law*, and *College of Music*.

SCT Banner Form

Code	Description	Voice Response Message Number	System Required	Canadian Statistics Code	MIS District	Activity Date
00	No College Designated		<input checked="" type="checkbox"/>			29-APR-1987
01	School of Behavioral Sciences		<input type="checkbox"/>			19-MAR-2004
02	University of Toronto		<input type="checkbox"/>			19-MAR-2004
03	Wilfrid Laurier University		<input type="checkbox"/>			19-MAR-2004
04	University of Regina		<input type="checkbox"/>			19-MAR-2004
05	Campion College		<input type="checkbox"/>			19-MAR-2004
06	Luther College		<input type="checkbox"/>			19-MAR-2004
07	University of British Columbia		<input type="checkbox"/>			19-MAR-2004
08	University of Northern BC		<input type="checkbox"/>			19-MAR-2004
10	Yukon College		<input type="checkbox"/>			19-MAR-2004
11	Integration College		<input type="checkbox"/>			16-SEP-2004
14	College of Music Theatre		<input type="checkbox"/>			19-MAR-2004
99	Not used in standing		<input checked="" type="checkbox"/>			03-JAN-1995
AD	Arts Division - Siena		<input type="checkbox"/>			19-MAR-2004
AE	Arts Sciences/Engineering		<input type="checkbox"/>			19-MAR-2004
AG	College of Agriculture		<input type="checkbox"/>			10-JAN-1995
AH	College of Allied Health		<input type="checkbox"/>			10-JAN-1995
AR	College of Architecture		<input type="checkbox"/>			10-JAN-1995
AS	College of Arts & Sciences		<input type="checkbox"/>			10-JAN-1995
BA	Defects 44418/56798		<input type="checkbox"/>			19-MAR-2004
BD	Business Division		<input type="checkbox"/>			19-MAR-2004



Section B: Set Up

Lesson: Department Code Validation

◀ Jump to TOC

Purpose

The Department Code Validation Form (STVDEPT) is used to maintain department codes, for example, *History Department*, *Counseling Department*, and *Undeclared*.

SCT Banner Form

Code	Description	System Req	VR Msg No	Activity Date
0000	Undeclared	<input checked="" type="checkbox"/>		03-JAN-1995
0001	Board of Control	<input type="checkbox"/>		19-MAR-2004
0710	Department 0710	<input type="checkbox"/>		19-MAR-2004
1010	abcdefghijklmnopqrstuvwxyabcd	<input type="checkbox"/>		19-MAR-2004
1999	Bio Sciences	<input type="checkbox"/>		19-MAR-2004
2110	School of Business Economics	<input type="checkbox"/>		19-MAR-2004
2205	College of Engineering	<input type="checkbox"/>		19-MAR-2004
2210	General Engineering	<input type="checkbox"/>		19-MAR-2004
2220	Chemical Engineering	<input type="checkbox"/>		19-MAR-2004
2230	Chemistry	<input type="checkbox"/>		19-MAR-2004
2240	Civil Environmental Engrg	<input type="checkbox"/>		19-MAR-2004
2250	Electrical Engineering	<input type="checkbox"/>		19-MAR-2004
2255	Geological Engrg and Sciences	<input type="checkbox"/>		19-MAR-2004
2256	A E Seaman Mineral. Museum	<input type="checkbox"/>		19-MAR-2004
2260	Mech. Engrg - Engrg Mechanics	<input type="checkbox"/>		19-MAR-2004
2270	Metallurgical Materials Eng	<input type="checkbox"/>		19-MAR-2004
2280	Mining Engineering	<input type="checkbox"/>		19-MAR-2004
2305	Dean-School of Forestry/WP	<input type="checkbox"/>		19-MAR-2004
2310	Forestry Wood Products	<input type="checkbox"/>		19-MAR-2004
2315	Wood Science	<input type="checkbox"/>		19-MAR-2004
2320	Institute of Wood Research	<input type="checkbox"/>		19-MAR-2004
2330	Ford Forestry Center	<input type="checkbox"/>		19-MAR-2004



Section B: Set Up

Lesson: Site Code Validation

◀ Jump to TOC

Purpose

The Site Code Validation Form (STVSITE) is used to maintain information for sites, including site names and addresses.

SCT Banner Form

Site Code:	001	Description:	Downtown Site	Activity Date:	18-JUN-2004
Street Line 1:	12 Market Street				
Street Line 2:	C/O John Smith				
Street Line 3:					
City:	Philadelphia	State or Province:	PA	Pennsylvania	
ZIP or Postal Code:	19887				
Nation:	157	United States of America	Other Description:		



Section B: Set Up

Lesson: State/Province Code Validation

◀ Jump to TOC

Purpose

The State/Province Code Validation Form (STVSTAT) is used to create, update, and delete state and province codes, for example, *Delaware*, *British Columbia*, and *Pennsylvania*.

SCT Banner Form

Code	Description	EDI Equivalent	IPEDS State Code	Canadian Statistics Code	Activity Date
123	Test 123				24-JUN-2004
456	Test 456				24-JUN-2004
AA	Military - Americas				08-DEC-1995
AB	Alberta				25-JUL-1991
ACT	Australian Capital Territory				26-JUL-1994
AE	Military - Europe				08-DEC-1995
AK	Alaska	AK			31-AUG-2004
AL	Alabama	AL			31-AUG-2004
AP	Military - Pacific				08-DEC-1995
AR	Arkansas	AR			31-AUG-2004
AS	American Samoa				18-AUG-1987
AZ	Arizona	AZ			31-AUG-2004
BC	British Columbia	BC			31-AUG-2004
CA	California	CA			31-AUG-2004
CM	Northern Mariana Islands				18-AUG-1987
CO	Colorado	CO			31-AUG-2004
CT	Connecticut	CT			31-AUG-2004
CZ	Canal Zone				18-AUG-1987
DC	District of Columbia	DC			31-AUG-2004
DE	Delaware	DE			31-AUG-2004
FL	Florida	FL			31-AUG-2004



Section B: Set Up

Lesson: Term Code Validation

◀ Jump to TOC

Purpose

The Term Code Validation Form (STVTERM) is used to create, update, and delete term codes. Forms throughout the Student System use this form to validate term codes. Housing term start and end date ranges must be defined and associated with term codes on this form.

Term codes must be numeric, and the codes must be constructed so that they maintain the appropriate sequence of terms. On this form, term codes are displayed in descending order, with the highest term first.

SCT Banner Form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
Y2K003	Testing 1 sapadms purge	01-JAN-2001	01-JUL-2002	1	2002	15-JAN-2001	05-JUL-2002
Financial Aid Process Year: 2002 Term: 1		Period: 10 - 12		<input type="checkbox"/> System Required		Activity Date: 13-JUL-2002	
Y2K002	Testing 1	02-JAN-2000	01-JUL-2001	1	2002	15-JAN-2000	05-JUL-2001
Financial Aid Process Year: 2002 Term: 1		Period: 10 - 12		<input type="checkbox"/> System Required		Activity Date: 25-JAN-2002	
Y2K001	Testing	02-JAN-2000	01-JUL-2001	1	2000	15-JAN-2000	05-JUL-2001
Financial Aid Process Year: 2000 Term: 1		Period: 10 - 12		<input type="checkbox"/> System Required		Activity Date: 01-DEC-1999	
XXXX01	Testing for slaterm defect	01-JAN-2000	30-JUN-2001	1	2002	15-JAN-2000	05-JUL-2001
Financial Aid Process Year: 2002 Term: 1		Period: 10 - 12		<input type="checkbox"/> System Required		Activity Date: 11-APR-2002	



Section B: Set Up

Lesson: Detail Code Control

◀ Jump to TOC

Purpose

The Detail Code Control Form (TSADETC) is used to establish detail codes. The Location Management/Housing module uses detail codes for housing fees.

