

# MBUG 2017

## Creating a Custom Online Application for Housing: Eliminating the Need for a Paper Application Process

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September 12, 2017



# Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session



# JSU Banner Support Services

- ▶ Team of five staff – Executive Director, one Senior Programmer and three User Liaisons
- ▶ Provide support for all Banner products, such as Native Banner and Self Service Banner – Banner PAWS
- ▶ ERP system hosted in the Cloud (AWS)
- ▶ Provide support for a large number of 3<sup>rd</sup> party applications that connect to Banner (Canvas, ConnectOnce, Cayuse, Everbridge, etc)



# JSU Housing

- ▶ Owns/rents twelve buildings, in two locations:
  - One within the campus, one outside of campus
  - Outside of campus consists of hotels being revamped for student Housing
  - Usually, one campus building is being renovated every two to three years
- ▶ Occupancy was 2150 during Fall of 2011
- ▶ Current occupancy is 2441 (Fall 2017)



# JSU Housing applications – before the online application

- ▶ **Paper based application** –The only option before Fall 2015
- ▶ Still widely used during Fall 2015 – print a .pdf file, fill in the information, mail the paperwork to JSU
- ▶ Money order or cashier check would be attached with the application, for the Housing Application fee
- ▶ There was an attempt to use Symplicity for the Housing applications, but because of lack of integration with Banner, the project was discontinued



# JSU Housing applications – before the online application (cont'd)

- ▶ The paper application were received at the JSU Housing office, and processed sequentially:
  - Check the Student's Enrollment for the incoming term
  - Manually enter the information in SLARMAP
  - Enter the Housing Application Fee in TSAAREV (Charge and Payment)
  - Assign the student to the room in SLARASG
  - The number of students processed on a daily basis was small



# JSU Housing Online application – timeline

- ▶ An Online application to be developed for JSU Housing requested mid February 2015
- ▶ Development began immediately, and the application was rolled out in Production at the beginning of June 2015
- ▶ The Housing application consists of an SSB online application, data saved for INB processing, and Workflow notification for the JSU Housing office and the student
- ▶ Once in Production, it was used for housing applications every Fall, Spring and Summer terms



# JSU Housing Online application – Requirements

- ▶ Allow Online application for a given term, which is controlled by Start and End date
- ▶ Check the student's Enrollment
  - Allow only enrolled students
- ▶ Check the the student's Housing status:
  - Returner – does not pay Application fee
  - Non–returner: First Time Freshman, Readmit and Transfer – pays Application fee
- ▶ Allow access to the application based on the student classification
  - FTF, Transfers, Readmits, Graduate students





# JSU Housing Online application – Requirements (cont'd)

- ▶ Check the current age of the applicant:
  - Underage and over 18
- ▶ Allow the students to read the JSU Housing **'Terms and Conditions'** (T&C), which is a legally binding, versioned document maintained by JSU Housing. Link embedded in the Online application
  - The Students over 18 years old are allowed to 'Submit', or sign, the T&C
  - For the Underage applicants, an email will be sent to their parent to 'sign' the T&C



# JSU Housing Online application – Preferences

- ▶ Allow the students to select the following:
  - Building options (can pick up to three)
  - Classification
  - Special health needs/room accommodations
  - Academic College option
  - Preferred roommate
  - Honors College option
  - Pre-Med option




# JSU Housing Online application – Requirements (cont'd)

- ▶ Allow students to pay the Housing application fee in three different ways:
  - Online, through TouchNet
  - In person at the Business Office
  - By sending a Cashier Check or Money order, to be processed by the Business Office
- ▶ The application data will be stored in the SLBRMAP table, to allow JSU Housing further processing → room assignment
- ▶ Once the student pays the application fee, a Workflow notification will be sent to JSU Housing and to the student



# JSU Housing Online application – Terms and Conditions



Personal Information Student Financial Aid

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Housing Application - Terms And Conditions (Fees Associated with Terms and Conditions)

Allen A. Ramos  
Sep 05, 2017 04:34 pm

Please read all provisions of the Housing and Dining Contract. The contract is a legally binding agreement for housing at Jackson State University. Once it is submitted, you will be contractually obligated for University housing for the fall and spring semesters of the academic year subject to the conditions outlined in the contract. Click on the link to view full [Terms And Conditions](#)

By checking the box below you acknowledge that you have read and accepted the Terms and Conditions outlined in the Housing contract.

Terms And Conditions: ☒

RELEASE: 8.7.4

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# JSU Housing Online application – Terms and Conditions (cont'd)

- ▶ Maintained by JSU. Legally binding document.



