SCAR

Siena College Accurate Registration

Software Detailed Design

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March 6th, 2013

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Chapter 1
Detailed Design

1.1 Product Overview and Summary

Siena College Accurate Registration (SCAR) will be a comprehensive reconstruction of Siena College's current guest registration system. Through a web based application current Siena students will be able to register guests, access a database of previously registered guests, and receive confirmation of registration in an efficient and timely manner. Guests will receive a unique Guest Registration IDentification (GRID) number, be able to use a driver's license to populate the online guest registration form, and receive confirmation quickly and efficiently. Overnight Hosts will receive an email saying that the overnight host has been requested to host a guest and will have the ability to either deny or accept the request to be an overnight host. Public Safety will be able to search a database (using multiple different queries) to access current guest information in an efficient and aesthetically pleasing manner. The system administrator will have complete control over Siena College guest registration and in doing so will be able to shut down registration at any time, lower the number of guests able to be registered, create new student and public safety accounts, and the system administrator will also have all of the abilities that public safety has.

1.2 User Case Narratives

1.2.1 – System Administrator User Case Narrative

The system administrator for SCAR will be the Director of Public Safety, and anyone else the Director of Public Safety is willing to share the account with. The system administrator will have the capability to enter into SCAR with a specific system administrator account. Once logged in the system administrator will be able to interact with Siena College guest registration in multiple different ways. The system administrator will be able to do quick searches through the guest registration database for any students or guests currently in the guest registration database. The system administrator will be able to access all personal information on any particular student or guest. The system administrator may alter or update any information on any particular student or guest. The system administrator will also have the capability to add or remove any students or guests currently in the guest registration database. If the system administrator removes a student from the guest registration database all information regarding that student will be removed from the guest registration database. The system administrator will also be able to place or remove bans on students prohibited to register guests. The system administrator will have the capability to shut Guest Registration down at any point. The system administrator may also ban guests, preventing a guest from being registered by any student. The administrator will also have the capability to create Public Safety and System Administrator accounts for the system. The system administrator may log out at any time.

1.2.2 – Public Safety User Case Narrative

The term Public Safety includes the Public Safety Officers, the secretaries, and any other staff member who works for the Public Safety Department. Public Safety will be able to swipe incoming guest's driver's license at the designated Registration Station, which is currently located in Kiernan Hall, to fill out the Guest information fields of the Registration form. Public Safety will receive notifications if the guest has been banned from campus or restricted access. If there are no prior offenses, then the guest's information will be saved in a database. After a successful registration, Public Safety will receive a confirmation message with a verification number for the Guest Registration case. With the verification number, Public Safety will be able to pull up a guest's information at any time from the database. Public Safety officers will be provided with a login name and password to access the guest registration database system. Using a Public Safety account, Public Safety officers will be capable of searching the SCAR database for students or guests. Public Safety officers will be able to access all of the personal information of all students and guests in the database for the purpose of verifying the identity of any given student or guest.

1.2.3 - Student

Students will be responsible for registering guests using SCAR. Students will register guests either online via the SCAR web form or in person with a Public Safety officer in Kiernan Hall.
If working online, a student will sign into the SCAR system using a username and password provided by Siena College. The student's information will be filled out automatically based on the username the student provides. If the student's guest is a first time guest, the student will have to complete all fields on the SCAR web form regarding the guest's personal and emergency contact information. If the student's guest is a returning guest, the student will be able to select the guest's name from a drop-down menu and the SCAR web form will automatically be populated with the guest's information. The student will also be required to fill out overnight host information for the guest. If the student is not, or cannot be, the overnight host for a specified guest then the student will have to specify another student capable of being an overnight host. The student will then print the confirmation form generated by the SCAR web form and instruct the guest to carry that form at all times while on Siena College campus.

1.2.4 - Guest

Guests can be registered in any one of two ways. Guests may be registered online by a student sponsor using SCAR's web form. Guests may also be registered by accompanying a student sponsor to the designated Registration Station, which is currently located in Kiernan Hall, and registering in person with a Public Safety officer. If a guest is registered online, a student sponsor must manually enter all of the guest's information into SCAR's web form. If a guest is registered by a Public Safety officer, the guest's information is gathered by scanning the guest's government identification (driver's license). The guest will then fill out only an emergency contact form. Once a guest is registered, the guest's information is stored in a database. If a guest has been previously registered by a student, a student can simply select the guest's name on the SCAR web form and the guest's personal information will automatically populate the required fields. Once a guest is registered, the guest will be given a confirmation form which the guest will carry in order to verify the guest's identity. If a guest is registered online, a confirmation form will be delivered to the guest via email. If a guest has a vehicle on campus, a portion of the confirmation form will be detached and left on the dashboard of the guest's vehicle to use as a temporary parking pass.

1.2.5 – Overnight Host

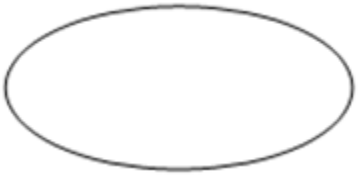
The term Overnight Host includes any student who will be hosting a guest that has been granted permission to stay on Siena campus overnight. Siena Life Policy (pg 55 of the 2012-2013 issue) does not allow a student to register a guest of a different gender overnight unless the guest has an overnight host of the same gender. An overnight host will be selected by the student and identified during the registration process. The overnight host will receive a confirmation email immediately following the registration of the guest being hosted. The overnight host will have the ability to deny or accept the request to be an overnight host.

1.3 UML Diagrams

1.3.1 – UML Use Case Diagram Legend

Use case diagrams use symbols as a means to represent how different users interact with a system. The symbols included in D&C Solutions' Use Case diagram are Actors, Processes, Interactions, and System Boundary.

Actor – Human and non-human entities that interact with the system. Human actors are displayed on the left side of the diagram while non-human actors are displayed on the right side of the diagram. The names of the actors are written below the symbol.

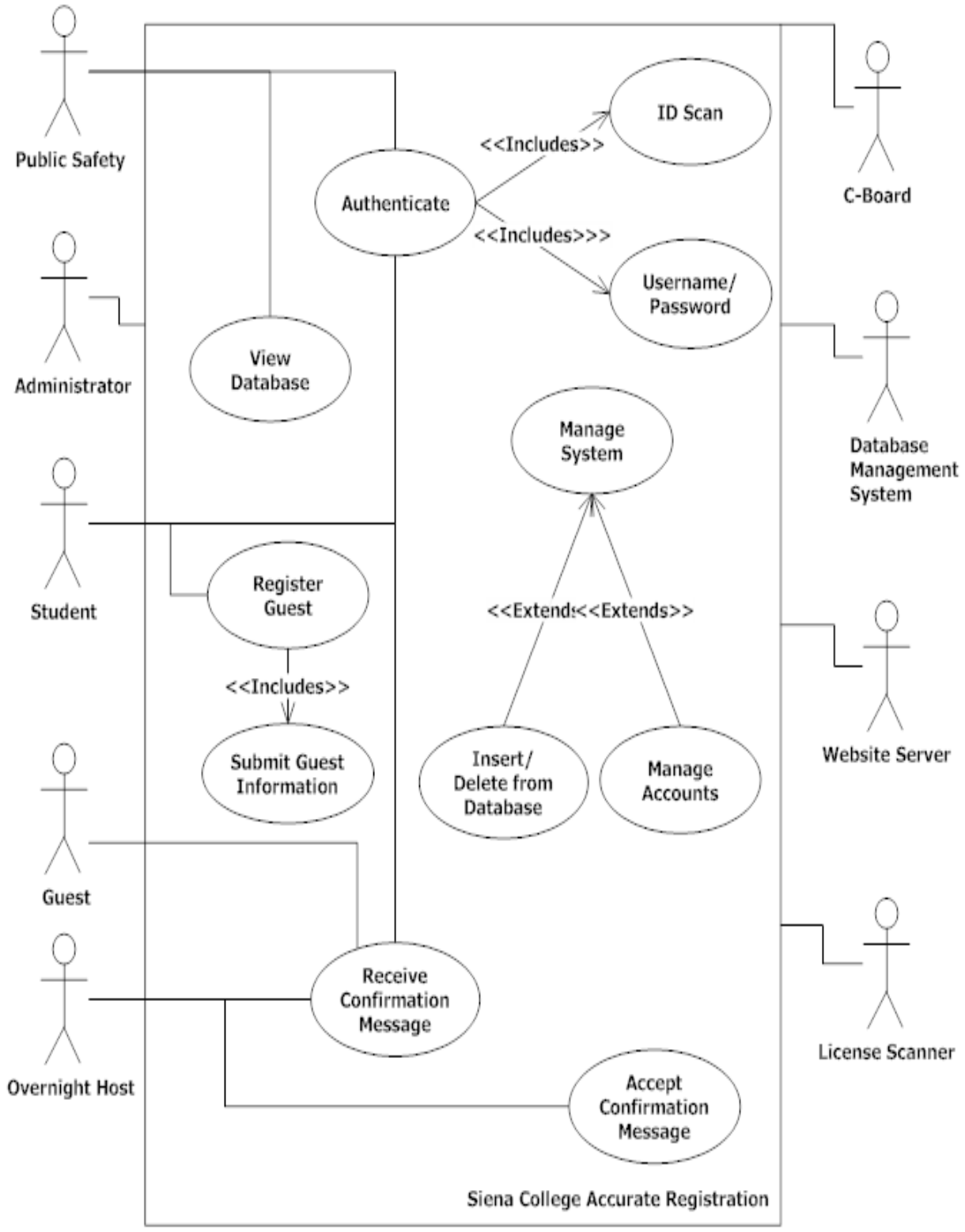


Process – Action being performed by the system. The names of the process are within the symbol.

Interaction – Denotes ability of an actor to perform a process within the system. An actor has access to a process if there is an interaction directly linking the process and the actor symbol. If an interaction is drawn between an actor and the system boundary, it represents an interaction between that actor and all of the processes within the system.

