

## ***University Accommodation Office***

The director of the *University Accommodation Office* requires you to design a database to assist with the administration of the office. The requirements collection and analysis phase of the database design process has provided the following data requirements specification for the *University Accommodation Office* database followed by examples of query transactions that should be supported by the database.

### **Data Requirements:**

#### **Students:**

The data for each full-time student includes: the banner number, name (first and last name), home address (street, city, postcode), mobile phone number, email, date of birth, gender, category of student (e.g., first-year undergraduate, graduate student), nationality, special needs, any additional comments, current status (placed/waiting), major, and minor.

The student information stored relates to those currently renting a room and those on the waiting list. Students may rent a room in a hall of residence or student apartment.

When a student joins the university, he or she is assigned to a member of staff who acts as his or her Adviser. The Adviser is responsible for monitoring the student's welfare and academic progression throughout his or her time at the university. The data held on a student's Adviser includes full name, position, name of department, internal telephone number, email, and room number.

#### **Halls of residence:**

Each hall of residence has a name, address, telephone number, and a hall manager, who supervises the operation of the hall. The halls provide only single rooms, which have a room number, place number, and monthly rent rate.

The place number uniquely identifies each room in all halls controlled by the Residence Office and is used when renting a room to a student.

#### **Student flats:**

The Residence Office also offers student apartment. These are fully furnished and provide single-room accommodation for groups of three, four, or five students. The information held on student apartments includes an apartment number, address, and the number of single bedrooms available in each apartment. The flat number uniquely identifies each apartment.

Each bedroom in an apartment has a monthly rent rate, room number, and a place number. The place number uniquely identifies each room available in all student apartments and is used when renting a room to a student.

#### **Leases:**

A student may rent a room in a hall or student apartment for various periods of time. New lease agreements are negotiated at the start of each academic year, with a minimum rental period of one semester and a maximum rental period of one year, which includes semesters 1

and 2 and the summer semester. Each individual lease agreement between a student and the Residence Office is uniquely identified using a lease number.

The data stored on each lease includes the lease number, duration of the lease (given as semesters), student's name and banner number, place number, room number, address details of the hall or student apartment, and the date the student wishes to enter the room, and the date the student wishes to leave the room (if known).

**Invoices:**

At the start of each semester, each student is sent an invoice for the following rental period. Each invoice has a unique invoice number.

The data stored on each invoice includes the invoice number, lease number, semester, payment due, student's full name and banner number, place number, room number, and the address of the hall or apartment. Additional data is also held regarding the payment of the invoice and includes the date the invoice was paid, the method of payment (check, cash, visa, and so on), the date the first and second reminder was sent (if necessary).

**Student apartment inspections:**

Student apartments are inspected by staff on a regular basis to ensure that the accommodation is well maintained. The information recorded for each inspection is the name of the member of staff who carried out the inspection, the date of inspection, and indication of whether the property was found to be in a satisfactory condition (yes or no), and any additional comments.

**Residence staff:**

Some information is also held on members of staff of the Residence Office and includes the staff number, name (first and last name), email, home address (street, city, and postcode), date of birth, gender, position (e.g., Hall Manager, Administrative Assistant, or Cleaner) and location (e.g., Residence Office or Hall).

**Courses:**

The Residence Office also stored a limited amount of information on the courses offered by the university, including the course number, course title (including year), course instructor, instructor's on-campus telephone number, email, room number, and department name.

**Next-of-kin:**

Whenever possible, information on a student's next-of-kin is stored, which includes the name, relationship, address (street, city, and postcode), and contact telephone number.