Freshman Student Housing Process Timeline

#	Stakeholder	System|Subsystem	Step Title	Description [Manual vs. Automatic]
FRA-001	Admissions	MyMIT	Freshman Application to MIT	Freshman Applies for Admission to MIT
FRA-002	Admissions	Stargate	Admissions Record Created	Application & Biographical Record created by MyMIT connection to Stargate DB
FRA-003	IS&T	Datafeed Engine	Feed to MITSIS	Biographical & Application records sent to MITSIS
FRA-004	Registrar	MITiD Application	MIT ID Assignment	
FRA-005	Admissions	Stargate	Admissions Decision	Decision entered in Stargate
FRA-006	IS&T	Datafeed Engine	Feed to MITSIS - Decision	
FRA-007	Registrar	MITSIS	MITSIS - Conversion to Student	
FRA-008	HFS	MITSIS	Housing Annual Setup	> HFS Accounting inputs fall room rates into MITSIS > HFS Accounting updates building/room definitions in MITSIS
FRA-009	IR	Survey Website	Housing SURVEY Open to Freshmen	> Solicitation via Mass email > Freshmen surveyed on Building+Rooming Preferences
FRA-010	IR	SurveyWeb+Excel/CSV	Survey Results Extracted	> MASTER FILE: Excel/CSV download of students + rooming preferences - Contains MIT ID/Kerb ID, preferences, manual assignments, notations
FRA-011	Housing	Excel	Massaging of Survey Data	Results in unified Survey Master File to be utilized by Lottery Process - Building Preferences
FRA-012	SFS	MITSIS	Lottery Process Setup {Genjob:**SLPHMAWCL**}	Loads Weighted Average rate into Housing Table for specified term
FRA-013	HFS	MITSIS	Lottery Process Setup {Genjob:**SLPHAFAWC**}	Loads freshmen into DORM=FRESH, Room=0
FRA-014	HFS	MITSIS	July Housing Billing Assessment	> Bills freshmen for weighted average DORM=FRESH, Room=0 > Notify IR (Jag) by email
FRA-015	Housing	FileMaker+CSV	Spaces File Extracted	> Spaces File to be utilized by Lottery Process - Rooms Availability & gender ratio per building
FRA-016	IS&T	Lottery Blackbox	Housing Lottery Executed on Survey Master+Spaces files	> Students matched with a BUILDING(not rooms) according to collective evaluation of survey & availability > Results File returned as CSV & evaluated by IR+Housing

FRA-017	IR	Excel/CSV+Emacs+ PGP+FTP+ Datafeed Engine	Lottery Building Results Extract	> File created for import into MITSIS & placed in Secure Dropbox
				  - Contains MIT ID & Building
				  - Encrypted using PGP prior to dropbox placement
				  - Fed back to MITSIS by datafeed

FRA-018	HFS	MITSIS	Lottery Results Imported to MITSIS {Genjob:**SLPHAFIMP**}	> Loads freshmen into Actual DORM, Room=0 - Always done AFTER the July assessment (students are not supposed to see/be billed for real dorm until August)
FRA-019	Housing	Excel	Lottery Results File Parceled ("The SLICE")	> Extract parceled out by building to divide lists of people for sending to House Managers

FRA-020	Housing	Microsoft Office	"Room Assignment Questionnaire" Survey Results Sent	> Mailmerge to decode CSV, create PDF Listing of Rooming Preferences
				  - more data from original Preferences Survey
				  - Sorted by Building+Alphabetical
				  - Manually-Separated for distribution
				> Rooming Preferences Delivered to Housemasters, HouseMgrs & Rooming Chairs

FRA-021	Housing	Excel+PDF	Internal Residence Allocation	> Coordinated process to locate appropriate floor+room for each resident
FRA-022	Housing	Excel	Actual Room Assignments Returned	> Actual room assignments returned to Housing Central by Room Chairs > House Managers are Cc'd (this is how they receive the actual assignments to put in using SISTIM) - (And also how they get the final residence list for check-in & CCURE building access cross-reference)
FRA-023	Housing	SISTIM+MITSIS	Actual Room Assignments input to MITSIS	Posted in MITSIS after July Assessment date, but before results are posted to Student
FRA-024	Housing	CCURE via Citrix	Residence Card Access Established (Building Security System)	> Freshman clearances (imported from CSGold) activated as soon as housing assignment becomes active > Upperclassman clearances input into CCURE one at a time by MIT ID
FRA-025	Housing	FileMaker+CSV	Ultimate Results Master File Compiled	Listing now includes BUILDING+Room NUMBER
FRA-026	IS&T	Excel+Web	Housing Lottery Results posted Online via MIT Residential Life Website	> IR(Jag) gives Jeff a CSV file to post to the Web server ("Freshman Lottery Website") > If Dining Plan required for residence, LINK on this page to send student to Campus Dining Plan Survey (Odyssey)
FRA-027	Housing	Web/Odyssey HMS	HOUSING AGREEMENTs Solicited & Signed (Checkbox)	> {MIT RLP webpage} Same results site requests that each resident reads and signs their housing agreement by checking a box right there (heretofore) > {Odyssey} License Signing File Uploaded for Signature Solicitation (2012)
FRA-028	Registrar	MITSIS	MIT Directory Address Load Executed {Genjob:**SPPPETAL**}	Student Directory Data loaded into MITSIS/WebSIS
FRA-029	Housing	FrontDesk System	Student Move-In to Residence Hall	> Special move requests handled in the last two weeks before Reg Day
FRA-030	Housing	FileMaker+MITSIS	Adjustment Period (Formerly Adjustment Lottery)	> Must be completed&input to MITSIS, before September Assessment deadline
FRA-031	Registrar	OnlineReg	Registration Day	Student Enrollment & 'Registered' Status Begins
FRA-032	HFS	MITSIS	September Housing Billing Assessment	Resident billed for (adjusted, if necessary) actual dorm + room rate
FRA-033	Housing	MITSIS+SIStIM	Ad Hoc Housing Moves & Adjustments	Additional moves/adjustments (as necessary) performed by staff throughout acad. year

Timeline columns: January | February | March | April | May | June | July | August | September | October | November | December (each divided into 1, 2, 3, 4)