The screenshot shows a web browser window displaying the JSU Housing Terms and Conditions page. The browser's address bar shows the URL [www.jsu.edu/housing/terms-and-conditions/](http://www.jsu.edu/housing/terms-and-conditions/). The page features the JSU logo on the left and a navigation bar with links: [APPLY](#), [GIVE](#), [EMAIL](#), [P.A.W.S.](#), [WEB DIRECTORY](#), and a search bar. The main header reads "Residence Life" with the tagline "CHALLENGING MINDS, CHANGING LIVES". Below this is a blue navigation bar with links: [Home](#), [Residence Halls](#), [Apply for Housing](#), [FAQ](#), [Contact](#), [Employment](#), [Camp/Conference](#), and [Spring Closing 2015](#). The main content area is titled "Terms and Conditions" and contains the following text:

Students interested in on-campus housing at Jackson State University must complete a housing application. Students understand that he or she must be a registered student at JSU in order to live on campus and agrees to complete the registration process by the official last day of registration. Student agrees to withdraw from the residence hall if registration is not completed and understands that he or she will be charged for the duration of time that he or she elected to live in the residence hall. Students understand that he or she is requested to present proof of insurance upon date of check in.

**Fees**

Student agrees to pay for on-campus housing and meal plan in accordance with established payment schedule of University as published in JSU publications or memoranda.

A non-refundable license application fee of \$100.00 is assessed to all first-time students who choose to live in campus housing. Returning students who signed a housing application before 2015 are under terms that do not require additional payment for housing for the duration of their residence at Jackson State University.

Housing during the winter break is not covered in the basic fee paid by Student and should such housing be provided to Student during these times an additional cost to Student will be assessed.

On the right side of the page, there is a "Resources" section with links: [Rates](#), [What to Bring](#), [Roommate Tips](#), [Insurance](#), [Mail](#), [Laundry Services](#), [Internet Connection](#), [Private Room](#), [Off-Campus Living](#), [Auxiliary Enterprises](#), and [Residence Hall Handbook](#).



# JSU Housing Online application – Preferences



Personal Information   Student   Financial Aid

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## Housing Application - Select Preferences

 Kaitlyn N. Dent  
Sep 06, 2017 09:44 am

Name: Dent, Kaitlyn N  
Gender: F  
Major: Computer Science

Term Applying for: Academic Year 2017-2018

Please indicate your student classification:

Classification:

Do you have any special health needs/room accommodations?

Special health needs option:

If you selected "Yes", please visit Disability Services, located at the New Student Center, room 2110. Disability Services can be reached at 601-979-3704.

If you are interested in residing with other students who are in the same academic college as you, please select your Academic College. If not, please select "none".

Academic College option:

Select 3 Different Residential Hall Preferences:

Choice 1:





# JSU Housing Online application – Underage applicant



Personal Information Student Financial Aid

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

## Housing Application - Parent Approval Needed

Kaitlyn N. Dent  
Sep 06, 2017 09:47 am

You are ready to enter into a legally binding contract with JSU. Because you are under the age of 18, we will need your parent or legal guardian acceptance of the terms and conditions.

Please enter your parent or legal guardian's email address below. They will receive an email explaining the process on how to digitally authorize your application.

Insert Your Parent's/Legal Guardian's email

doru.pacurari@ellucian.com x

Please note that your housing application will not be processed until the digital authorization is completed by your parent or legal guardian.

For more information, please contact the JSU Housing office at [housinginfo@jsu.edu](mailto:housinginfo@jsu.edu) or by calling (601)979-2326.

Submit

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# JSU Housing Online application – Underage – Parent email



Wed 9/6/2017 9:50 AM

JSU Housing Office <housinginfo@jsums.edu>

JSU Housing Application-Contract Terms/Conditions

To ■ Pacurari, Doru

[Report Phish](#)

[+ Get more apps](#)

Your student, Kaitlyn N Dent, with Student Id xxx-xx-3108, is in the process of applying for JSU Housing. He/She is about to enter into a legally binding agreement and is under the age of 18, therefore parental or legal guardian consent must be given.

Please follow this link <https://ssb-dev.ec.jsums.edu:9002/pls/TEST/zbhousapp.parentlogon> and use the PIN number 124815691 to access and read and accept the terms and conditions of the housing contract. Your acceptance of the terms and conditions will be stored as an electronic signature and will be considered as a legally binding contract on behalf of your student.

Once this has been completed, please notify your student that he/she can now pay their housing deposit through PAWS by signing onto his/hers PAWS account. Their application will not be processed until both the terms and conditions have been accepted and the housing deposit has been paid.





