Residence and Housing Management

Last Updated: 22-Dec-2010

Residence and Housing

The Residence and Housing Management forms are described in this document. Use the forms:

1. SLALMFE - Room/Meal/Phone Rate Code Rules form to create and maintain assessment rules for dorm, meal and phone assignments.

2. SLARDEF - Room Definition form to define and maintain room data.

3. SLARMAP - Dorm Room and Meal application form to enter housing application information. The information entered on this form is the basis for all room and meal plan assignments. Applications may be made for a specific term or a range of terms and can be entered for students or non-students.

4. SLARUSE - Dorm Room Query form to query dorm room assignments based on specific selection criteria. This form can be accessed directly or from SLASGNQ.

5. SLASGNQ - Available Dorm Room Query form to query available dorm rooms based on specific selection criteria. This form can be accessed from SLARASG.

6. SLARASG - Room Assignment form to assign rooms and process housing assessments. All of the room assignments falling within the specified term as well as all of the assignments within the start and end terms of the corresponding application are displayed. In order to assign rooms, an application must have been created on SLARMAP and the status of the application must be active and one which permits room assignments to be made. An entry must exist on SLATERM for the assignment term and the Permit On-Line Assignment field must be checked off.

How to create and maintain assessment rules for dorm, meal and phone assignments (SLALMFE)

Accessing SLALMFE

1. Type the name of the form SLALMFE in the **Go To** field and press Enter.

2. The screen below will appear:

Query or enter a Term

1. Enter Term code. If you don't know it, click the down arrow next to Term and select Term.

2. **Next Block**.

3. All the existing room rate codes for the Term will display. For each room rate code, the following fields display:

   - Rate: the room rate code associated with room assignment.

   - Type: Assessment Type displays if room rate is assessed by the daily, monthly or term rate. D = daily. M = monthly. T = term.

   - Description: description associated with the room rate code.

- Detail Code: Fee detail code associated with housing fees for the room rate code.

- Base Rate: Depending on the Assessment Type, the base rate will be multiplied by the calculated number of days, months, or term, for the housing, meal or phone assignment. The base rate and the minimum charge must be less than or equal to the maximum charge.

- Minimum Charge: A minimum assessment amount can be entered. If the calculated assessment amount is less than the minimum, the minimum amount is assessed.

- Maximum Charge: A maximum assessment amount can be entered. If the calculated assessment amount is greater than the maximum amount specified, the maximum amount is assessed.

Room/Meal/Phone Rate Code Rules SLALMFE 8.0 (UBAN2)

Term: 201009 ▾ Fall 2010

Room Rate Code Rules

Rate ▾	Type	Description	Detail Code ▾	Base Rate	Minimum Charge	Maximum Charge
ASGN	M	ASSIGNMENT rate	HS29	0.0000	0.00	99,999.99
BMHT	D	BMH – temporary double room	HS29	20.0000	0.00	99,999.99
CAT5	M	515 STE CATHERINE -single room	HS43	850.0000	0.00	99,999.99
CAT6	M	515 STE CATHERINE - sm single	HS43	825.0000	0.00	99,999.99
CAT7	M	515 STE CATHERINE - sm no/wind	HS43	810.0000	0.00	99,999.99
DIO1	M	DIO - single room	HS39	1,260.0000	0.00	99,999.99
DIO2	M	DIO - double room	HS39	1,180.5000	0.00	99,999.99
DIO3	M	DIO- single room no meal plan	HS39	515.0000	0.00	99,999.99
DOU1	M	DOUGLAS - single room	HS04	1,409.0000	0.00	99,999.99
DOU2	M	DOUGLAS - double room	HS04	1,332.0000	0.00	99,999.99
ECO1	M	ECO - 6plex single room	MH03	420.0000	0.00	99,999.99
ECO2	M	ECO 2plex single room	MH03	430.0000	0.00	00,000.00
ECO3	M	ECO - 2plex single room 12 mns	MH03	390.0000	0.00	99,999.99
GAR1	M	GARDNER - single room	HS06	1,291.5000	0.00	99,999.99
GAR2	M	GARDNER - double room	HS06	1,212.2500	0.00	99,999.99
JAC1	M	JOHN ABBOTT - 0 RATE	MH02	0.0000	0.00	99,999.99
JACC	M	JOHN ABBOTT rate	MH02	330.0000	0.00	99,999.99
LAI1	M	LAIRD - single room	MH02	365.0000	0.00	99,999.99