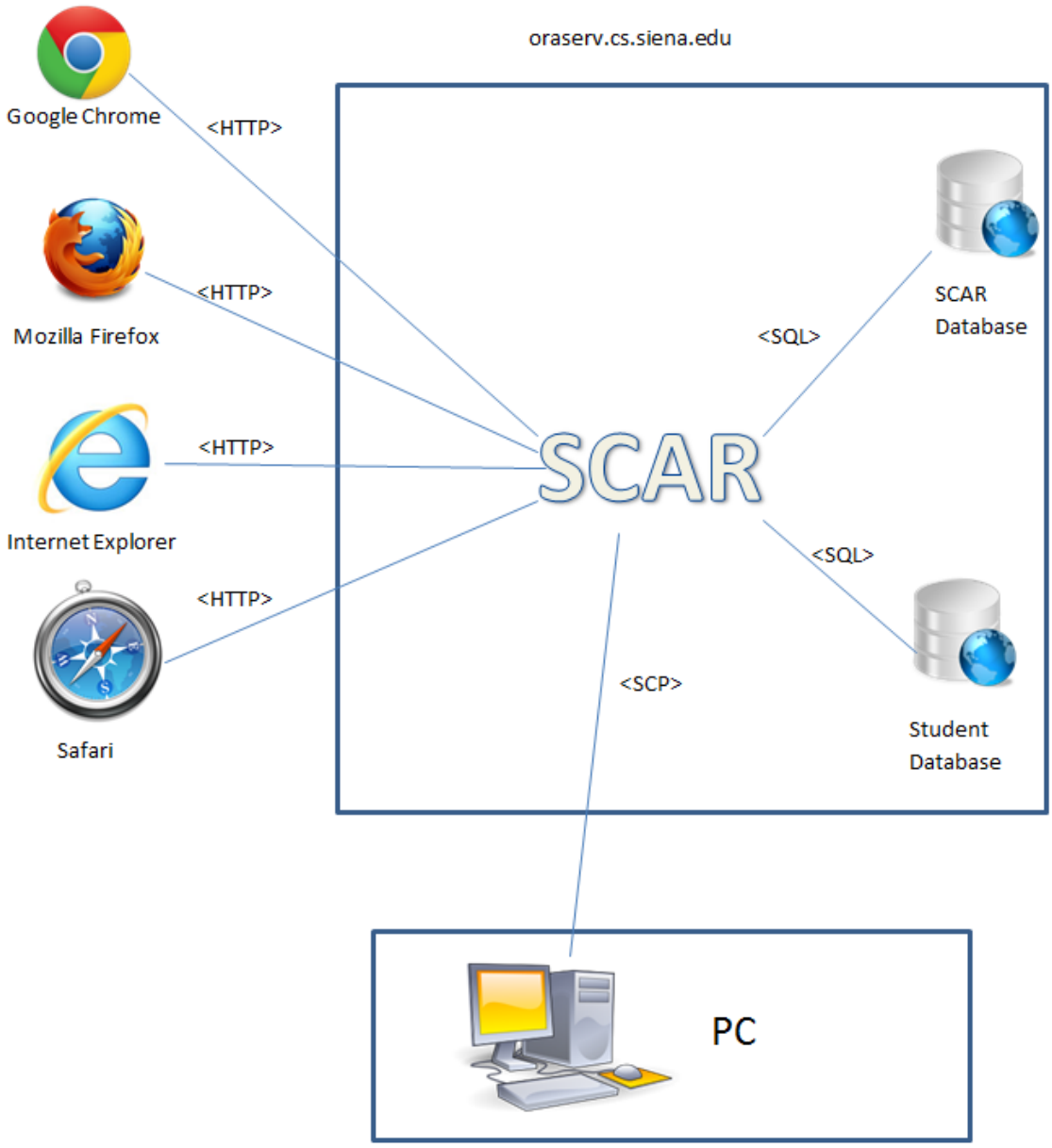
System Boundary – Denotes limitations of the system. All processes of the system are contained within the system boundary. All outside entities are represented outside the system boundary.

1.3.2 – UML Use Case Diagram for SCAR



1.3.3 – UML Deployment Diagram

Deployment Diagrams model the deployment of processing nodes and components that run on those nodes. The Deployment Diagram for SCAR shows the browsers expected to interact with SCAR via HTTP, the databases to store data and be queried by SQL, and the development environment that connects to SCAR via SCP.



1.3.4 – UML Activity Diagrams Legend

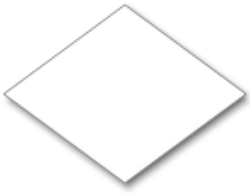
Activity Diagrams graphically represent the workflow of processes and include support for choice and iteration in the process. The symbols included in D&C Solutions Activity Diagrams are; Start Node, End Node, Process, Data Input, Decision, Connector, and Flow.

Start Node - Marks the beginning of the activity.

End Node - Marks the final resting state of the activity.

Process - An action performed in the activity diagram.

Data Input - Data being passed to a process.



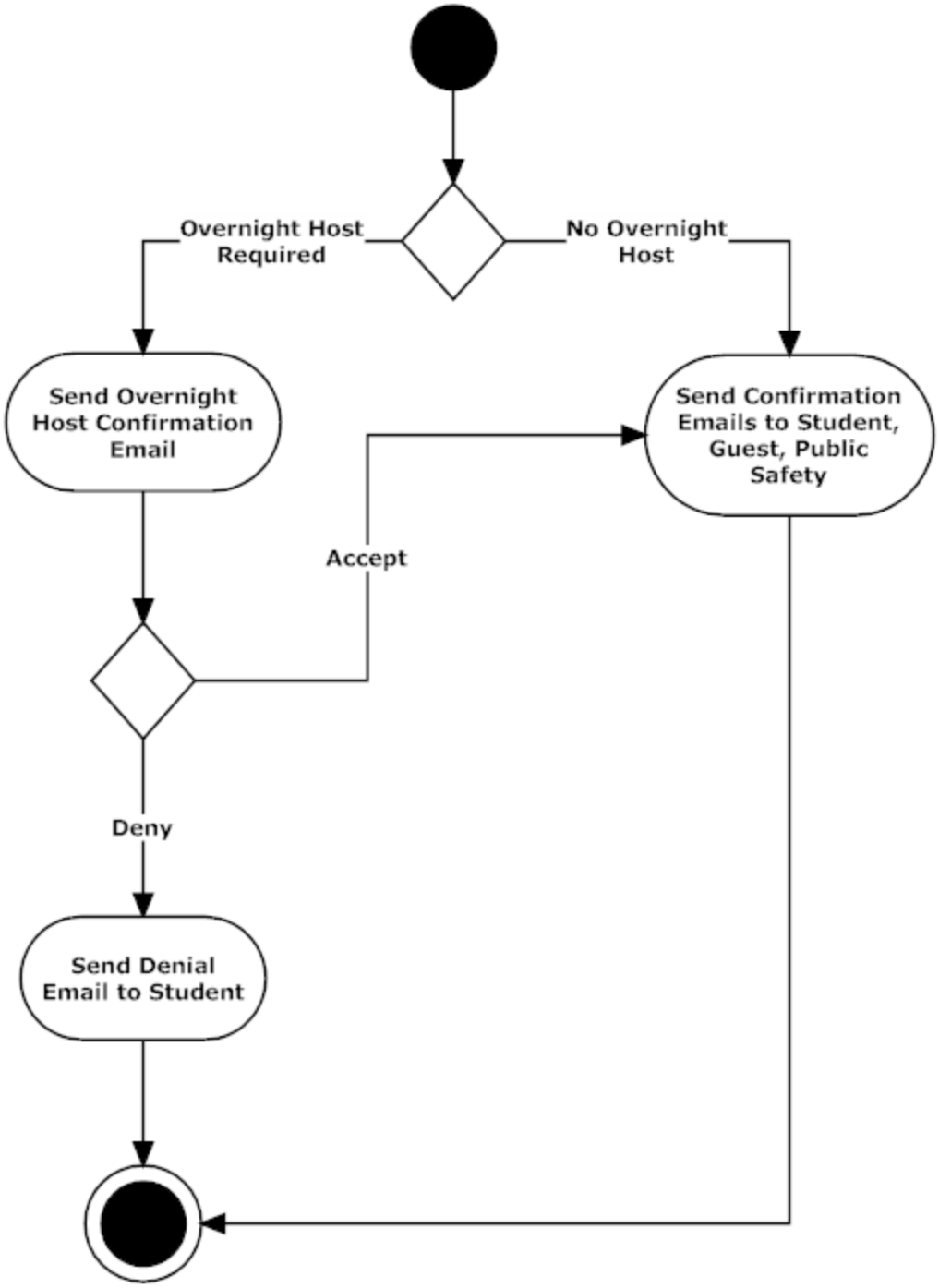
Decision - Marks a split in decision in the activity.

Connector - Joins splits in the activity diagram that lead to the same point or splits an activity into separate paths.

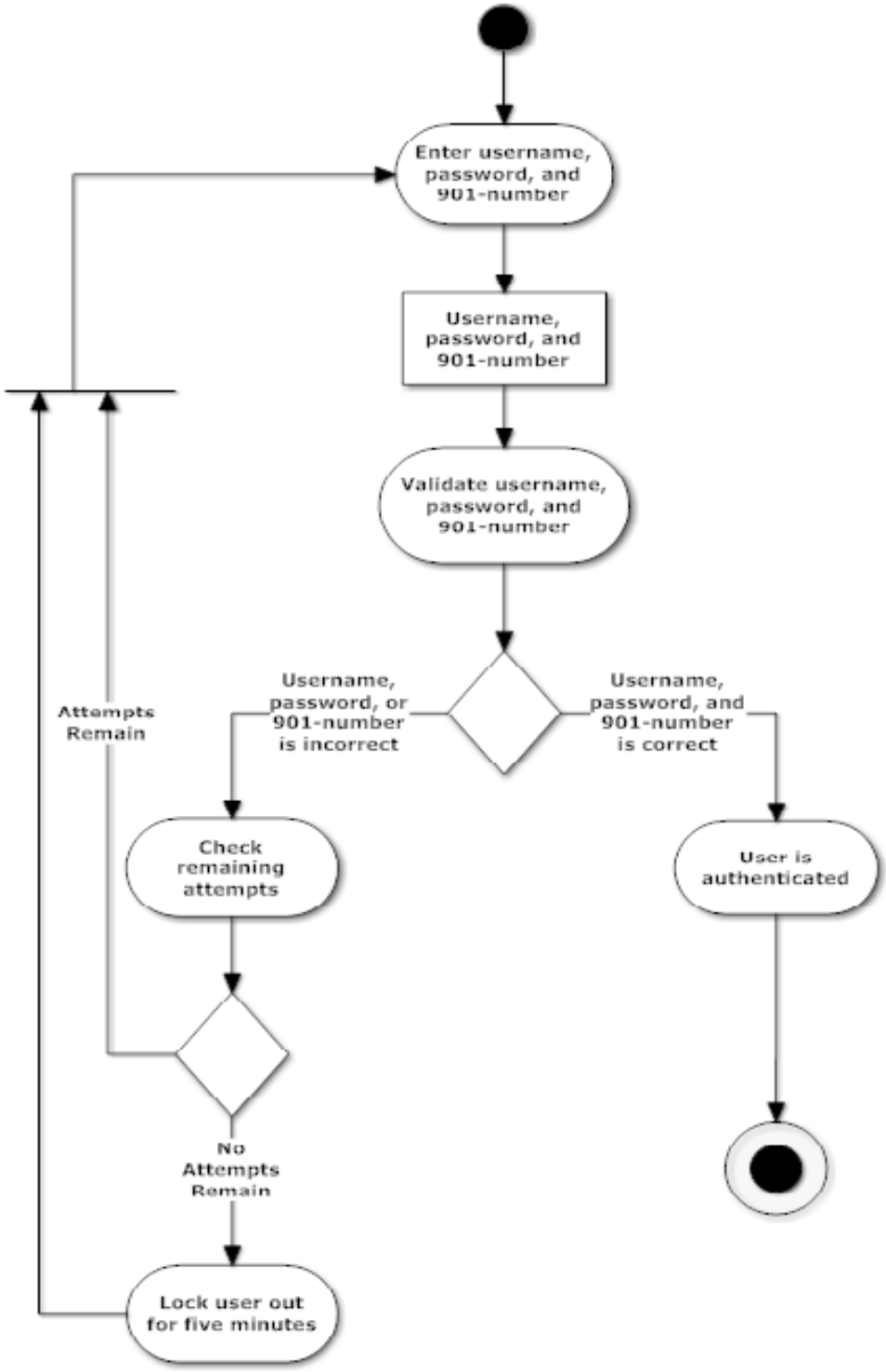
Flow - Mark the flow of activity.

