Residential Living’s Housing Assignment Process Map
Prior to LSS

1. Student Completes Application Packet
   - RL: Receive the Application Packet & Verifies Completion; Works the App

2. RL: Create Welcome Packets for Applicants
   - RL: Make Deposit (Cash, Checks, Receipts) to Business Office
   - RL: Process Application
   - RL: Make Room Assignments

3. RL: Meningitis Complete
   - YES: RL: Deliver Assignment Packets to Post Office
   - NO: Post Office: Assigns Mailbox to Students
      - RL: Enter Room Assignments in Database
      - RL: Application Files moved to “Needs Agreements” File Cabinet
      - RL: Enter Meal Plan Option into Database
      - RL: Agreements filed in Student’s Folder; placed in File Cabinet

4. RL: Sends student list to Admissions; Admissions sends Postcard Reminders
   - YES: RL: List Created & Sent to Halls for Agreement Completion During Move-In
   - NO: Student Completes Agreements

5. RL: Application Process Complete

Created using Minitab’s Quality Companion