To add a room rate code

1. Insert a new record (Record > Insert) or use Insert Record icon.

2. Save (F10). **Note: Room Rate Code must already be defined before you can add the rules here.**

To remove a room rate code

1. Locate the record to delete and remove it (Record > Remove) or use Remove Record icon.

2. Save (F10).

How to view, define and maintain room data (SLARDEF)

Accessing SLARDEF

1. Type the name of the form SLARDEF in the **Go To** field and press Enter.

2. The screen below will appear:

Using SLARDEF

1. Fill in the key block of the form:

   - Building: enter building code. If you don't know it, click the down arrow next to the Building field and select 'Building Search' (SLABQRY). Press F8 and double-click on the Building field you want. You will return to SLARDEF with that Building code.

   - Room: enter the room code for the Building selected. If you don't know it, click the down arrow next to the Room field (SLQROOM). Press F8 and double-click the Room field you want . You will return to SLARDEF, with that Room code.

   - Term: enter the Term code or click the down arrow next to Term to select one.

2. **Next Block**

To view room definition (SLARDEF)

1. Room Definition block - View the existing room definition for the Building, Room and Term selected in the key block:

   - New Term: New Term. To change the From Term, click the down arrow and select Create New Effective Term to clear From Term and To Term.

   - From Term: From term that the information for the room definition applies from.

   - To Term: To term that the information for the room definition applies to.

   - Description: Room description (e.g. single room).

   - Dimensions: If available, dimensions of the room in feet by width, length and square feet.

   - Capacity: The normal capacity for the room.

   - Maximum: The maximum capacity for the room.

   - Gender: Gender for the room - male, female, unspecified.

   - Room Type: Indicates if the room type is residence hall, classroom or other.

   - College: Not used at McGill.

   - Department: Not used at McGill.

   - Status: status of the room (active, inactive or blank).

   - Category: Category of the building. E.g. co-ed building.

   - Partition: Not used at McGill.

   - Room Rate: Room Rate code to be assessed. If you do not know the rate code, click on the down arrow to view the codes from STVRRCD and select it.

   - Phone Rate: Not used at McGill.

   - Phone: If entered, displays the room number for the room (area code, phone number, extension number).

   - Utility Rate: Not used at McGill.

   - Time Period: Not used at McGill. Defaults to None.

   - Priority: Not used at McGill. Defaults to 99999999.

   - Key Number: Blank or the key number associated with the room.

2. **Next Block** to view Room Attributes, Room Inactivation and Room Comments

3. **Room Attributes block**

   - From Term: From term that the information for the room definition applies from.

   - To Term: To term that the information for the room definition applies to.

   - Attribute: Attribute codes of the room. More than one attribute can be entered. If you do not know the code for the attribute, click on the down arrow and select attribute(s) from STVRDEF.

   - Description: description of the Attribute code (e.g. Second floor).

   - Must Match: a check mark here indicates that this attribute must match. Blank or the key number associated with the room.

4. **Room Inactivation block** - leave all the fields blank because they are not used at McGill.

5. **Room Comments block**

   - From Term: From term that the comments for the room apply from.

   - To Term: To term that the comments for the room apply to.

   - View comments for the room in the space provided.

To add or maintain (update) room definitions (SLARDEF)

1. Fill in the key block of the form:

   - Building: enter building code. If you don't know it, click the down arrow next to the Building field and select 'Building Search' (SLABQRY). Press F8 and double-click on the Building field you want. You will return to SLARDEF with that Building code.

   - Room: enter the room code for the Building selected. If you don't know it, click the down arrow next to the Room field (SLQROOM). Press F8 and double-click the Room field you want. You will return to SLARDEF, with that Room code.

   - Term: enter the Term code or click the down arrow next to Term to select one.

2. **Next Block**

3. Room Definition block - enter or change the room definition for the Building, Room and Term selected in the key block as described in the section called To view room definition.

4. Save (F10).

5. **Next Block** to enter/update Room Attributes, Room Inactivation and Room Comments for the Building, Room and Term selected in the key block as described in the section called To view room definition.

6. Save (F10).

How to enter housing application information (SLARMAP)

Accessing SLARMAP

1. Type the name of the form SLARMAP in the **Go To** field and press Enter.

2. The screen below will appear:

Using SLARMAP

1. Fill in the key block of the form:

    • ID: Enter ID . If you do not know it, click on the down arrow next to the ID field.

    • Term: enter the Term code or click the down arrow next to Term to select one.