1.3.5 – UML Activity Diagrams

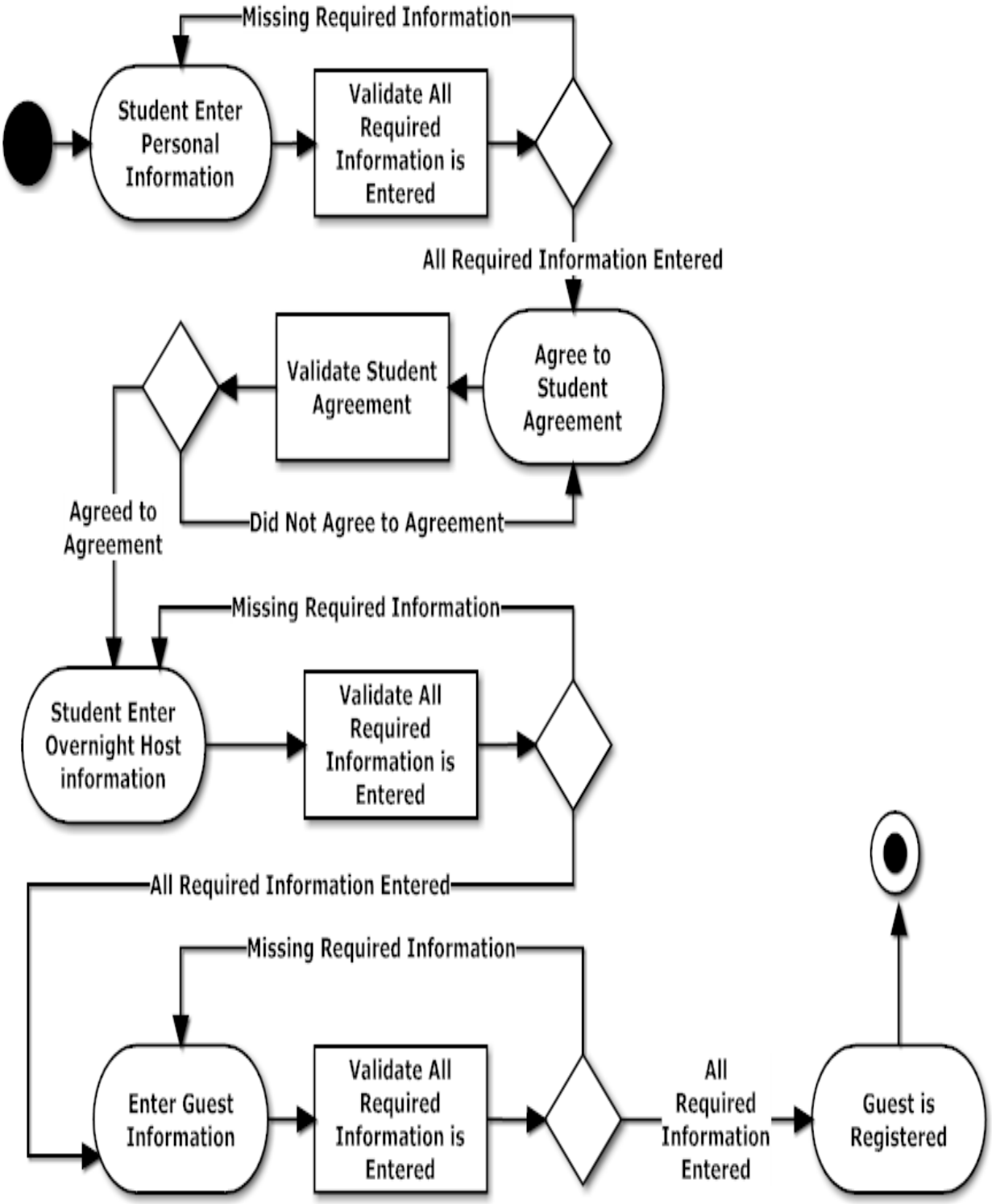
Confirm Activity Diagram



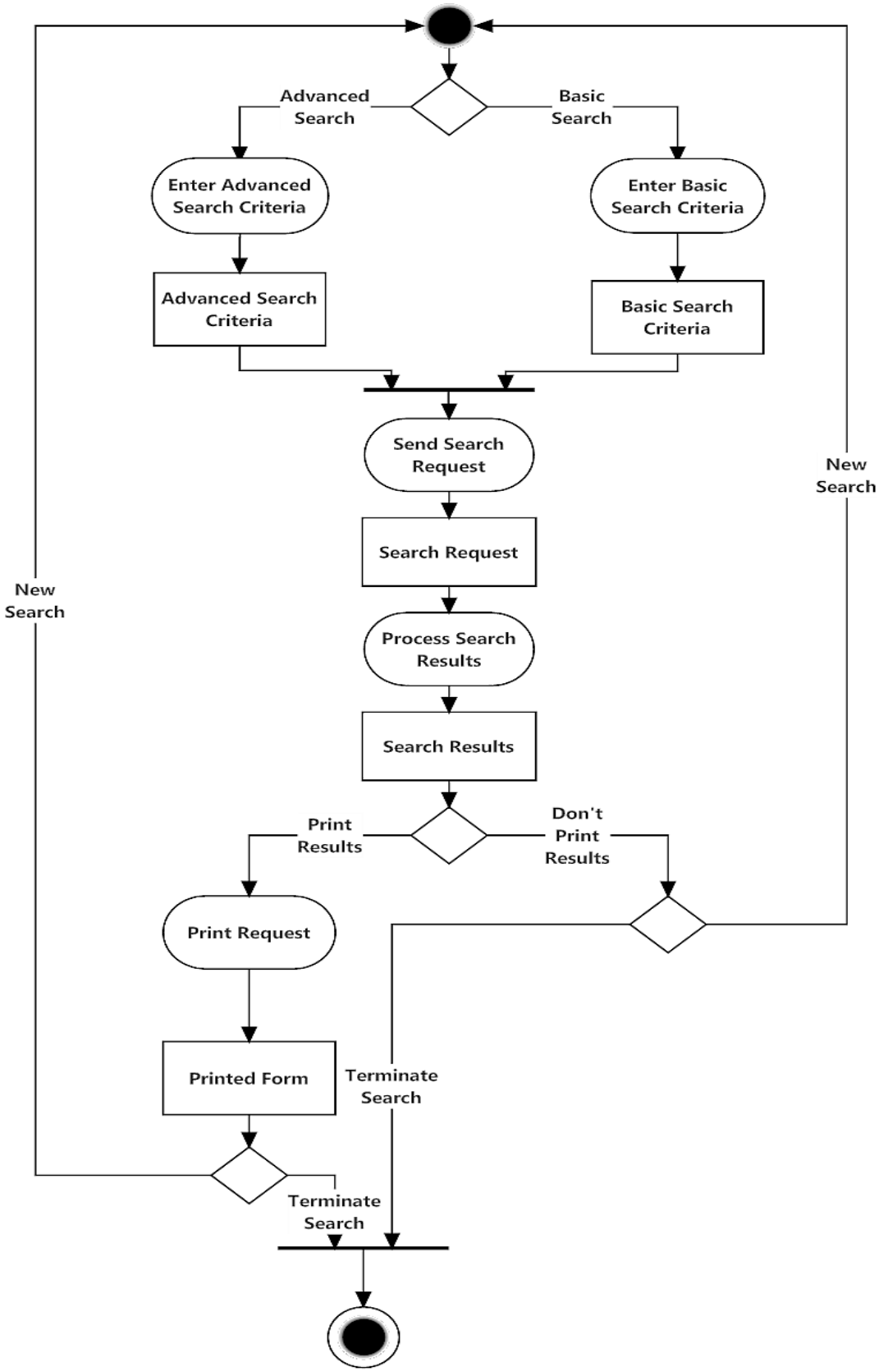
Student Authenticate Activity Diagram



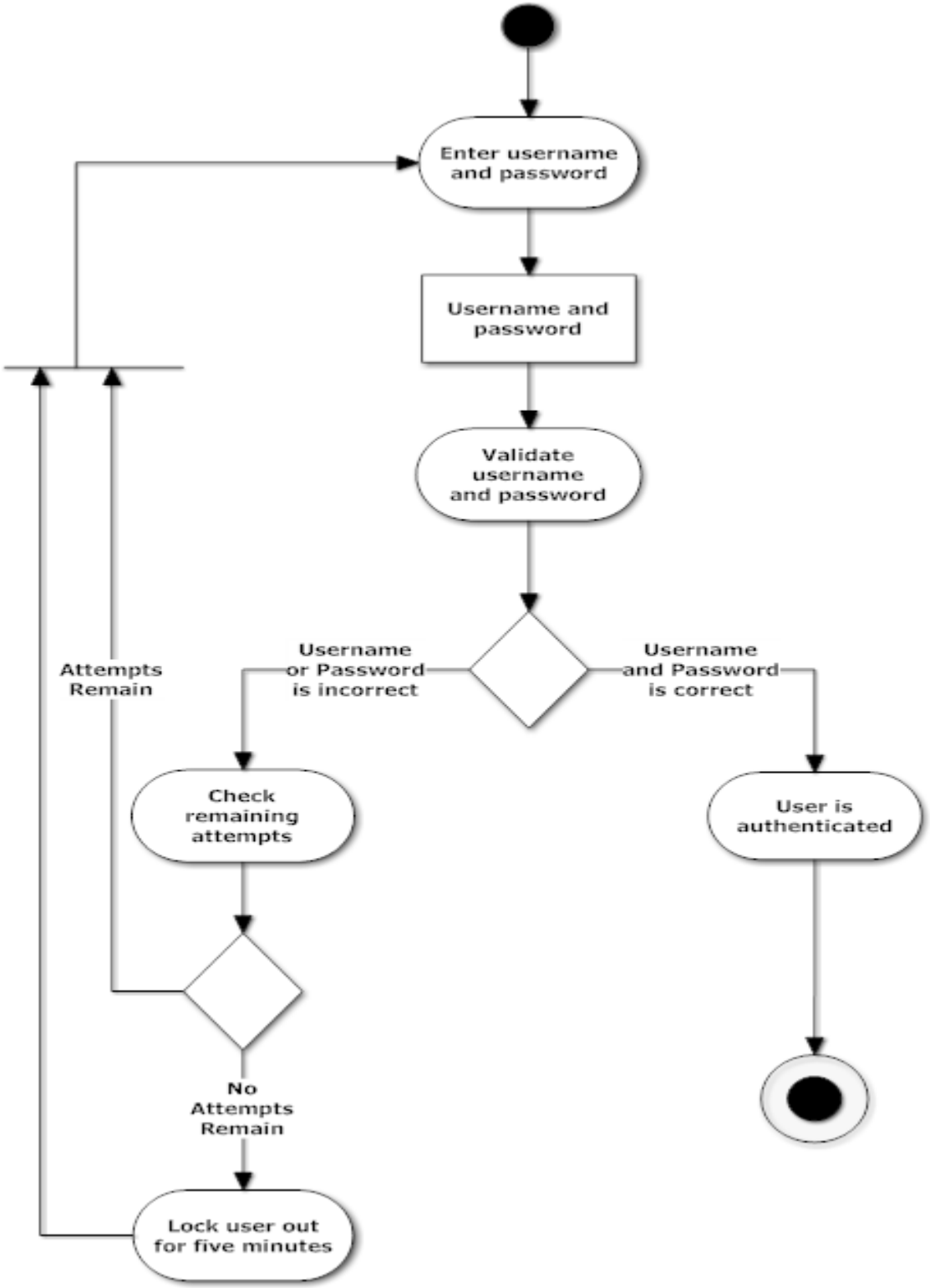
Register Activity Diagram



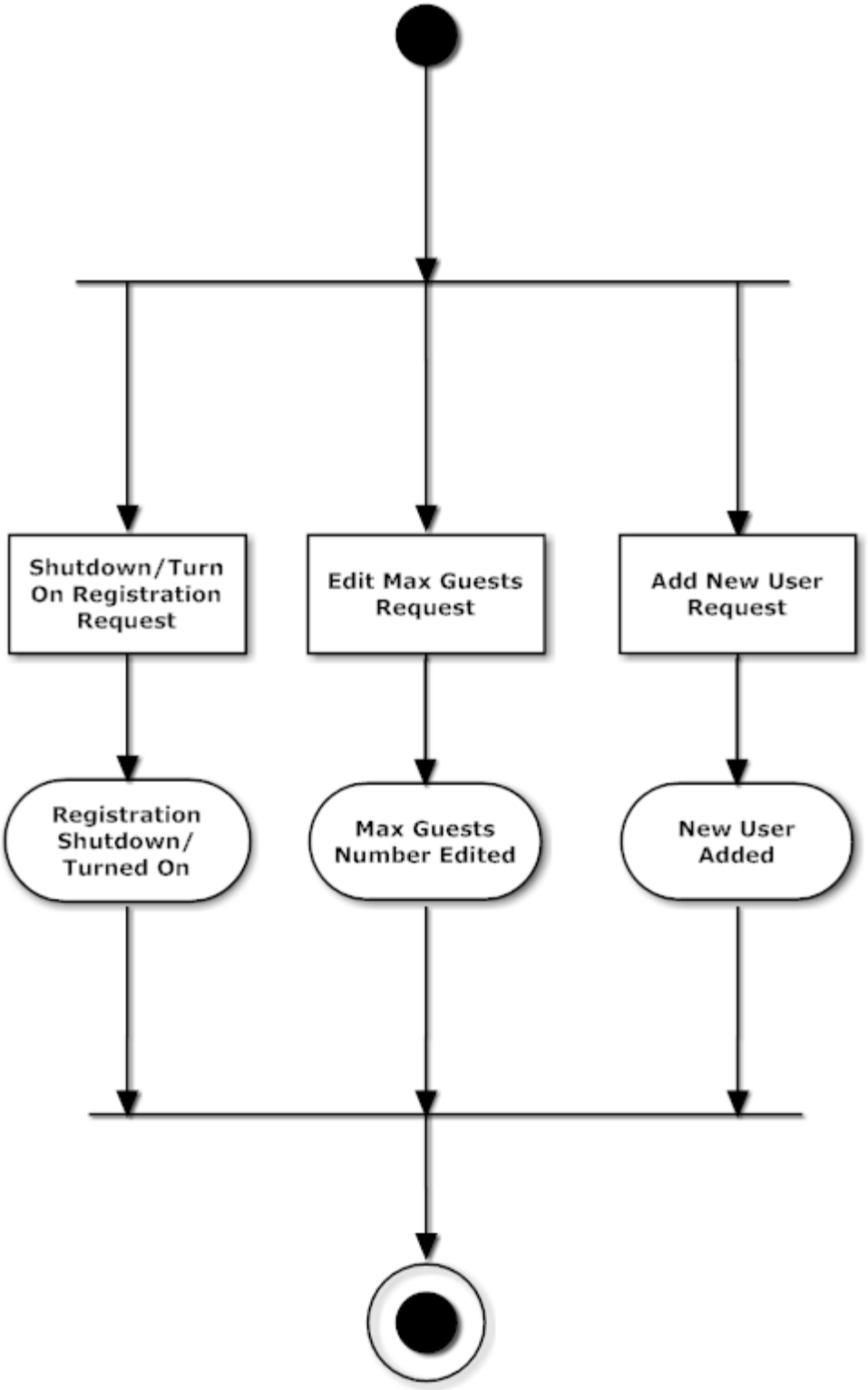
Search Activity Diagram



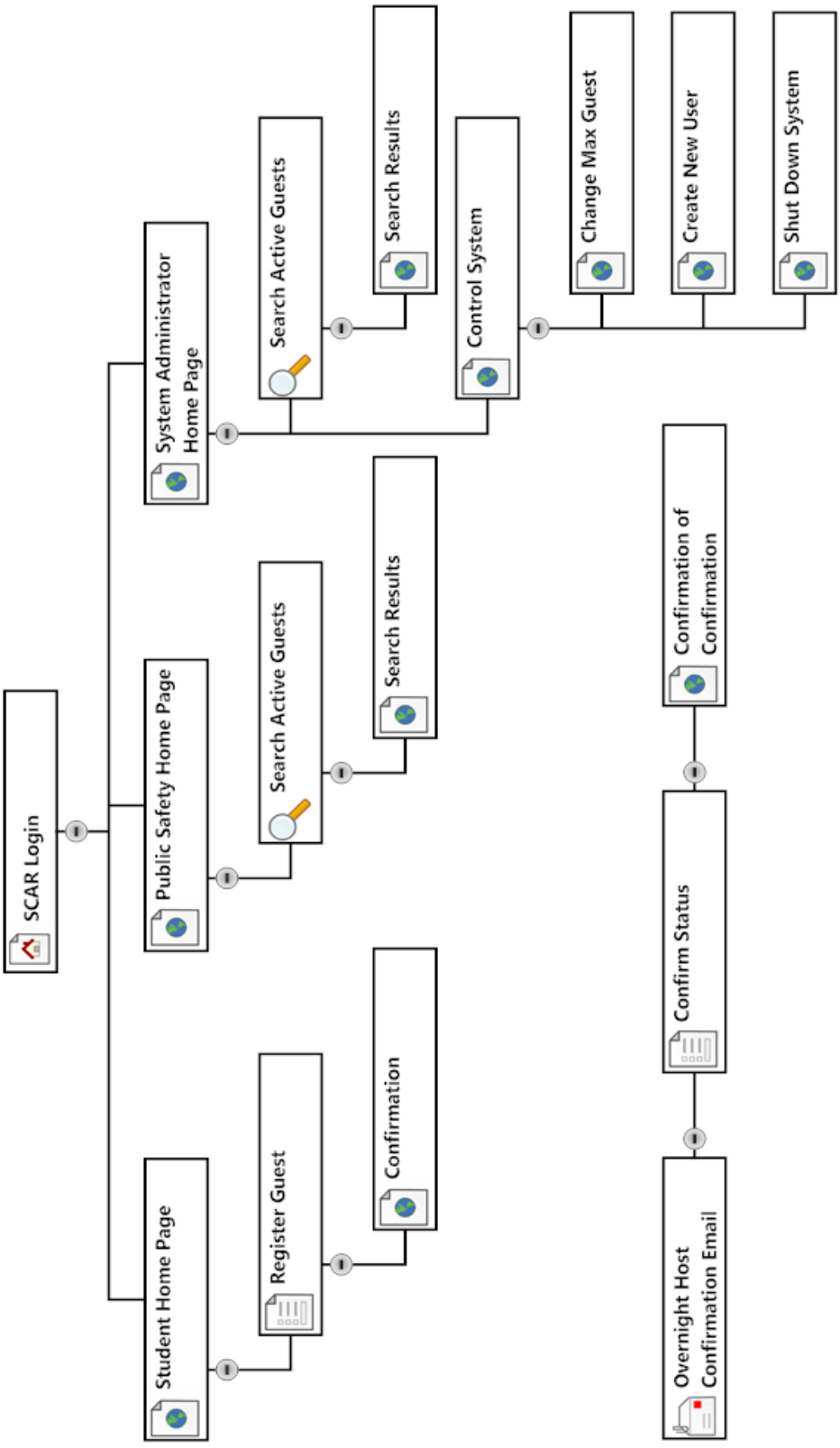
Administrator Authenticate Activity Diagram



Control System Activity Diagram



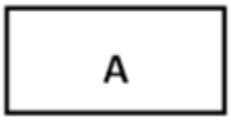
1.4 SCAR Website Map



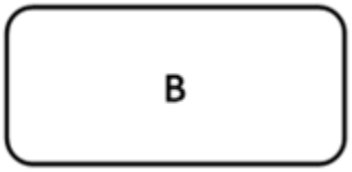
1.5 Data Flow Diagrams

1.5.1 – Data Flow Diagram Legend