# JSU Housing Online application – Underage – Parent login



[HELP](#) [EXIT](#)

## Housing Application - Parent Login

NAME NOT FOUND FOR PIDM:  
Sep 06, 2017 09:53 am

**Please enter your email account and the pin you were provided to accept terms and conditions of the housing contract.**

Enter your email account

doru.pacurari@ellucian.com

Enter your Pin

••••••••

*Please read all provisions of the JSU Housing Contract. Your student will be legally bound by all provisions as stated in the terms and conditions for the entire academic year.*

[JSU Terms And Conditions](#)

*By clicking the box you indicated you have read and agree to the following Terms and Conditions of the JSU Housing contract.*

Terms And Conditions: ☒

Submit

**RELEASE: 8.7.4**

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# JSU Housing Online application – Underage – Parent email notification



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## Housing Application - Parent Email Notification

NAME NOT FOUND FOR PIDM:  
Sep 06, 2017 09:55 am

**Your permission for JSU Housing has been recorded.**

**Please notify your student that he/she can now pay his/hers housing application fee through the JSU Housing Application by signing onto their PAWS account.**

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# JSU Housing Online application – Housing Application Fee payment




[Personal Information](#) [Student](#) [Financial Aid](#) [Proxy Access](#)

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JSU Housing Credit Card Payment


 Kedric D. Allen  
Sep 02, 2015 04:58 pm


RELEASE: 2.0


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# JSU Housing Online application – Housing Application Fee payment (cont'd)

 JSU **bill+payment**  
UNIVERSITY OF MISSISSIPPI

Logged in as: Allen A. Ramos | Logout 

 My Account Make Payment Payment Plans Help My Profile

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment

☒ Current account balance: \$11,007.75 \$

Payment date:

Memo:

[Continue](#)



# JSU Housing Online application – Housing fee payment workflow

## Workflow Status

[Hide Menu](#) [Logoff](#) [Help](#)


**Organization:** Root

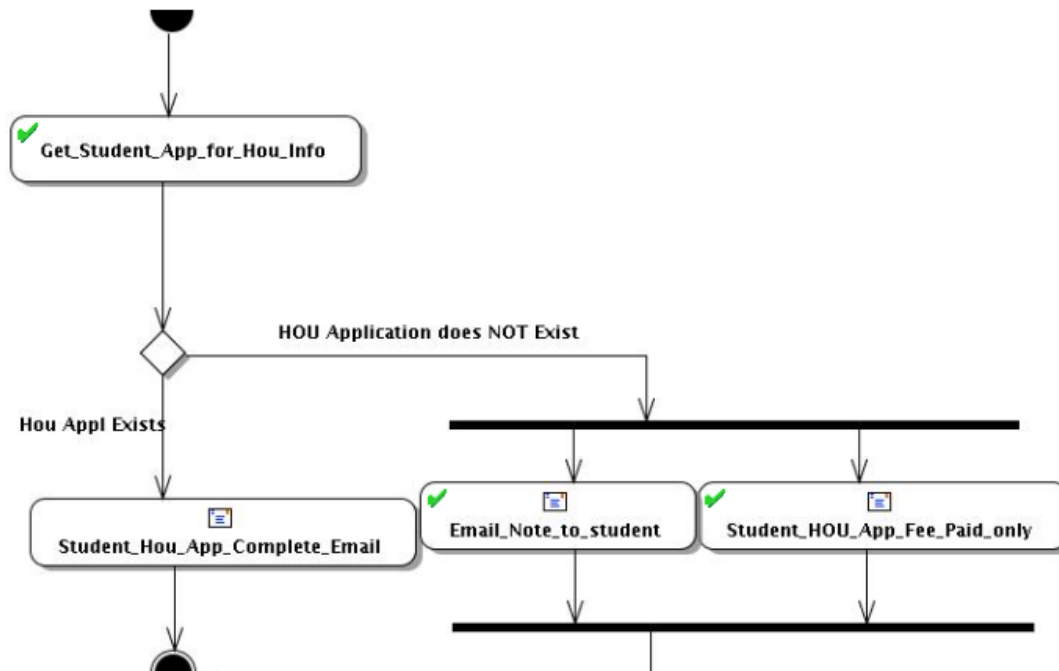
**Workflow Name:** Student 47854 paid HOU app fee.

Workflow Status

Workflow Details

100% ▾

 Last Refresh Date: 05-Sep-2017 04:47:32 PM



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# JSU Housing Online application – Demo

- ▶ With an FTF, underage student



# Review/Wrap Up

- ▶ Questions
- ▶ Contact:

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