SCT Banner Form

The screenshot displays the TSADETC 7.0 Detail Code Control Form with three entries:

- Entry 1:** Detail Code: ACTV Activity Fee. Type: C. Category: FEE. Grant Type: [blank]. Priority: 999. Refund Code: [blank]. Direct Deposit: [unchecked]. Refundable: [checked]. Receipt: [unchecked]. Term Based: [unchecked]. Like Term: [unchecked]. Like Aid Year: [unchecked]. GL Enterable: [checked]. Active: [checked]. Pay Type: N. Tax Type: [blank]. Title IV: [unchecked]. Institutional Charges: [checked]. Exclude Invoice Print: [unchecked]. Defaults: Amount: 75.00, Term: [blank], Effective Date: [blank].
- Entry 2:** Detail Code: ACTV Activity Fee Inactive. Type: C. Category: FEE. Grant Type: [blank]. Priority: 999. Refund Code: [blank]. Direct Deposit: [unchecked]. Refundable: [checked]. Receipt: [unchecked]. Term Based: [unchecked]. Like Term: [unchecked]. Like Aid Year: [unchecked]. GL Enterable: [checked]. Active: [unchecked]. Pay Type: N. Tax Type: [blank]. Title IV: [unchecked]. Institutional Charges: [checked]. Exclude Invoice Print: [unchecked]. Defaults: Amount: 75.00, Term: [blank], Effective Date: [blank].
- Entry 3:** Detail Code: ADEP Apartment Damage Deposit. Type: P. Category: DEP. Grant Type: [blank]. Priority: 000. Refund Code: [blank]. Direct Deposit: [unchecked]. Refundable: [checked]. Receipt: [unchecked]. Term Based: [unchecked]. Like Term: [unchecked]. Like Aid Year: [unchecked]. GL Enterable: [checked]. Active: [checked]. Pay Type: N. Tax Type: [blank]. Title IV: [unchecked]. Institutional Charges: [unchecked]. Exclude Invoice Print: [unchecked]. Defaults: Amount: 700.00, Term: [blank], Effective Date: [blank].



Section B: Set Up

Lesson: Creating and Analyzing Housing Control and Rules

◀ [Jump to TOC](#)

Rule forms

Before some housing related processes can be performed, there are several control and rules forms that need to be defined.

The following control and rules forms play important roles in the Location Management/Housing module. Review these forms and practice entering information in each.

Form Description	SCT Banner Name	Page
Room/Meal/Phone Rate Code Rules	SLALMFE	33
Housing Term Control	SLATERM	36
Room Assignment Status	SLAASCD	37
Meal Assignment Status	SLAMSCD	38
Phone Assignment Status	SLAPSCD	39



Section B: Set Up

Lesson: Room/Meal/Phone Rate Code Rules

◀ Jump to TOC

Purpose

The Room/Meal/Phone Rate Code Rules Form (SLALMFE) is used to create the rules to be used in the assessment of dorms, meals, and phones assignments. These rules provide the ability to apply different assessment rules by term.

Before entering data on this form, validation codes must be created with the valid rate codes for assessment.

- Room Rate Code Validation Form (STVRRCD)
- Meal Rate Code Validation Form (STVMRCD)
- Phone Rate Code Validation Form (STVPRCD)

SCT Banner Form

Rate	Type	Description	Detail Code	Base Rate	Minimum Charge	Maximum Charge



Section B: Set Up

Lesson: Room/Meal/Phone Rate Code Rules (Continued)

◀ Jump to TOC

Procedure

This procedure covers the defining of the assessment rates for Housing, Meals and Phones. This must be completed before assessment can be performed either on-line or using the Batch Room/Meal/Phone Assessment Process (SLRFASM).

Follow these steps to define housing/meal/phone rates.

Step	Action
1	Access the Room/Meal/Phone Rate Code Rules Form (SLALMFE).
2	Enter the term or use the Search button to find one.
3	Perform a Next Block function to access the Room Rate Code Rules block.
4	Enter an appropriate Housing Rate code in the Rate field or select it from the list of values <u>Note:</u> LOV is validated against STVRRCD.
5	Enter an appropriate code in the Detail Code field or select it from the LOV (validated against TSADETC). <u>Note:</u> The detail code must be an HOU category detail code.
6	Enter the appropriate dollar amount of the charge in the Base Rate, Minimum Charge, and Maximum Charge fields.
7	Click the Save icon.
8	Enter any additional Housing rates as desired for the term.
9	Click the Save icon.
10	Perform a Next Block function to access the Meal Rates Codes Rules block.
11	Enter an appropriate Meal Rate code in the Rate field or select it from the LOV (validated against STVMRCD).
12	Enter an appropriate code in the Detail Code field or select it from the LOV (validated against TSADETC). <u>Note:</u> The detail code must be an MEA category detail code.
13	Enter the appropriate dollar amount of the charge in the Base Rate, Minimum Charge, and Maximum Charge fields.
14	Click the Save icon.



Section B: Set Up

Lesson: Room/Meal/Phone Rate Code Rules (Continued)

◀ Jump to TOC

Procedure, continued

15	Enter any additional meal rates as desired for the term.
16	Click the Exit icon to exit the Room/Meal/Phone Rate Code Rules Form (SLALMFE).
17	Access the Housing Term Control Form (SLATERM).
18	If the Allow On-Line Fee Assessment checkbox is not selected, select it.
19	Click the Save icon.
20	Click the Exit icon.



Section B: Set Up

Lesson: Housing Term Control

◀ Jump to TOC

Purpose

The intent of the Housing Term Control Form (SLATERM) is to allow for the control of certain housing assignment and assessment attributes. These attributes include the ability to permit assignments, the ability to assess housing, meal plan, and phone assessments, the effective date to be used for the assessments, and the roommate sequence number.

SCT Banner Form

Housing Term Control SLATERM 7.0

Term: ▼

Housing Term Control

Permit On-Line Assignments

Allow On-Line Fee Assessment

Fee Assessment Effective Date:

Original Charge Cutoff Date:

Roommate Sequence Number:

Procedure

Follow these steps to define housing assignment and assessment control functionality.

Step	Action
1	Access the Housing Term Control Form (SLATERM).
2	If the Permit On-Line Assignments checkbox is not selected, select it.
3	If you had to select the Permit On-Line Assignments checkbox, click the Save icon.
4	Click the Exit icon.



Section B: Set Up

Lesson: Room Assignment Status

◀ Jump to TOC

Purpose

The intent of the Room Assignment Status (SLAASCD) is to provide the rules associated with room assignment status for a specific term. These statuses are user-defined.

Note: Prior to entering data on this form, the status codes must have been entered on the Room Status Code Validation Form (STVRMST). While the validation form spans time, the Room Assignment Status Form is specific for a term. This allows the user to modify the status information from one term to the next.

SCT Banner Form

Room Assignment Status				
Assignment Status	Count In Usage	Description	Start	End
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

Room Assignment Status Refund			
Assignment Status	Start	End	Refund
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Meal Assignment Status

◀ Jump to TOC

Purpose

The intent of the Meal Assignment Status Form (SLAMSCD) is to provide the rules associated with a student's meal status. Statuses are user-defined.

Note: Prior to entering data on this form, the status codes must have been defined on the Meal Assignment Status Code Validation Form (STVMSCD). While the validation form spans time, the Meal Assignment Status Form is specific for a term. This allows the user to modify the status information from one term to the next.

SCT Banner Form

Meal Assignment Status SLAMSCD 7.0

Term: P

Meal Assignment Status

Assignment Status	Prevent Roll	Description	Start	End

Meal Assignment Status Refund

Assignment Status	Start	End	Refund



Section B: Set Up

Lesson: Phone Assignment Status

◀ Jump to TOC

Purpose

The intent of the Phone Assignment Status Form (SLAPSCD) is to provide the rules associated with a student's phone status. Statuses are user-defined.