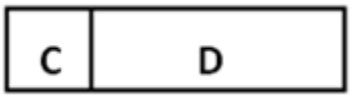
Data Flow Diagrams are graphical representations of the flow of data through a software system. The symbols included in D&C Solution's Data Flow Diagrams are Entities, Processes, Datastores, and Data Flows.



Entity – Human and non-human actors that interact with the system. "*A*" marks the name of the entity.



Process - An action performed by the system to manipulate data. "*B*" marks the name of the process.

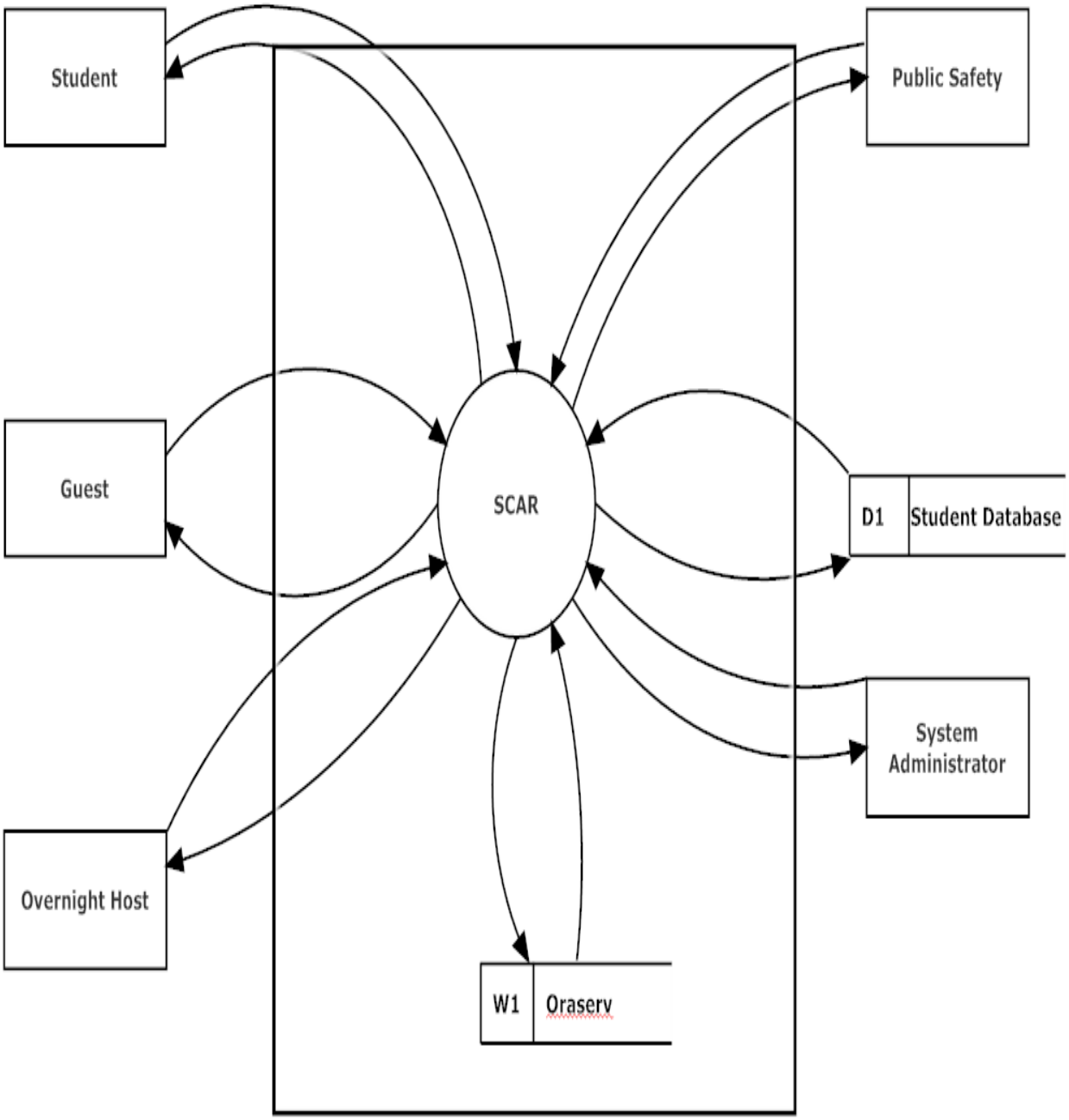


Datastore – Where data is stores in the system. "*C*" marks where the datastores type is written. "*D*" marks the name of the datastore.