2. **Next Block**

    • Application Status: Housing application status code. If status is inactive, the applicant cannot receive assignments for a room, meal or phone.

    • Application Type: Dorm room/meal application request type (e.g. A= US High School).

- From Term: Start term of the room assignment application. When adding an application, this term must be equal to the term in the key block and <= To Term.

- Meal Plan: Meal rate code (e.g. MNR1 = New Rez Meal plan - Fall). Used to indicate the preferred meal plan choice of the applicant.

- To Term: End term of the room assignment application. Must be >= From To term.

- Application Status Date: Housing application status date (system-generated date).

- Priority: Priority number. Designates the priority of the application in the batch scheduler process. The lowest priority is scheduled first. E.g. priority 1 is scheduled before priority 2. If an applicant has no priority, they will be processed in application date order after the applicants with priorities.

- Add Date: Date the dorm room and meal application information was entered.

- Gender: Gender. Valid values are Male, Female and Not available. Used when assigning rooms. If a gender is specified on SLARDEF then only that gender may be assigned to the room. If the room gender defined on SLARDEF is blank, then the first applicant in the room defines the gender of the room. If the first applicant assigned to a null gender room has a gender of 'NA', then no other person will be scheduled into this room, because the gender of the first person assigned is unknown. With SLARASG, multiple genders may be assigned to a single room with a null gender specification, to permit married housing and co-ed housing.

- Campus: Campus preference. If no campus is specified then any room regardless of its campus designation can be used for assignments. 1 = Downtown campus, 2 = Macdonald campus, 3 = Off-campus.

- Building: Preferred residence building code. Building preference will be used by the batch scheduler process to locate a dorm room in the applicant's preferred building.

- Category Preferred building category code (e.g. COED). Building categories are maintained on the Building Definition Form (SLABLDG). This field cannot be entered unless a building preference has been entered. Non-required field.

- Room: Preferred dorm room. Designates the applicant's preferred dorm room number within the preferred building. The room number cannot be entered without a preferred building. To obtain a list of all the rooms in the building or for additional room information, click on the search icon to display SLQROOM. If the room number information is maintained on this form, it will be used by the batch scheduling the applicant into a dorm room. If the preferred room is not available then the next best fit room will be assigned to the applicant.

- Roommate Sequence Number: Roommate sequence number. Display only.

- Accepted check box: Accepted check box indicator.

- Save (F10) to save the data.

Next Block to Special Attributes block.

- Attribute: Special attribute code(s) for building or room that the student has requested or requires (e.g. R001 - Cable TV in common area).

- Description: Special attribute code description. Defaults in from the Attribute code.

- Must match: If the Must Match box is checked, the applicant can only be put in a room with the attribute(s) attached to it.

- Save (F10) to save the data.

How to query dorm room assignments (SLARUSE)

Accessing SLARUSE

1. Type the name of the form SLARUSE in the **Go To** field and press Enter.

2. The screen below will appear:

Using SLARUSE

1. This form can be accessed directly or from form SLASGNQ (use the Options - Query Dorm Room SLARUSE form). Use to query dorm room assignments based on specific selection criteria.

    *   Press F7 to Enter Query. Then enter one or more fields listed below. The more fields you enter, the more specific your search will be:

    *   Term: Term code for which you want to query room assignments. You can also click on down arrow to search for the Term.

    *   Building: Building code. Enter or look it up by clicking on down arrow (STVBLDG). Building associated with the room assignment.

    *   Room: Room number. This field displays the dorm room number assigned to each person in

the query results. You can also query on a dorm room number.

- Campus: Campus code. 1 = downtown. 2 = Macdonald campus. Enter or lookup a campus code (STVCAMP). This field displays the campus associated with the room.

- Status: Room status code. AC = active, IN = inactive. This field is used to display the room status. You can also query on a particular room status.

- Gender: Gender code. M = male. F = female. N = unknown. This field is used to identify the gender of the person assigned to the room. You can also query on the gender code.

- Start Date: Start Date for the room assignment. You can also query based on a date. Search for a range of start and end dates using the greater than (>) and less than (<) signs. Use > to query dates after a specific date (e.g. > 01-JAN-2010). Use < to query dates before a specific date (e.g. <01-JAN-2010).

- End Date: End Date for the room assignment. You can also query based on a date. Search for a range of start and end dates using the greater than (>) and less than (<) signs. Use > to query dates after a specific date (e.g. > 01-JAN-2010). Use < to query dates before a specific date (e.g. <01-JAN-2010).