Note: Prior to entering data on this form, the status codes must have been defined on the Phone Assignment Status Code Validation Form (STVPSCD). While the validation form spans time, the Phone Assignment Status Form is specific for a term. This allows the user to modify the status information from one term to the next.

SCT Banner Form

Phone Assignment Status				
Assignment Status	Prevent Roll	Description	Start	End
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>

Phone Assignment Status Refund			
Assignment Status	Start	End	Refund
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

The Building Code Validation Form (STVBLDG) is used to create, update, and delete building codes.

True / False

Question 2

Where do you define whether a rate is a term rate, monthly rate, or daily rate?

What type of detail code must be used for each rate?

Question 3

Using the Building Code Validation Form, you can specify that

- a) the maximum capacity of a room is greater than the standard capacity.
- b) a building is handicap-accessible.
- c) a building has different wings.
- d) All of the above.

Question 4

What form is used to indicate that you will be using the Batch Housing/Meal/Phone Assessment Process?

Question 5

The Room/Meal/Phone Rate Code Rules Form allows you to define Housing, Meal, and Phone Rates for a term.

True / False



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

The Building Code Validation Form (STVBLDG) is used to create, update, and delete building codes.

True

Question 2

Where do you define whether a rate is a term rate, monthly rate, or daily rate?

One the appropriate Rate Validation Tables – STVRRCD (Room Rates), STVMRCD (Meal Rates), STVPRCD (Phone Rates).

What type of detail code must be used for each rate?

HOU type for Housing, MEA for Meals, PHO for Phones.

Question 3

Using the Building Code Validation Form, you can specify that

- a) the maximum capacity of a room is greater than the standard capacity.
- b) a building is handicap-accessible.
- c) a building has different wings.
- d) **All of the above.**

Question 4

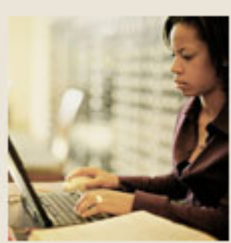
What form is used to indicate that you will be using the Batch Housing/Meal/Phone Assessment Process?

The Housing Term Control Form (SLATERM). The Allow On-Line Fee Assessment must NOT be selected.

Question 5

The Room/Meal/Phone Rate Code Rules Form allows you to define Housing, Meal, and Phone Rates for a term.

True



Section C: Day-to-Day Operations

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to explain the regular process and detail the procedures to enter and maintain student housing and classroom information.

Intended audience

Residence Life Personnel and other personnel responsible for student housing and maintaining classroom information

Objectives

At the end of this section, you will be able to

- define buildings and rooms
- create housing and meal applications
- create and maintain room, meal, and phone assignments
- identify the Location Management/Housing queries and reports.

Prerequisites

To complete this section, you should have completed the

- SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- General Person training workbook.

You will also need to ensure that the rules and validation codes in SCT Banner Student needed for Location Management/Housing have been set up for you.

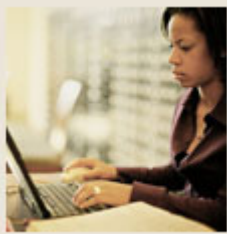
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Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

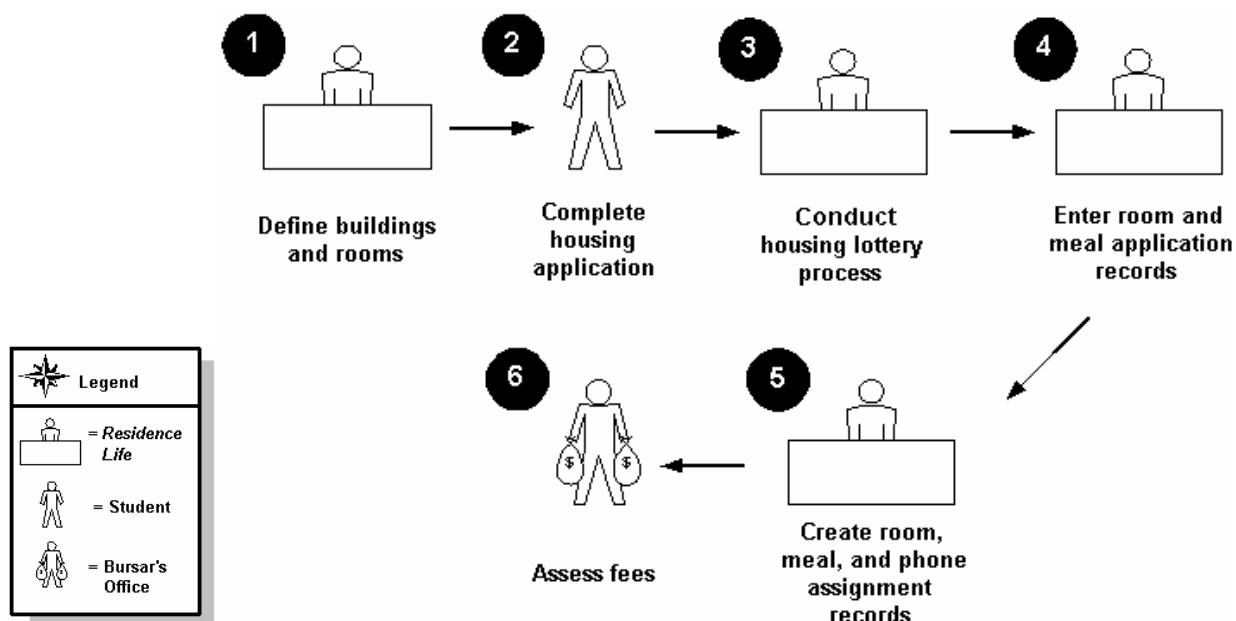
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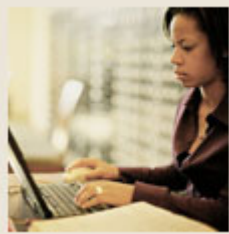
Introduction

The Location Management/Housing process supports the creation and definition of SCT Banner Student buildings and rooms, Residence Life housing activities related to room, meal, and phone assignments and assessment, and classroom definition and the maintenance of these records within SCT Banner Student.

Flow diagram

This diagram highlights the processes used to define and manage buildings and rooms, Residence Life housing related assignments, and classroom related activities.





Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ Jump to TOC

What happens

The stages of the process are described in this table.

Stage	Description
Residence Life and other personnel	
1	Define buildings and rooms to be used for housing, class sections, and other events.
Students	
2	Complete housing application.
Residence Life personnel	
3	Conduct lottery process to assign housing for current and new students.
Residence Life and other personnel	
4	Enter room and meal application records.
5	Create room, meal, and phone assignment records.
Bursar's Office	
6	Assess fees.



Section C: Day-to-Day Operations

Lesson: Defining a Residence Hall Building

◀ Jump to TOC

Purpose

The Building Definition Form (SLABLDG) is used to build and maintain data about all the buildings used in Location Management for housing assignments, classrooms, and event scheduling. This form not only defines the building in the system, but also keeps track of attributes, categories, the building address and comments about the building, which may be helpful when making room assignments.