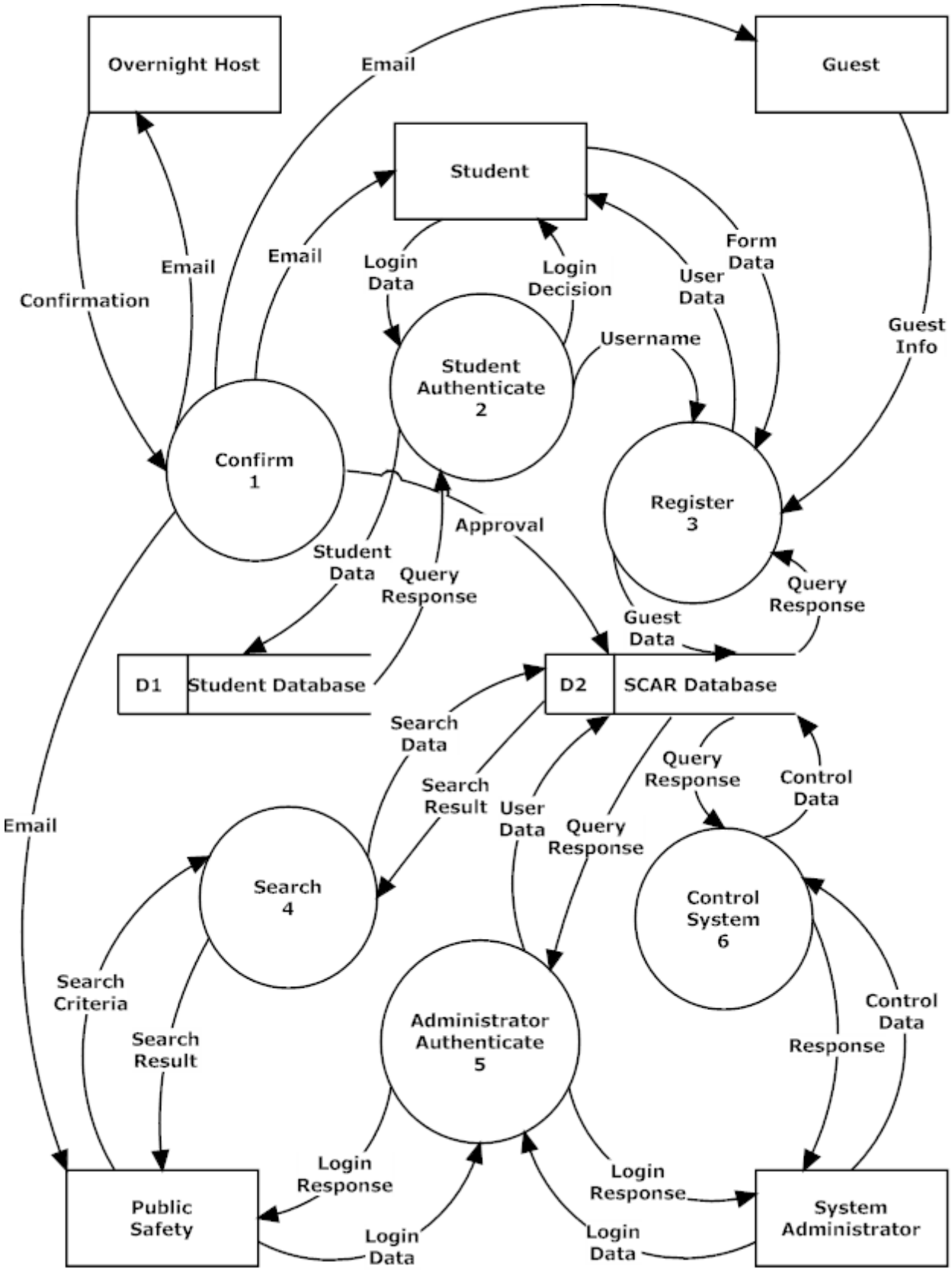
Data Flow – Denotes how data flows from one entity, process, or datastore. "*E*" marks the name of the data flow.

System Boundary – D&C Solutions has control over everything located within the system boundary. The system boundary is omitted in level 0, 1, 2, and 3 data flow diagrams for sake of simplicity.

