

HOUSING SELECTION PROCESS 2014-2015- Continuing Students

MARKETING/COMMUNICATION PLAN

2/7/14	Send reminder email/list requirements to reside on campus
2/28/14	Online Housing Application Opens for Continuing students
3/14/14	Online Housing Application Closes for Continuing students
4/4/14	Send out appointment dates and times to Continuing Students
4/4/14	Departmental training for Part 2 (General Room Selection) will be training staff
4/4/14	Web Blast Housing Selection Part 2/ General Room Selection and Info training dates
4/7-8/14	Info training sessions for part 2 (General Room Selection) in residence halls
4/7-28/14	Fall registration begins- students must be registered for 12 or more credit hours/ if not assignment will not be valid!
4/10/14	Housing Selection Process Part 2 (General Room Selection) begins based on student Room Selection Number
4/20/14	Housing selection Process part 2 ends -email sent to students that have: <ol style="list-style-type: none">1. Completed app but no payment- list waitlist procedure2. Students completed application but not FAFSA, registered etc..
4/22/14	email sent to students that: <ol style="list-style-type: none">1. missed appointment but completed application- persons will be MANUALLY Assigned Waitlist 1- completed application with payment but not eligible (FAFSA, not registered) (stress that if you miss appointment will be manually assigned)
4/25/14	Debriefing with the Focus group on Part 2 General Room Selection
4/25/14	Reopen Room Selection (Part 2)/Fall registration ends- will keep open for 1 week
4/30/14	Students will receive 2nd email confirmation of selected bed space/ 7-22/14FINAL EMAIL CONFIRMATION SENT (will stress that if requirements are not met Assignment will not be VALID