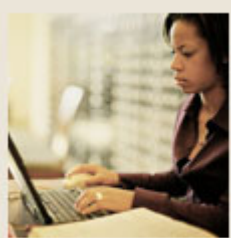
SCT Banner form

Building Definition SLABLDG 7.1

Building:

Building Definition

Campus:	<input type="text"/>			
Site:	<input type="text"/>			
Capacity:	<input type="text"/>	Maximum:	<input type="text"/>	Gender: <input type="radio"/> Male
College:	<input type="text"/>			<input type="radio"/> Female
Department:	<input type="text"/>			<input checked="" type="radio"/> Not Applicable
Partition:	<input type="text"/>			
Room Rate:	<input type="text"/>			
Phone Rate:	<input type="text"/>			
Street Line 1:	<input type="text"/>			
Street Line 2:	<input type="text"/>			
Street Line 3:	<input type="text"/>			
City:	<input type="text"/>			
State or Province:	<input type="text"/>	ZIP or Postal Code:	<input type="text"/>	<input type="text"/>
County Code:	<input type="text"/>			
Phone:	<input type="text"/>		Key Number:	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Defining a Residence Hall Building (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Building Definition Form (SLABLDG).
2	Enter the building code you defined in a previous exercise in the Building field or select it from the list of values (LOV).
3	Perform a Next Block function.
4	Select one of the radio buttons in the Gender radio button group to specify whether the entire building is for males, females, or N/A for both.
5	Enter information about the building's location using the various fields.
6	Click the Save icon.
7	Select <u>Building Attributes</u> from the Options menu to access the Building Attributes, Category, and Comments window.
8	Select the attribute code for "Non-smoking Room" from the LOV in the Attributes field.
9	Enter appropriate category values to indicate that there is a 1 st , 2 nd and 3 rd floor category for this building.
10	Perform a Next Block function.
11	Enter an appropriate Building Comment.
12	Click the Save icon.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Defining a Residence Hall Room

◀ Jump to TOC

Purpose

After defining the building in the system, rooms need to be assigned to the building, along with their attributes, category, and comments. An attribute will allow you to assign students or events to a room that best match their needs.

The Room Definition Form (SLARDEF) is used to define rooms by term including capacity, type and building categories, and attributes.

SCT Banner form

Room Definition SLARDEF 7.1

Building: Room: Term:

Room Definition

New Term: From Term: To Term:

Description:

Capacity: Maximum:

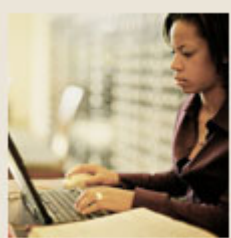
Gender: Male Female Not Available

Room Type: Residence Hall Classroom Other

College: Department: Status: Category: Partition: Room Rate: Phone Rate: Phone: Utility Rate: Time Period: Priority: Key Number:

Dimensions

Width (feet):
Length (feet):
Area(Square Feet):



Section C: Day-to-Day Operations

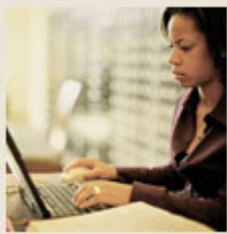
Lesson: Defining a Residence Hall Room (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Room Definition Form (SLARDEF).
2	Enter the building code that you defined in a previous lesson in the Bldg field or select it from the list of values (LOV).
3	Enter a room number in the Room field.
4	Perform a Next Block function.
5	Enter a term code in the New Term field or select one from the LOV.
6	Enter room information including a Description , Capacity , and Room Type using the fields provided. <u>Result:</u> The system automatically populates the appropriate fields with some information about the building.
7	Enter other room qualities in the fields Dimension , Utility Rate , Period , Phone , and the Key Number . <u>Note:</u> The Priority field is used with Batch Room Scheduling.
8	Click the Save icon.
9	Click <u>Room Attributes</u> from the Options menu.
10	Enter room attributes, start and end dates and times for an inactive period (for example, for the summer), and comments.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating a Room and Meal Application

◀ Jump to TOC

Purpose

The Dorm Room and Meal Application Form (SLARMAP) is where all housing application information originates. The room and meal application information entered and maintained here is the basis for all room and meal plan assignments made within the Location Management and Housing Module. Room and meal applications may be made for a specific term or span a range of terms. Applications may be entered for students and non-students.

The student must be entered on the Dorm Room and Meal Application Form (SLARMAP) before the actual room assignment can be made.

SCT Banner form

The screenshot shows the SLARMAP 7.0 web interface. At the top, there is a title bar with the text "Dorm Room and Meal Application SLARMAP 7.0". Below the title bar, there are two input fields: "ID:" followed by a dropdown menu and a text box, and "Term:" followed by a dropdown menu. The main content area is divided into two sections: "Dorm Room and Meal Application" and "Preferences".

Dorm Room and Meal Application

Application Status:	<input type="text"/>	Application Status Date:	<input type="text"/>
Application Type:	<input type="text"/>	Priority:	<input type="text"/>
From Term:	<input type="text"/>	To Term:	<input type="text"/>
Meal Plan:	<input type="text"/>	Add Date:	<input type="text"/>
		Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not available

Preferences

Campus:	<input type="text"/>
Building:	<input type="text"/>
Category:	<input type="text"/>
Room:	<input type="text"/>
Roommate Sequence Number:	<input type="text"/>

Accepted



Section C: Day-to-Day Operations

Lesson: Creating a Room and Meal Application (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process of assigning the student to the building and room you created previously.

Step	Action
1	Access the Dorm Room and Meal Application Form (SLARMAP).
2	Enter a student ID in the ID field or use the Search button to find one. <u>Note:</u> Your instructor will provide a list of valid student ID numbers if you do not have your own student set up in the system.
3	Enter the term or use the Search button to access one.
4	Perform a Next Block function.
5	Enter the “Active Application” status code in the Application Status field or select it from the list of values (LOV).
6	Enter the “Housing Only Request” type code in the Application Type field or select it from the LOV.
7	If the term code from the key block is not displayed in the From Term field, enter it or select it from the LOV.
8	Enter a term in the To Term field or select one from the LOV. This should be the same or later than the term in the From Term field.
9	Enter the building and room information that you created in the previous exercises. If necessary, use the Search button to find the values.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Creating Roommate Applications

◀ Jump to TOC

Purpose

The Roommate Application Form (SLARMAT) is used to create and maintain roommate applications by term that will be used in the batch scheduling process. Only one roommate application record needs to exist for the group of individuals requesting to be scheduled together.

SCT Banner form

Roommate Application SLARMAT 7.0

Term: Roommate Sequence Number:

Roommate Application

ID	Last Name	First Name	Gender	Applied	Priority	Acceptance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

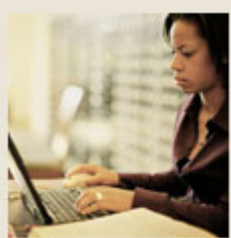
Roommates Room Preference(s)

Campus: Category:

Building: Room:

Roommate Room Attributes

Attributes	Description	Must Match
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Creating Roommate Applications (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Roommate Application Form (SLARMAT).
2	In the key block, enter the term for which the roommate application will apply.
3	Type the word <i>ADD</i> in the Roommate Sequence Number field.
4	Perform a Next Block function.
5	Enter the IDs for the applicants that wish to room together.
6	Click the Save icon.
7	Perform a Next Block function.
8	Click the Down Arrow icon next to the Building field to add a building preference.
9	Perform a query on the SLABQRY form, locate your residence hall building, select it, and return it to SLARMAT.
10	Click the Save icon.
11	Perform a Next Block function to access the Roommate Room Attributes window.
12	Perform a LOV function, locate the <i>2 Bedroom</i> attribute, and select it to return it to Room Attributes window.
13	Click the Save icon.
14	Perform a Next Block function to return to the Roommate Application block.
15	Repeat this process for the next roommate record.
16	When completed, click the Exit icon to exit the form.



Section C: Day-to-Day Operations

Lesson: Creating and Maintaining Room Assignments

◀ Jump to TOC

Purpose

The Room Assignment Form (SLARASG) is used to create and maintain the information pertaining to applicants' room assignments.