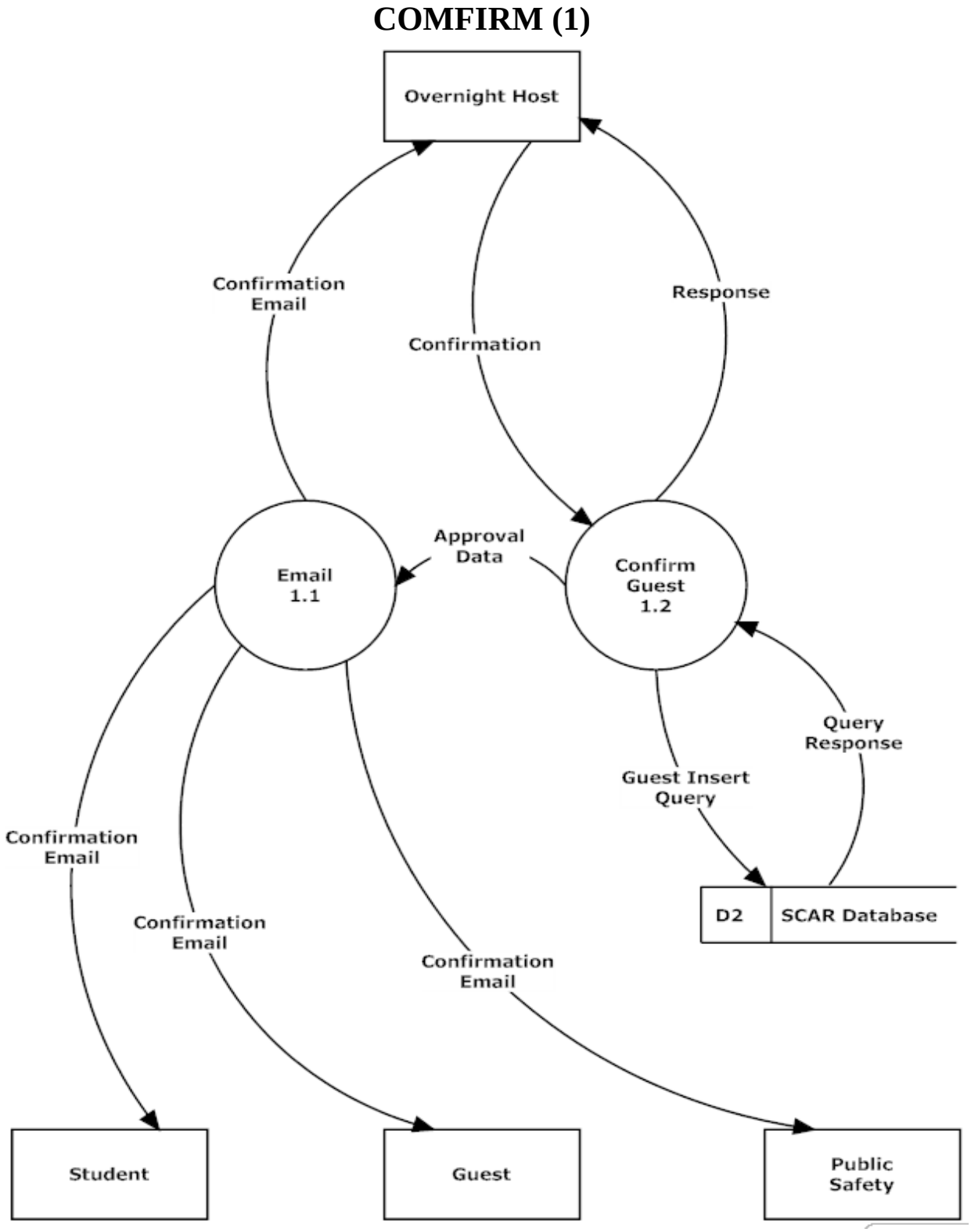
1.5.2 – Context Diagram



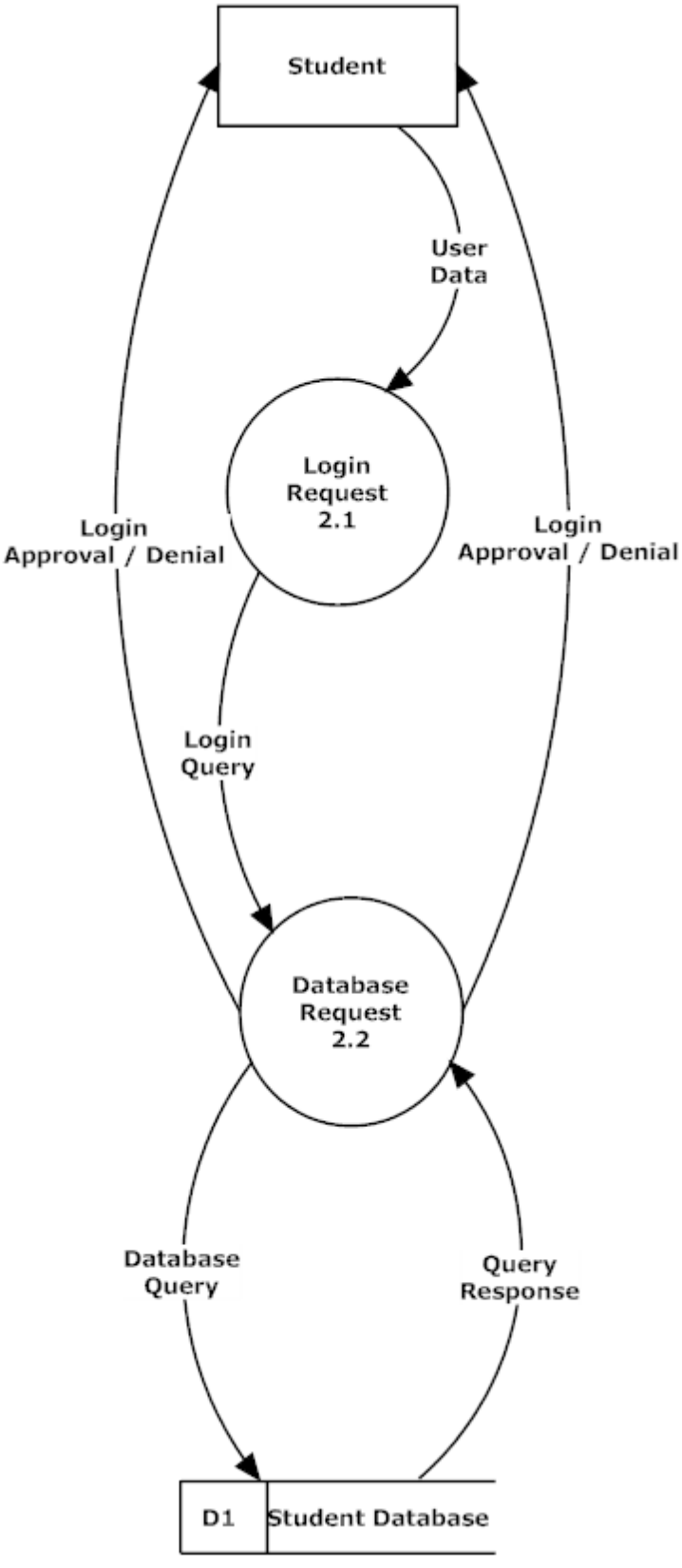
1.5.3 – Level 0 Diagram: SCAR



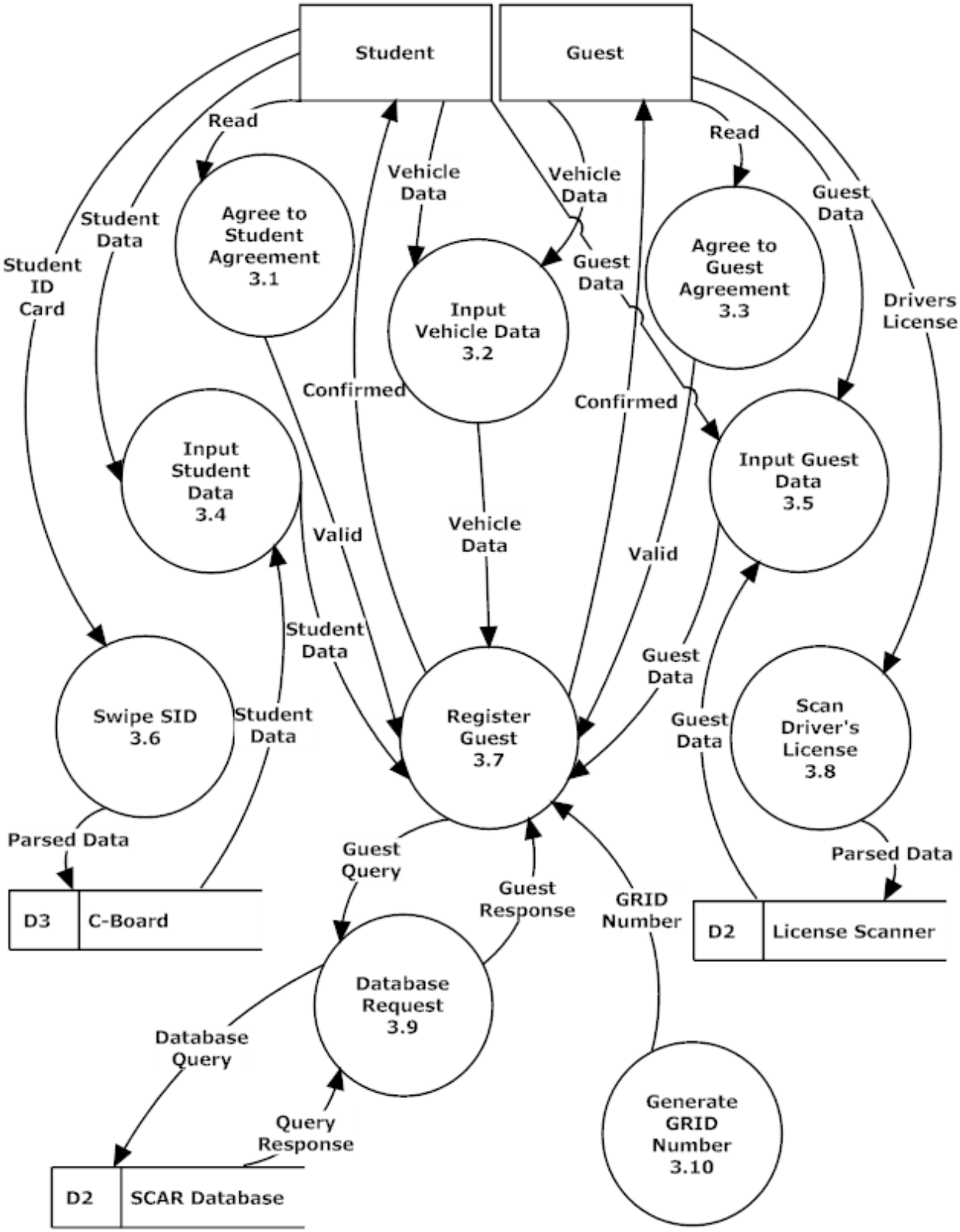
1.5.4 – Level 1s


COMFIRM (1)
Overnight Host
Confirmation Email
Confirmation
Response
Email 1.1
Approval Data
Confirm Guest 1.2
Query Response
Guest Insert Query
D2
SCAR Database
Confirmation Email
Confirmation Email
Confirmation Email
Student
Guest
Public Safety

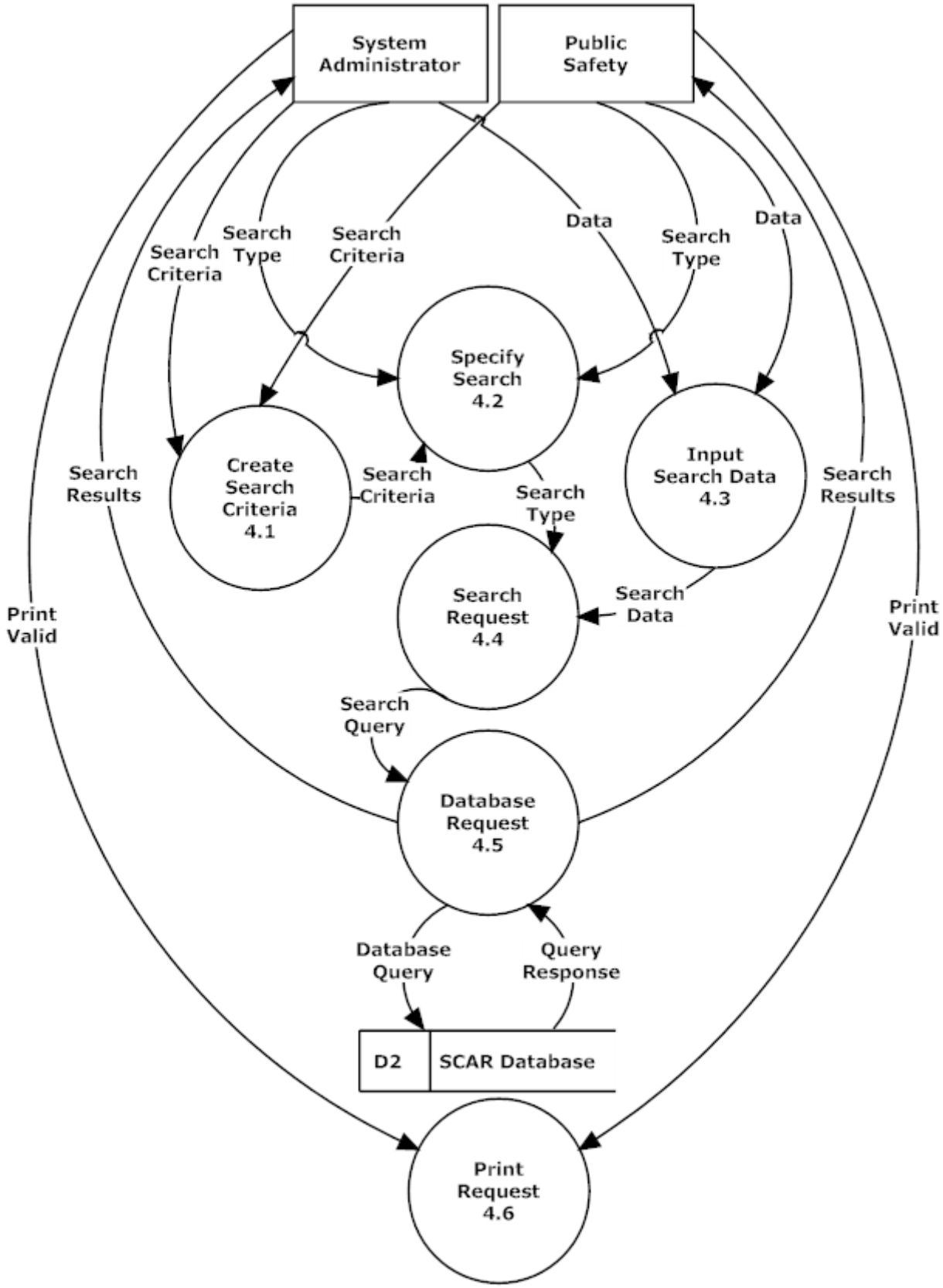
STUDENT AUTHENTICATE (2)



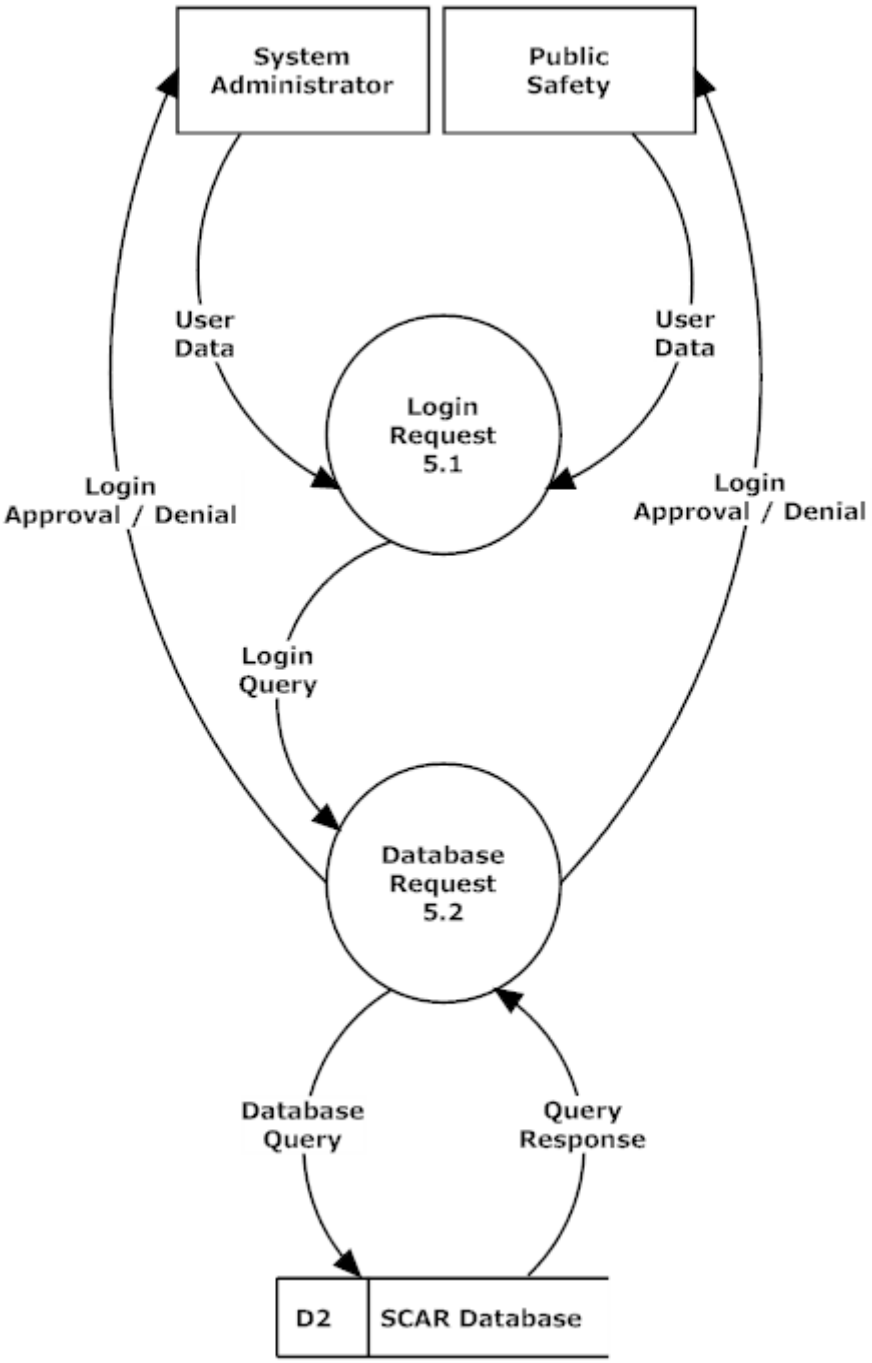
REGISTER (3)