- ID: McGill ID of the person assigned to the room. You can also query based on the ID. This field is used to identify the person assigned to the room by ID number.

- Last Name: Last name of the person assigned to the room. You can also query based on the last name (use wildcard %). This field is used to identify the person assigned to the room by last name.

- First Name: First name of the person assigned to the room. You can also query based on the first name (use wildcard %). This field is used to identify the person assigned to the room by first name.

- Press F8 to Execute Query.

- The results of your selection criteria will display.

How to query available dorm rooms (SLASGNQ)

1. Type the name of the form SLASGNQ in the **Go To** field and press Enter.

2. The screen below will appear:

Using SLASGNQ

Use to query available dorm rooms based on specific selection criteria. This form can also be accessed from SLARASG. The more search criteria fields you enter, the more specific your search will be:

*   Start Date: Date used to identify the start date to be used when entering a query for available rooms. When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the start date will default into this field.

*   End Date: Date used to identify the end date to be used when entering a query for available rooms. When accessing this form from the Room Assignment Block of the Dorm Room Assignment Form (SLARASG), the end date will default into this field.

*   Building: Building code. Click on the Search icon to look up a building code from the Building Query Form (SLABQRY). When accessing this form from the Room Assignment Block of SLARASG, the building will default into this field.

- Campus: Campus code. Or click Search icon to search for code (STVCAMP). 1 = Downtown campus, 2 = Macdonald campus, 3 = Off-campus

- Site: Site code. To query on a site code, enter a valid code or click Search icon.

- Gender: Gender (Male, Female, None). Used to query rooms with a specific gender description. When accessing this form from the Room Assignment Block of SLARASG, gender will default into this field. Click Search icon to search for codes.

- Category: Category code. Use to query rooms with a specific category description (e.g. COED). Click Search icon to search for codes.

- Status: Room status code. Use to query rooms with a specific room status code (AC=active, IN=inactive). Click Search icon to search for code in STVRMST.

- Rate: Room rate code. Use to query rooms with a specific room rate code (e.g. LAIRD - single room). Click Search icon to search for codes in STVRRCD.

- Minimum Remaining: Use to identify the minimum number of available beds required in a room . Room capacity is compared to the # of occupants to determine this number.

- **Next Block**

- Room Attributes: Use to query rooms with 1 or more specific room attribute(s). Or click Search icon to access STVRDEF. If attribute codes are specified on SLARMAP for a building specified in the key block, they will default in.

- Description: Description of the room attribute.

- Must Match: Must match indicator. Use to query rooms that have all the specified room attributes(s). If not checked, the rooms with the best fit will be returned.

- **Next Block** to view search results in Available Dorm Rooms window based on the selection criteria entered:

- Building: Displays Building code available.

- Room: Displays room number available.

- Campus: Displays campus code available. 1 = Downtown campus, 2 = Macdonald campus, 3 = Off-campus

- Site: Displays site code available.

- Gender: Gender (Male, Female, None). Displays the gender code available.

- Category: Category code. Displays the category code available.

- Status: Room status code. Displays the room status code available.

- Rate: Room rate code. Displays the room rate code available.

- Capacity: Displays normal room capacity.

- Maximum: Displays maximum room capacity.

- Used: Displays actual number of people in room.

- Remaining: Displays remaining room capacity. (Capacity - Used)

How to assign rooms and process housing assessments (SLARASG)

Accessing SLARASG:

1. Type the name of the form SLARASG in the **Go To** field and press Enter.

2. The screen below will appear:

Accessing SLARASG:

This form is used to assign rooms to housing applicants and to process housing assessments. Room assignments can be made for students and non-students. All of the room assignments falling within the specified term as well as all of the assignments within the starting and ending terms of the corresponding application are displayed.

In order to assign rooms, an application must have been created on the Dorm Room and Meal Application form (SLARMAP) and the status of the application must be active and one which permits room assignments to be made. An entry must exist on the Housing Term Control form (SLATERM) for the assignment term and the Permit On-Line Assignment field must be checked off.

1. Enter the key block information:

- Term: Term code for which you want to query room assignments. You can also click on down arrow to search for the Term.

- Gender: Indicates the gender of the student. This defaults in based on the student. From Term:

- ID: McGill identification number of the student (name will default in with ID). Enter a valid 9-digit ID number or search for the ID by clicking the dropdown icon.