SCT Banner form

Room Assignment SLARASG 7.0

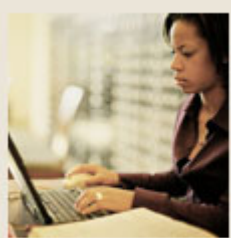
Term: [] ID: []
Gender: [] Date: 06-DEC-2004 Deposit: []
From Term: [] To Term: [] Status: []

Room Assignments

Term: [] From: [] To: [] Status: [] Status Date: []
 Override Restrictions Prevent Roll Overload Charge Accepted Assessment Required
Building: [] Room: [] Phone: [] Source: [] Rate: []
Days: [] Months: [] Terms: []

Term: [] From: [] To: [] Status: [] Status Date: []
 Override Restrictions Prevent Roll Overload Charge Accepted Assessment Required
Building: [] Room: [] Phone: [] Source: [] Rate: []
Days: [] Months: [] Terms: []

Term: [] From: [] To: [] Status: [] Status Date: []
 Override Restrictions Prevent Roll Overload Charge Accepted Assessment Required
Building: [] Room: [] Phone: [] Source: [] Rate: []
Days: [] Months: [] Terms: []



Section C: Day-to-Day Operations

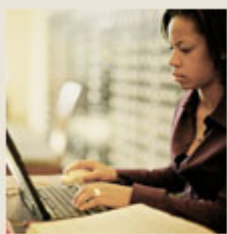
Lesson: Creating and Maintaining Room Assignments (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Room Assignment Form (SLARASG).
2	In the key block, enter the term for which the room assignment is being made and the room applicant ID.
3	Perform a Next Block function. <u>Result:</u> The system populates the appropriate fields with any available information from the student's room application on SLARMAP (Room and Meal Application form).
4	Enter the assignment status code in the Status field by accessing the code values using the Down Arrow icon. Choose and return an active status code to the Status field.
5	Access the Available Room Query form (SLASGNQ) by performing a search function using the Down Arrow icon next to the Building field. Choose and return an available building and room to the Building and Room field.
6	Update the existing defaulted room rate code in the Rate field a different one or enter a rate code, if blank.
7	Click the Save icon.
8	From the Options Menu, access the Room Assessments window.
9	Click on the Review Assessments indicator to review the assessment associated to the rate code assigned.
10	Perform a Previous Block function.
11	Click the Process Assessment indicator to assess fees for the rate code assigned. <u>Note:</u> The System will perform an automatic Save function.
12	Perform a Rollback function to enter the next assignment or click the Exit icon to exit the form.



Section C: Day-to-Day Operations

Lesson: Creating and Maintaining Meal Assignments

◀ Jump to TOC

Purpose

The Meal Assignment Form (SLAMASG) is used to create and maintain the information pertaining to the applicant's meal assignments for a specific range of terms. Assignments can be made for students and non-students. All meal assignments for the range of terms indicated on the applications are displayed and available for update.

SCT Banner form

The screenshot shows the SLAMASG 7.0 web application interface. At the top, there is a header bar with the title "Meal Assignment SLAMASG 7.0". Below the header, there are several input fields for search and filtering: "Term:" (dropdown), "ID:" (dropdown), "Date:" (text box with "06-DEC-2004"), "Application From Term:" (text box), "To Term:" (text box), "Application Status:" (text box), and "Deposit:" (text box). The main content area is titled "Meal Assignments" and contains four identical rows of form fields for creating or editing assignments. Each row includes: "Term:" (dropdown), "Start Date:" (calendar icon), "End Date:" (calendar icon), "Prevent Roll" (checkbox), "Status:" (dropdown), "Meal Plan:" (dropdown), "Days:" (text box), "Months:" (text box), "Terms:" (text box), "Charges Accepted" (checkbox), "Assessment Required" (checkbox), and "Assignment Source:" (text box).



Section C: Day-to-Day Operations

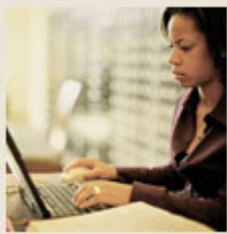
Lesson: Creating and Maintaining Meal Assignments (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Meal Assignment Form (SLAMASG).
2	Enter a term for which the meal assignment is being made and the meal applicant ID.
3	Perform a Next Block function. <u>Result:</u> The system populates the appropriate fields with any available information from the meal application record on SLARMAP (Room and Meal Application form).
4	Enter the assignment status code in the Status field by accessing the code values using the Search icon. Choose and return an active status code to the Status field.
5	Enter a meal plan code in the Meal Plan field or update the existing defaulted meal plan code to one that is different.
6	Click the Save icon.
7	Select <u>Meal Assessments</u> from the Options menu.
8	Click the Review Assessments indicator to review the assessment associated to the rate code assigned.
9	Perform a Previous Block function.
10	Click the Process Assessment indicator to assess fees for the rate code assigned. <u>Note:</u> The System will perform an automatic Save function.
11	Perform a Rollback to enter the next meal assignment or click the Exit icon to exit the form.



Section C: Day-to-Day Operations

Lesson: Creating and Maintaining Phone Assignments

◀ Jump to TOC

Purpose

The Phone Assignment Form (SLAPASG) is used to create and maintain the information pertaining to an applicant's phone assignments. Assignments can be made for students and non-students. All phone assignments that are associated to the application start and end terms are displayed.

SCT Banner form

Phone Assignment SLAPASG 7.0

Term: [] ID: [] Date: 06-DEC-2004
Application From Term: [] To Term: [] Application Status: [] Deposit: []

Phone Assignments

Term: [] Start Date: [] End Date: [] Prevent Roll Assignment Source: []
Status: [] Phone Rate: [] Days: [] Months: [] Terms: []
Telephone: [] Account Number: [] Charges Accepted Assessment Required

Term: [] Start Date: [] End Date: [] Prevent Roll Assignment Source: []
Status: [] Phone Rate: [] Days: [] Months: [] Terms: []
Telephone: [] Account Number: [] Charges Accepted Assessment Required

Term: [] Start Date: [] End Date: [] Prevent Roll Assignment Source: []
Status: [] Phone Rate: [] Days: [] Months: [] Terms: []
Telephone: [] Account Number: [] Charges Accepted Assessment Required

Term: [] Start Date: [] End Date: [] Prevent Roll Assignment Source: []
Status: [] Phone Rate: [] Days: [] Months: [] Terms: []
Telephone: [] Account Number: [] Charges Accepted Assessment Required



Section C: Day-to-Day Operations

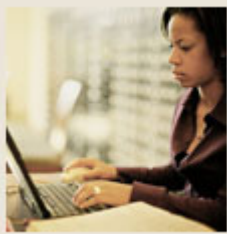
Lesson: Creating and Maintaining Phone Assignments (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Phone Assignment Form (SLAPASG).
2	Enter the term for which the phone assignment is being made and the phone applicant ID.
3	Perform a Next Block function. <u>Result:</u> The system populates the Term field using the term entered in the key block.
4	
5	Point the cursor to the Phone Status field and enter the phone status code by accessing the available status codes using the Down Arrow icon. Choose and return the code to the Phone Status field.
6	Point the cursor to the Phone Rate field and enter the phone rate code by accessing the available rate codes using the Down Arrow icon. Choose and return the code to the Phone Rate field.
7	Point the cursor to the Phone field and enter the area code, 7 digit telephone number, and extension, if appropriate.
8	Click the Save icon. <u>Note:</u> Optionally, an account number may be entered into the Account field.
9	Select <u>Phone Assessments</u> from the Options menu
10	Click the Review Assessments indicator to review the assessment associated to the rate code assigned.
11	Perform a Previous Block function.
12	Click the Process Assessment indicator to assess fees for the rate code assigned. The System will perform an automatic Save function.
13	Perform a Rollback function to enter the next meal assignment or click the Exit icon to exit the form.