Student
Guest
Read
Read
Student Data
Student ID Card
Agree to Student Agreement 3.1
Vehicle Data
Vehicle Data
Guest Data
Agree to Guest Agreement 3.3
Guest Data
Drivers License
Input Vehicle Data 3.2
Guest Data
Confirmed
Confirmed
Input Student Data 3.4
Input Guest Data 3.5
Valid
Vehicle Data
Valid
Student Data
Guest Data
Swipe SID 3.6
Student Data
Register Guest 3.7
Guest Data
Scan Driver's License 3.8
Parsed Data
Guest Query
Guest Response
GRID Number
Parsed Data
D3
C-Board
D2
License Scanner
Database Request 3.9
Database Query
Query Response
Generate GRID Number 3.10
D2
SCAR Database

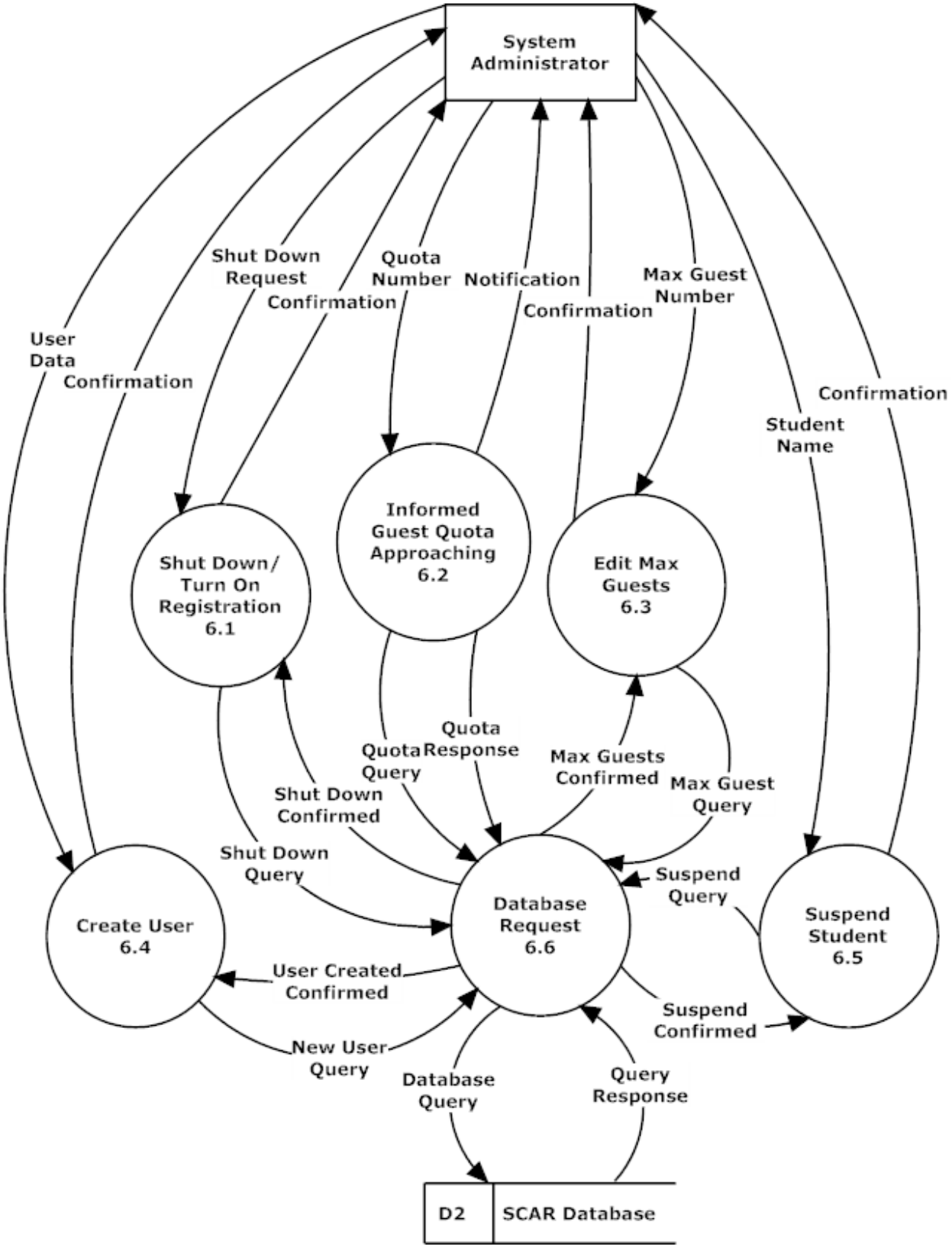
SEARCH (4)


System Administrator
Public Safety
Search Criteria
Search Type
Search Criteria
Data
Search Type
Data
Specify Search 4.2
Create Search Criteria 4.1
Search Criteria
Search Type
Input Search Data 4.3
Search Results
Search Results
Search Request 4.4
Search Data
Print Valid
Print Valid
Search Query
Database Request 4.5
Database Query
Query Response
D2
SCAR Database
Print Request 4.6

ADMINISTRATOR AUTHENTICATE (5)

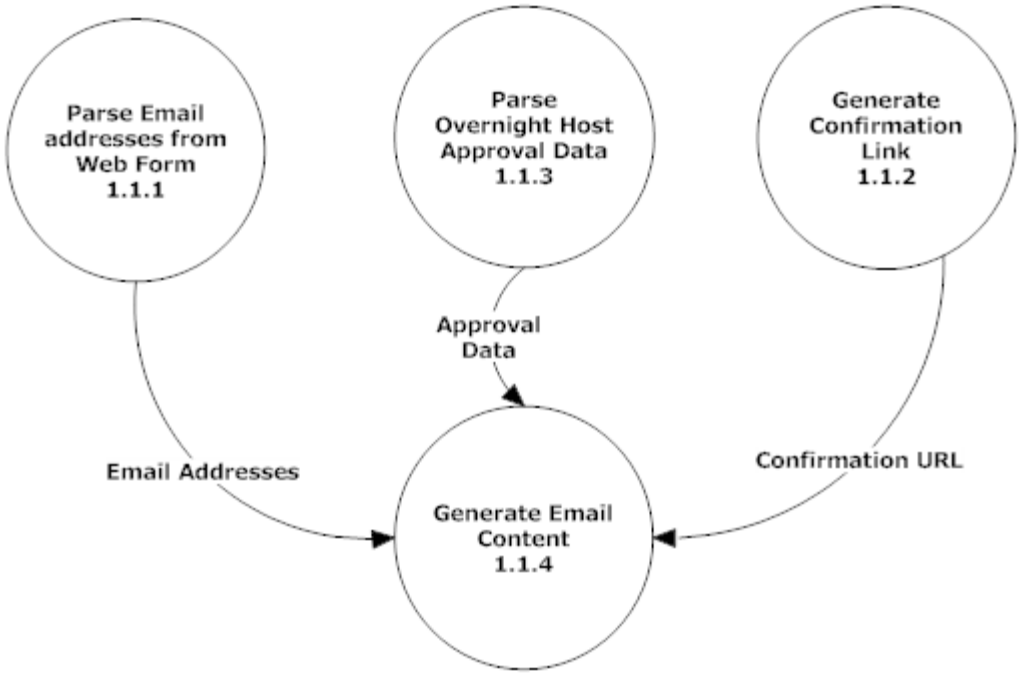


CONTROL SYSTEM (6)