- Date: Today's date defaults in. Date can be changed.

- To Term: To term from SLARMAP. Performing a 'next block' action will load the current housing application TO Terms from the Room and Meal Application Form (SLARMAP) into the key block fields.

- Deposit: Displays student's current housing deposit (display only).

- Status: Application status from SLARMAP. Performing a 'next block' action will load the current housing application status from the Room and Meal Application Form (SLARMAP) into the key block fields.

Next Block to view room assignments:

- Term: This field must be between the Term and To Term displayed in the key block. The first 4 digits identify the attendance year. The last 2 identify the starting month of the term, where 09= Fall, 01= Winter, 05= Summer.

- Override Restrictions: Used to override restriction errors encountered during the assignment of a room. Gender restrictions may not be overridden. Capacity Restrictions are overridden by use of the Overload field.

- Building: Building code. Will default from the Room and Meal Application Form (SLARMAP) if it exists. Otherwise, enter the code for the building that is being assigned to the person. Click on the search icon to display the Available Dorm Room Query Form (SLASGNQ).

- Days: If the rate code is set up to assess charges on a daily basis, this field will contain the number of days to be assessed between the date entered in the From and To fields.

- From: Start date of the room assignment.

- Prevent Roll: Prevent Roll indicator. Clicking in this box will prevent the room assignment from being rolled to a subsequent term during the batch roll process.

- Room: The room assigned to the person. Will default from SLARMAP if it exists. Otherwise enter the room that is being assigned to the person. Click on the search icon to access Available Dorm Room Query (SLASGNQ) or to view the Room Definition Form (SLARDEF). Capacity checking is done to ensure that the room capacity is not exceeded. If the room is not yet at capacity, the assignment is made. Rooms are defined in SLARDEF with both a capacity and a maximum. If the room is at capacity but has not yet reached the room maximum an error message is given indicating that an overload is required. Click on the

Overload indicator to assign the room. If the room maximum specified for the room has already been reached, the assignment will not be allowed even if the Overload indicator is checked. The maximum indicated for the room in SLARDEF would have to be increased to allow for the assignment.

- Months: If the rate code is set up to assess charges on a monthly basis, this field will contain the number of months to be assessed between the date entered in the From and To fields. Otherwise it will default to 0. Partial months will be calculated as decimals.

- To: End date of the room assignment.

- Overload: Overload indicator. Clicking in this box will override capacity restrictions (number entered in the capacity field) of the room definition up to the maximum (number entered in the maximum field in the room definition). If the maximum number has been reached, clicking here will not override the restriction.

- Phone: Phone number - displayed from the Phone Assignment Form (SLAPASG). Cannot be updated here.

- Terms: If the rate code is set up to assess charges on a term basis, this field will contain the number of terms to be assessed between the date entered in the From and To fields.

- Status: Status code associated with the room assignment. AC=active, IN=inactive. Clicking on the search icon will bring up the Room Assignment Status Query Form (SLQASCD), which shows the room status codes possible for the term.

- Status Date: Date the Status code was updated.

- Charge Accepted: Charge accepted field - cannot be updated.

- Assessment Required: Assessment required indicator - checked automatically when the assignment is saved. Cannot be updated.

- Source: Source code - cannot be updated.

- Room Plan: Room rate code - determines the basis of charge (daily, monthly, term) and the detail code.

Next Block to view Assessment Information:

- Term: Term code.

- Process Assessment: The Process Assessment check box is used to process assessments and post them to the student's account. Clicking in this box will cause all outstanding assessments for the term to be processed. If assessments have already been posted and the assignment dates are changed and recalculated then only the difference between the original assessment and the new assessment will be posted.

- Review Assessment: Clicking in this field will enable the user to review housing assessments without posting them to the student's account. The assessments are calculated based on the rate and the number of days, months or terms associated with the FROM and TO dates entered in the room assignment block. If a monthly rate applies, the monthly charge will appear for the number of months calculated.

- Detail: This field displays the fee detail code associated with the rate assigned in SLARASG. All

detail codes and associated rates can be viewed and changed in SLALMFE. This field cannot be updated.

- Description: Fee detail code description.

- Day Charges: If room rate code is daily, this field will contain the total charge for the number of days indicated in SLARASG. Month Charges

- Term Charges: If room rate code is by term, this field will contain the total charge for the number of terms indicated in SLARASG.

- Totals: Indicates the totals for each rate category (day/month/term).

Residence and Housing personal notes:

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