Section C: Day-to-Day Operations

Lesson: Defining a Classroom Building

◀ Jump to TOC

Purpose

The Building Definition Form (SLABLDG) is used to build and maintain data about all the buildings used in Location Management for housing assignments, classrooms, and event scheduling.

SCT Banner form

Building Definition SLABLDG 7.1

Building:

Building Definition

Campus:	<input type="text"/>			
Site:	<input type="text"/>			
Capacity:	<input type="text"/>	Maximum:	<input type="text"/>	Gender: <input type="radio"/> Male
College:	<input type="text"/>			<input type="radio"/> Female
Department:	<input type="text"/>			<input checked="" type="radio"/> Not Applicable
Partition:	<input type="text"/>			
Room Rate:	<input type="text"/>			
Phone Rate:	<input type="text"/>			
Street Line 1:	<input type="text"/>			
Street Line 2:	<input type="text"/>			
Street Line 3:	<input type="text"/>			
City:	<input type="text"/>			
State or Province:	<input type="text"/>	ZIP or Postal Code:	<input type="text"/>	<input type="text"/>
County Code:	<input type="text"/>			
Phone:	<input type="text"/>	<input type="text"/>	Key Number:	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Defining a Classroom Building (Continued)

◀ Jump to TOC

Exercise

Define a classroom building located on the Main Campus that can maintain a capacity of 750 people up to a maximum of 800. This building is where the majority of the History department's classes are held. The building is handicap-accessible and contains an East and West wing.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Building Definition Form (SLABLDG).
2	Enter the building code you defined in a previous exercise in the Building field or select it from the list of values (LOV).
3	Perform a Next Block function.
4	Select the N/A radio button in the Gender radio button group to indicate that gender is not applicable to this building.
5	Enter this information in the appropriate fields: Campus: <i>M</i> (Main) Capacity: <i>750</i> Maximum: <i>800</i> Department: <i>HIST</i>
6	Enter a street address for the building.
7	Click the Save icon.
8	Select <u>Building Attributes</u> from the Options menu to access the Building Attributes, Category, and Comments window.
9	Select the attribute code for "Handicap Accessible" from the LOV in the Attributes field.
10	Perform a Next Block function.
11	Enter the information in the specified fields, which are all free-form text: Category (first line): <i>East</i> Description (first line): <i>East Wing</i> Category (second line): <i>West</i> Description (second line): <i>West Wing</i>
12	Perform a Next Block function.
13	Enter a free-form comment on the first line in the Building Comments block.
14	Click the Save icon.
15	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Defining Classrooms

◀ Jump to TOC

Purpose

The Room Definition Form (SLARDEF) is used to define rooms by term including capacity, type and building categories (if entered for the Building on SLABLDG), and attributes.

SCT Banner form

Room Definition SLARDEF 7.1

Building: Room: Term:

Room Definition

New Term: From Term: To Term:

Description:

Capacity: Maximum:

Gender: Male Female Not Available

Room Type: Residence Hall Classroom Other

College: Department: Status: Category: Partition:

Room Rate: Phone Rate: Phone: Utility Rate:

Time Period: Priority: Key Number:

Dimensions

Width (feet):

Length (feet):

Area(Square Feet):



Section C: Day-to-Day Operations

Lesson: Defining Classrooms (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Room Definition Form (SLARDEF).
2	Enter the building code for the building that you defined in a previous exercise in the Bldg field or use the Search icon to find it.
3	Enter <i>100</i> in the Room field.
4	Enter a term code in the Term field or select one from the list of values (LOV).
5	Perform a Next Block function.
6	Enter a term code in the New Term field or select one from the LOV.
7	Enter the information in the appropriate fields: Description: <i>100 History Hall</i> Capacity: <i>30</i> Maximum: <i>35</i> Gender: <i>N/A</i> Room Type: <i>Classroom</i> Status: <i>A (Active)</i>
8	Click the Save icon.
9	Select <u>Room Attributes</u> from the Options menu to access the Attributes, Inactive Dates, & Comments window. <u>Note:</u> The room already has an attribute of <i>Handicap Accessible</i> . Because the building was assigned this attribute, the attribute defaults to each room when defined within the building.
10	Enter a second room attribute by selecting the attribute code for “General Classroom” from the LOV in the Attribute field.
11	Click the Save icon.
12	Select <u>Room Definition</u> from the Options menu to return to the main form window.
13	Click the Rollback icon to return to the key block.
14	Enter <i>101</i> in the Room field.
15	Perform a Next Block function.
16	Enter a term code in the New Term field or select one from the LOV.



Section C: Day-to-Day Operations

Lesson: Defining Classrooms (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
17	Enter the information in the appropriate fields: Description: <i>101 History Hall</i> Capacity: <i>30</i> Maximum: <i>35</i> Gender: <i>N/A</i> Room Type: <i>Classroom</i> Status: <i>A (Active)</i>
18	Click the Save icon.
19	Select Room Attributes from the Options menu to access the Attributes, Inactive Dates, & Comments window.
20	Enter a second room attribute by selecting the attribute code for “Computer Lab” from the LOV in the Attribute field.
21	Click the Save icon.
22	Select Room Definition from the Options menu to return to the main form window.
23	Click the Rollback icon to return to the key block.
24	Enter <i>102</i> in Room field.
25	Perform a Next Block function.
26	Enter a term code in the New Term field or select one from the LOV.
27	Enter the information in the appropriate fields: Description: <i>102 History Hall</i> Capacity: <i>200</i> Maximum: <i>220</i> Gender: <i>N/A</i> Room Type: <i>Classroom</i> Status: <i>A (Active)</i>
28	Click the Save icon.
29	Select Room Attributes from the Options menu to access the Attributes, Inactive Dates, & Comments window.
30	Enter a second room attribute by selecting the attribute code for “Auditorium” from the LOV in the Attributes field.
31	Click the Save icon.
32	Click the Exit icon.



Section C: Day-to-Day Operations

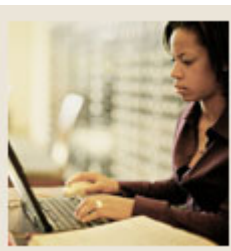
Lesson: Using Location Management/Housing Reports and Queries

◀ [Jump to TOC](#)

Query forms and delivered reports

These queries and reports are used frequently in the Location Management/Housing Module.

Form Description	SCT Banner Name	Page
Dormitory Address Creation Report	SLRDADD	26
Active Housing Assignments Report	SLRHLST	27
Batch Room/Meal/Phone Assess Report	SLRFASM	28
Assignment Roll Process	SLRROLL	29
Batch Scheduler	SLRSCHD	30
Housing Purge	SLPHOUS	31
ACS Housing Interface	SLRBACS	32



Section C: Day-to-Day Operations

Lesson: Dormitory Address Creation Report

◀ Jump to TOC

Purpose

The Dormitory Address Creation Report (SLRDADD) is used to create dormitory address information from the housing assignments. The address associated with the dormitory assignment is maintained in the Building Definition Form (SLABLDG). This job will create a dormitory address for each active room assignment that falls within the requested room assignment date.

Note: The process checks records to prevent a new dormitory address from being created if a record of the type selected in the parameters exists with no effective dates. For example, if a Dormitory Address (DO) exists with no effective dates and the Dormitory Address Creation Report is run for the term 200410, and a new DO address is to be created based on the person's assignments, an error message is generated, and no update will occur.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SLRDADD Dormitory Address Creation Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Process Term	
02	Room Assignment Date	
03	Address Type	
04	Address Source	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term during which room assignments exist.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Active Housing Assignments Report

◀ Jump to TOC

Purpose

The Active Housing Assignment Report (SLRHLST) is used to list all of the active housing assignments.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SLRHLST Active Housing Assignments Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Process Term	
02	Room Assignment Date	
03	Report Sequence	
04	Address Selection Date	
05	Address Hierarchy	1MA
06	Selection Identifier	
07	Application Code	
08	Creator ID	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Batch Room/Meal/Phone Assess Report

◀ Jump to TOC

Purpose

The Batch Room/Meal/Phone Assess Report (SLRFASM) is used to provide batch assessment for room, meal, and phone charges.

Note: The process automatically populates the Original Indicator to *Y* when the first time assessment occurs for a specific detail code, for the student, for the term, and for all assessments prior to the Original Charge Cutoff date established for a term on the SLATERM.

SSCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SLRFASM Batch Room/Meal/Phone Assess Parameter Set: []

Printer Control

Printer: [] Special Print: [] Lines: 55 Submit Time: []

Parameter Values

Number	Parameters	Values
01	Term	[]
02	Process Indicator	[]
03	Update Bills	[]
04	Sort Sequence	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: [] Description: [] Hold Submit



Section C: Day-to-Day Operations

Lesson: Assignment Roll Process

◀ Jump to TOC

Purpose

The Assignment Roll Process (SLRROLL) is used to roll one term's room, meal, and phone assignments forward to another term.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SLRROLL Assignment Roll Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

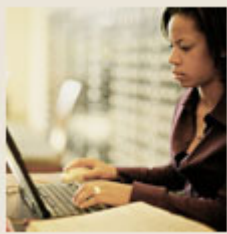
Parameter Values

Number	Parameters	Values
01	From Term	
02	To Term	
03	Report Mode	
04	Roll Room Assignments	N
05	Room Assignment Status Code	
06	Room Assignment Status Date	02-JUN-2005
07	Roll Meal Assignments	N
08	Meal Assignment Status Code	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term from which existing assignments will be selected.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Batch Scheduler

◀ Jump to TOC

Purpose

The Batch Scheduler Report (SLRSCHD) is used to create dormitory housing assignments in batch mode, based on the applicant's preferences.

Note: You must run the COBOL program SLRSCHE.pco first, to create a temporary assignment file of data to be used in running SLRSCHD.

SCT Banner Form,

Process Submission Controls GJAPCTL 7.1

Process: SLRSCHD Batch Scheduler Report Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Process Term	
02	Report Order	
03	Report Mode	
04	Room Rate Code	
05	Room Assignment Status Code	
06	Room Assignment Status Date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which assignments will be created.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Housing Purge

◀ Jump to TOC

Purpose

The Housing Purge Process (SLPHOUS) will purge the housing applications, housing, meal plan, and phone assignments for the user specified terms and activity dates. These assignment assessments must have been processed and accepted in the Accounts Receivable module. The user may choose either of two options: option 1 is a purge by term, and option 2 is a purge by term and activity date.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

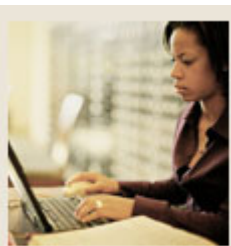
Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Process Term"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Purge Option"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Activity Date"/>	<input type="text"/>
<input type="text" value="04"/>	<input type="text" value="Run Mode"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: ACS Housing Interface

◀ Jump to TOC

Purpose

The ACS Housing Interface Report (SLRBACS) reads SCT Banner files and extracts the specified data into a file for use by the Applied College Systems (ACS) Housing Information System (HIS). The printed output is shown in a control report with totals of the records sent. A transaction file is also produced, which is formatted and ready to be run through the ACS HIS. This reduces the amount of data entry required in the Housing Information System.

SCT Banner Form

Process Submission Controls GJAPCTL 7.1

Process: SLRBACS ACS Housing Interface Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

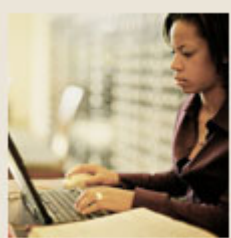
Parameter Values

Number	Parameters	Values
01	Term code	
02	Address selection date	02-JUN-2005
03	Address types	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term code used to select housing application records.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- identified Location Management/Housing control, rules, and code validation forms
- created and analyzed Housing control and rules
- defined housing/meal/phone rates
- defined housing assignment and assessment rules
- defined buildings and rooms
- created room and meal applications
- created and maintained room, meal, and phone assignments
- identified the Location Management/Housing queries and reports.

Next step

Now you are ready to begin determining what information related to your buildings and rooms, Residence Life records, and classroom records will be implemented within the SCT Banner Student Location Management/Housing module. Decisions will need to be made based upon your organization's needs as to which code validation forms and control and rules forms will be used as well as what your values will be on these forms.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What SCT Banner form do you use to record information about a building?

Question 2

If your institution has defined a “non-smoking” code, how do you specify that a building is a non-smoking building?

Question 3

How would you indicate that a building could be used for married student housing?

Question 4

Which form allows you to define a specific room in a building?

Question 5

If the gender for a building is specified as “N/A” because it houses both male and female students, but you want to indicate that particular rooms (for example, all the rooms on a particular floor) are for either males or females, what do you need to do?

Question 6

How do you specify that a room is not to be available during a certain period?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ Jump to TOC

Question 7

What forms do you need to use if a student has requested a specific residence room?

Question 8

How can you specify that a room assignment should be for more than one term?

Question 9

How do you create a new room on the Room Definition Form (SLARDEF)?

Question 10

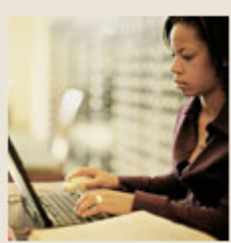
Why would you see an attribute already listed in the Attributes, Inactive Dates, & Comments window of the Room Definition Form (SLARDEF) if you are defining a room for the first time?

How can you enter an additional attribute?

Question 11

Which report is used to create dormitory housing assignments in batch mode, based on the applicant's preferences?

- a) Dormitory Address Creation Report (SLRDADD)
- b) Active Housing Assignments Report (SLRHLST)
- c) Batch Room/Meal/Phone Assess Report (SLRFASM)
- d) Batch Scheduler Report (SLRSCHD)



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What SCT Banner form do you use to record information about a building?

Building Definition Form (SLABLDG)

Question 2

If your institution has defined a “non-smoking” code, how do you specify that a building is a non-smoking building?

Specify the “non-smoking” code in the Attribute field on the Building Attributes, Category, and Comments window.

Question 3

How would you indicate that a building could be used for married student housing?

Define the gender on the Building Definition Form (SLABLDG) as Not Available (N/A) and leave it as N/A on the Room Definition Form (SLARDEF).

Question 4

Which form allows you to define a specific room in a building?

Room Definition Form (SLARDEF)

Question 5

If the gender for a building is specified as “N/A” because it houses both male and female students, but you want to indicate that particular rooms (for example, all the rooms on a particular floor) are for either males or females, what do you need to do?

Specify the gender for the particular rooms on the Room Definition Form (SLARDEF).

Question 6

How do you specify that a room is not to be available during a certain period?

Specify start and end dates and times for the inactive period in the Attributes, Inactive Dates, & Comments window of the Room Definition Form (SLARDEF).



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ Jump to TOC

Question 7

What forms do you need to use if a student has requested a specific residence room?

**Dorm Room and Meal Application Form (SLARMAP)
Housing and Term Control Form (SLATERM)
Room Assignment Form (SLARASG)**

Question 8

How can you specify that a room assignment should be for more than one term?

Enter a term code in the To Term field of the Dorm Room and Meal Application Form (SLARMAP) that is later than the one in the From Term field.

Question 9

How do you create a new room on the Room Definition Form (SLARDEF)?

Enter the room number in the Room field, then defining it in the Room Definition block and the other windows as necessary.

Question 10

Why would you see an attribute already listed in the Attributes, Inactive Dates, & Comments window of the Room Definition Form (SLARDEF) if you are defining a room for the first time?

If an attribute was already assigned to the building in which the room is located.

How can you enter an additional attribute?

Enter an additional attribute on the next line. (You can insert a new record if there are already multiple attributes set and you want to set another one.)

Question 11

Which report is used to create dormitory housing assignments in batch mode, based on the applicant's preferences?

- a) Dormitory Address Creation Report (SLRDADD)
- b) Active Housing Assignments Report (SLRHLST)
- c) Batch Room/Meal/Phone Assess Report (SLRFASM)
- d) **Batch Scheduler Report (SLRSCHD)**



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Building Code Validation	STVBLDG	Building Definition Room Definition Dorm Room and Meal Application Roommate Application Room Assignment	SLABLDG SLARDEF SLARMAP SLARMAT SLARASG
Building/Room Attribute Code Validation	STVRDEF	Building Definition Room Definition Dorm Room and Meal Application Roommate Application Room Assignment	SLABLDG SLARDEF SLARMAP SLARMAT SLARASG
Room and Meal Application Type Validation	STVARTP	Dorm Room and Meal Application	SLARMAP
Room Status Code Validation	STVRMST	Room Definition	SLARDEF
Room Assignment Status Code Validation	STVASCD	Room Assignment Status Room Assignment Roommate Application	SLAASCD SLARASG SLARMAT
Room Rate Code Validation	STVRRCD	Building Definition Room Definition	SLABLDG SLARDEF
Housing Application Status Code Validation	STVHAPS	Dorm Room and Meal Application	SLARMAP
Meal Rate Code Validation	STVMRCD	Dorm Room and Meal Application	SLARMAP
Meal Assignment Status Code Validation	STVMSCD	Meal Assignment	SLAMASG
Phone Rate Code Validation	STVPRCD	Building Definition Room Definition	SLABLDG SLARDEF
Phone Assignment Status Code Validation	STVPSCD	Phone Assignment	SLAPASG
Campus Code Validation	STVCAMP	Building Definition Roommate Application	SLABLDG SLARMAT
County Code Validation	STVCNTY	Building Definition	SLABLDG



Section D: Reference

Lesson: Setup Forms and Where Used (Continued)

◀ Jump to TOC

Setup Forms, continued

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
College Code Validation	STVCOLL	Building Definition Room Definition	SLABLDG SLARDEF
Department Code Validation	STVDEPT	Building Definition	SLABLDG
Site Code Validation	STVSITE	Building Definition Dorm Room and Meal Application	SLABLDG SLARMAP
State/Province Code Validation	STVSTAT	Building Definition	SLABLDG
Term Code Validation	STVTERM	Room Definition Dorm Room and Meal Application Roommate Application Room Assignment Meal Assignment Phone Assignment	SLARDEF SLARMAP SLARMAT SLARASG SLAMASG SLAPASG
Detail Code Control	TSADETC		
Room/Meal/Phone Rate Code Rules	SLALMFE	Room Assignment Meal Assignment Phone Assignment	SLARASG SLAMASG SLAPASG
Housing Term Control	SLATERM	Roommate Application	SLARMAT
Room Assignment Status	SLAASCD	Room Assignment	SLARASG
Meal Assignment Status	SLAMSCD	Meal Assignment	SLAMASG
Phone Assignment Status	SLAPSCD	Phone Assignment	SLAPASG



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Building Definition (SLABLDG)	<ul style="list-style-type: none"> • Building Code Validation (STVBLDG) • Campus Validation (STVCAMP) • Site Validation (STVSITE) • College Validation (STVCOLL) • Department Validation (STVDEPT) • Partition Validation (GTVPARS) • Room Rate Code Validation (STVRRCD) • Phone Rate Code Validation (STVPRCD) • State/Province Code Validation (STVSTAT) • County Code Validation (STVCNTY) • Zip/Postal Code Validation (GTVZIPC) • Building/Room Attributes Validation (STVRDEF)
Room Definition (SLARDEF)	<ul style="list-style-type: none"> • Building Code Validation (STVBLDG) • Term Code Validation (STVTERM) • College Validation (STVCOLL) • Department Validation (STVDEPT) • Room Status Code Validation (STVRMST) • Partition Validation (GTVPARS) • Room Rate Code Validation (STVRRCD) • Phone Rate Code Validation (STVPRCD) • Building/Room Attributes Validation (STVRDEF)
Dorm Room and Meal Application (SLARMAP)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Housing Application Status Code Validation (STVHAPS) • Room/Meal Application Request Type Validation (STVARTP) • Meal Rate Code Validation (STVMRCD) • Building Code Validation (STVBLDG) • Site Validation (STVSITE) • Building/Room Attributes Validation (STVRDEF)



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed (Continued)

◀ Jump to TOC

Procedure, continued

Day-to-Day Form	Setup Forms Needed
Roommate Application (SLARMAT)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Campus Validation (STVCAMP) • Building Code Validation (STVBLDG) • Building/Room Attributes Validation (STVRDEF) • Housing Term Control (SLATERM) • Room Assignment Status Code Validation (STVASCD)
Room Assignment (SLARASG)	<ul style="list-style-type: none"> • Building Code Validation (STVBLDG) • Term Code Validation (STVTERM) • Room/Meal/Phone Rate Code Rules(SLALMFE) • Room Definition (SLARDEF) • Room Assignment Status (SLAASCD) • Room Assignment Status Code Validation (STVASCD)
Meal Assignment (SLAMASG)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Meal Assignment Status (SLAMSCD) • Room/Meal/Phone Rate Code Rules (SLALMFE)
Phone Assignment (SLAPASG)	<ul style="list-style-type: none"> • Term Code Validation (STVTERM) • Phone Assignment Status (SLAPSCD) • Room/Meal/Phone Rate Code Rules (SLALMFE)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
Control, Rule and Code Validation Forms		
STVBLDG	Building Code Validation	
STVRDEF	Building/Room Attribute Code Validation	
STVARTP	Room and Meal Application Type Validation	
STVRMST	Room Status Code Validation	
STVASCD	Room Assignment Status Code Validation	
STVRRCD	Room Rate Code Validation	
STVHAPS	Housing Application Status Code Validation	
STVMRCD	Meal Rate Code Validation	
STVMSCD	Meal Assignment Status Code Validation	
STVPRCD	Phone Rate Code Validation	
STVPSCD	Phone Assignment Status Code Validation	
STVCAMP	Campus Code Validation	
STVCNTY	County Code Validation	
STVCOLL	College Code Validation	
STVDEPT	Department Code Validation	
STVSITE	Site Code Validation	
STVSTAT	State/Province Code Validation	
STVTERM	Term Code Validation	
TSADETC	Detail Code Control	
Rule Forms		
SLALMFE	Room/Meal/Phone Rate Code Rules	
SLATERM	Housing Term Control	
SLAASCD	Room Assignment Status	
SLAMSCD	Meal Assignment Status	



Section D: Reference

Lesson: Forms Job Aid (Continued)

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Forms, continued

Form Name	Form Description	Owner
Day-to-Day Forms		
SLABLDG	Building Definition	
SLARDEF	Room Definition	
SLARMAP	Dorm Room and Meal Application	
SLARMAT	Roommate Application	
SLARASG	Room Assignment	
SLAMASG	Meal Assignment	
SLAPASG	Phone Assignment	
Reports and Queries		
SLRDADD	Dormitory Address Creation Report	
SLRHLST	Active Housing Assignments Report	
SLRFASM	Batch Room/Meal/Phone Assess Report	
SLRROLL	Assignment Roll Process	
SLRSCHD	Batch Scheduler	
SLPHOUS	Housing Purge	
SLRBACS	ACS Housing Interface	



Release Date

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This workbook was last updated on 05/01/2005.