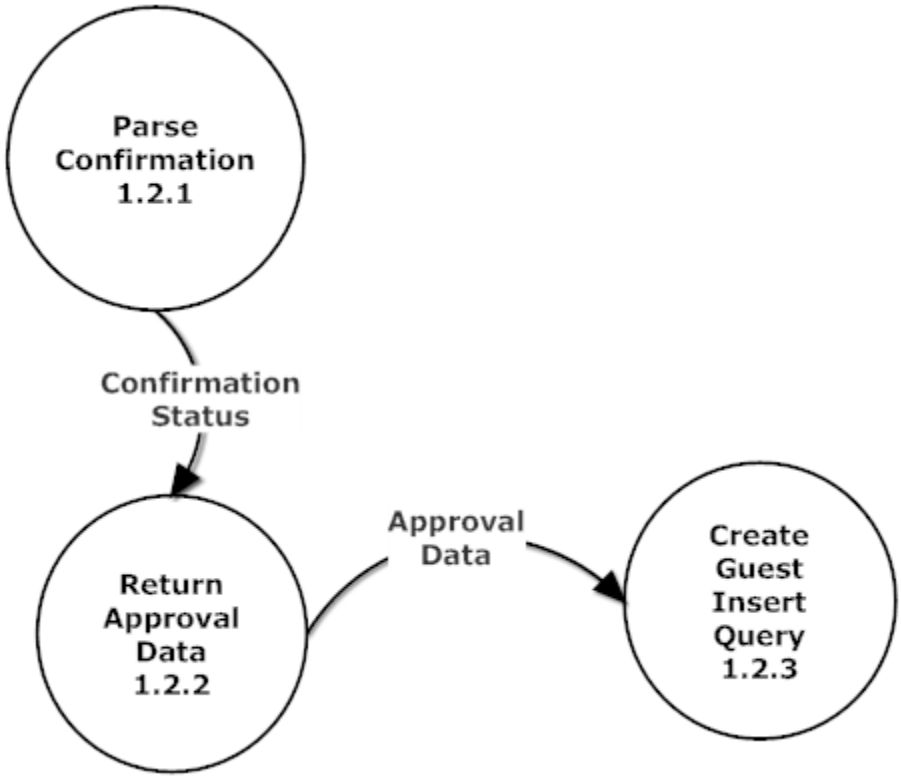


1.5.5 – Level 2s

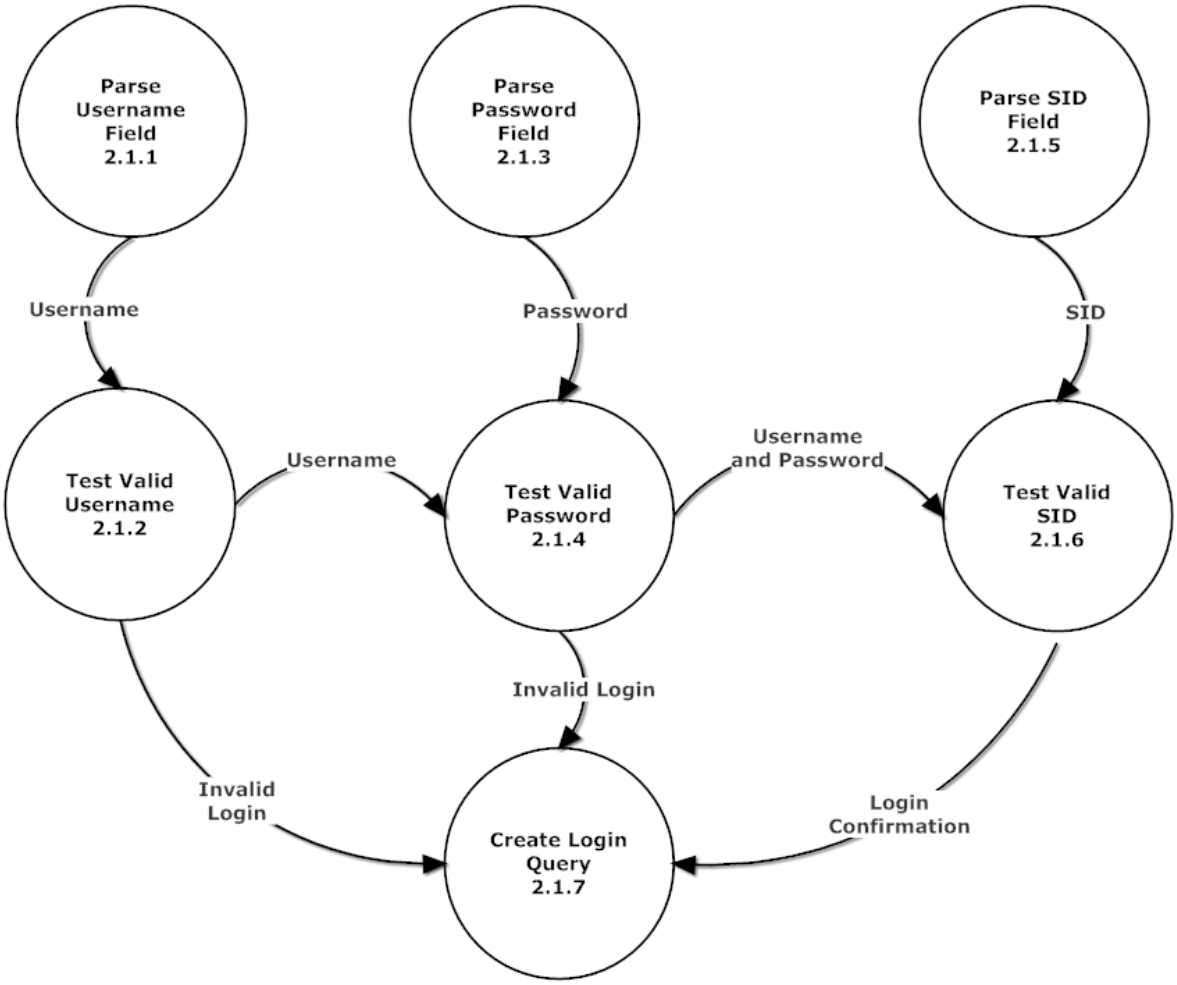
EMAIL (1.1)



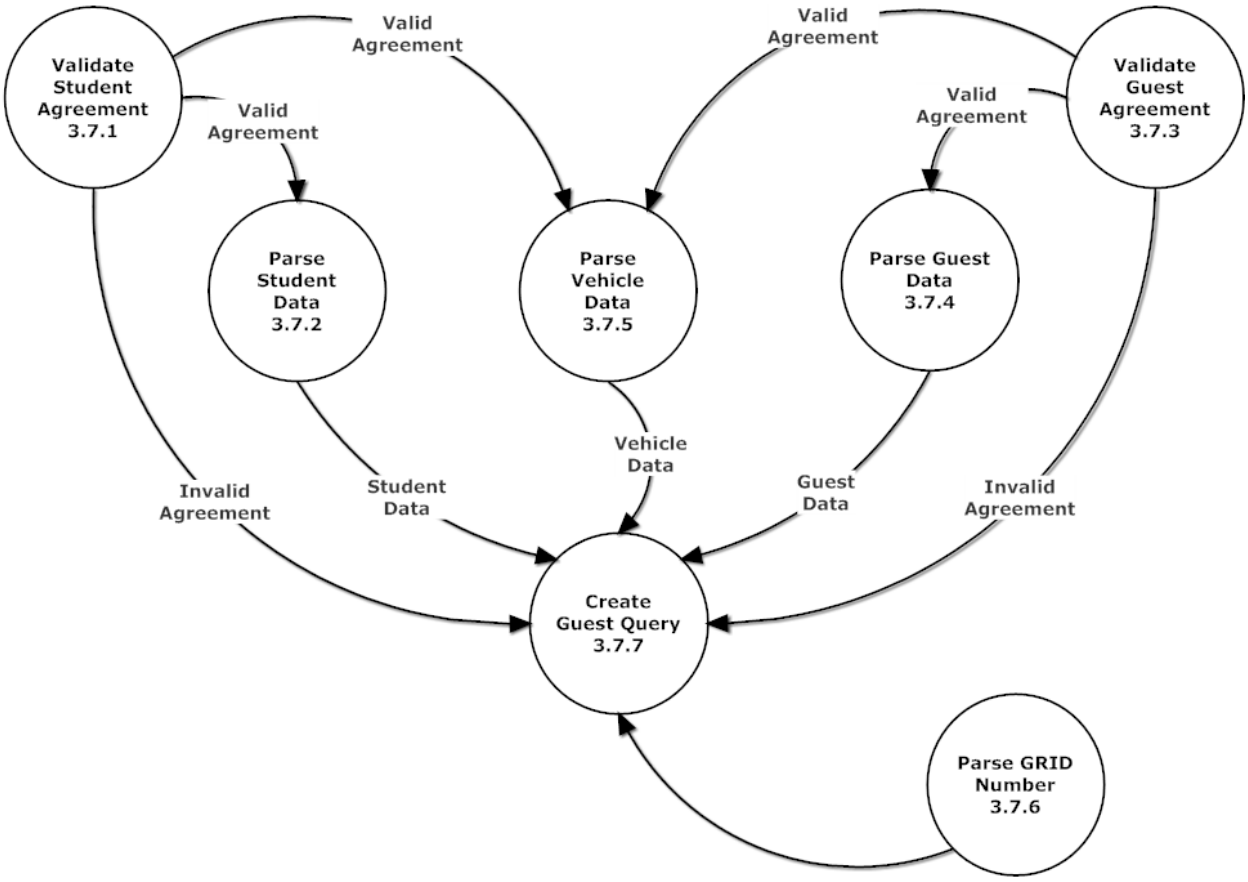
CONFIRM GUEST (1.2)



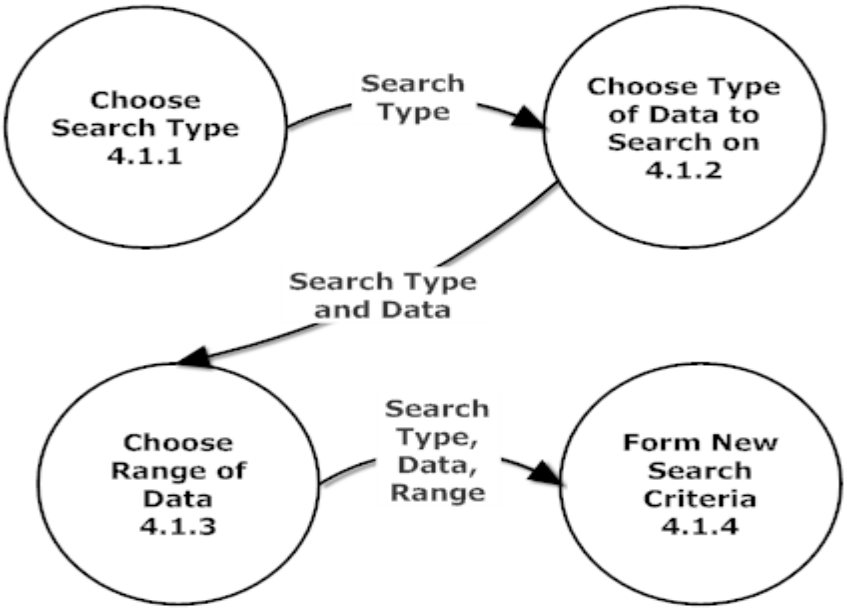
LOGIN REQUEST (2.2)



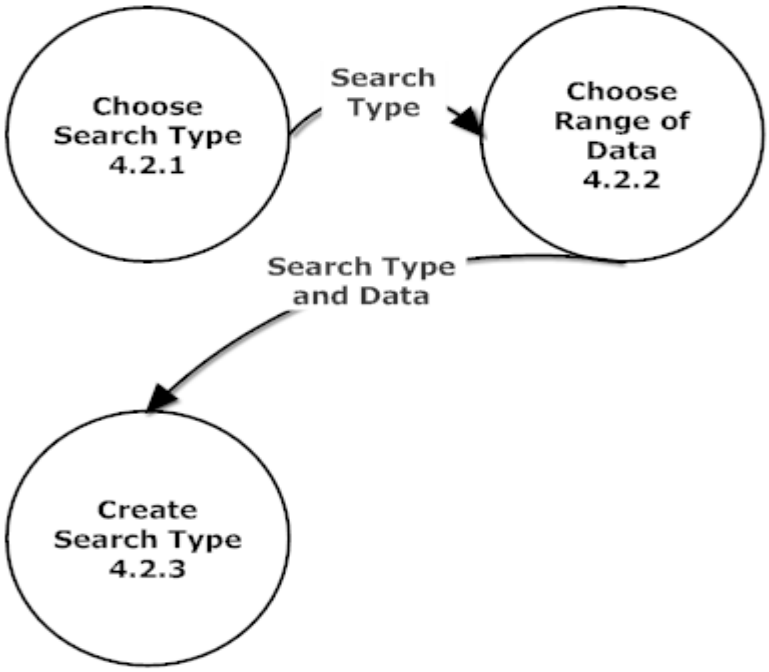
REGISTER GUEST (3.7)



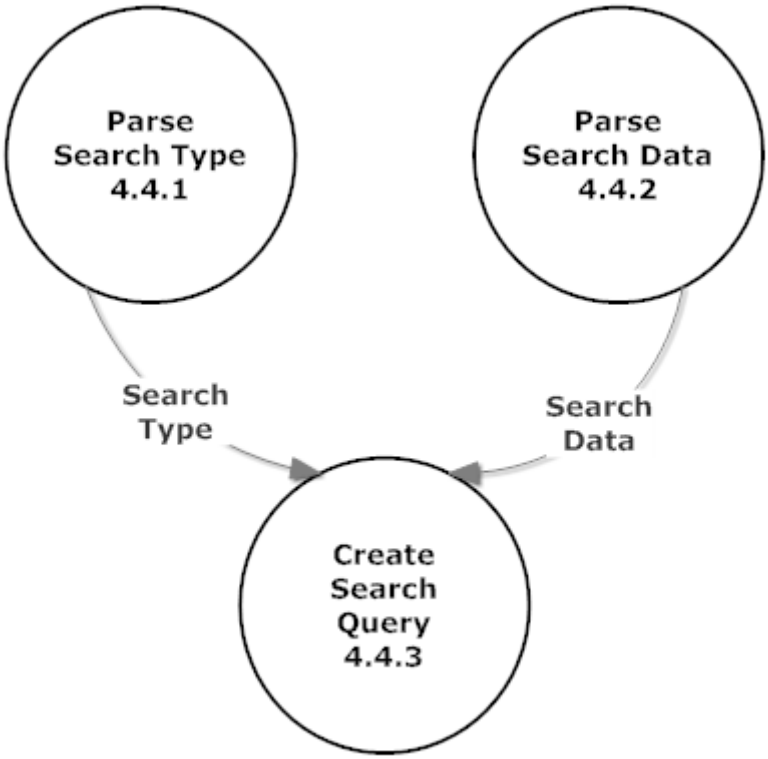
CREATE SEARCH CRITERIA (4.1)



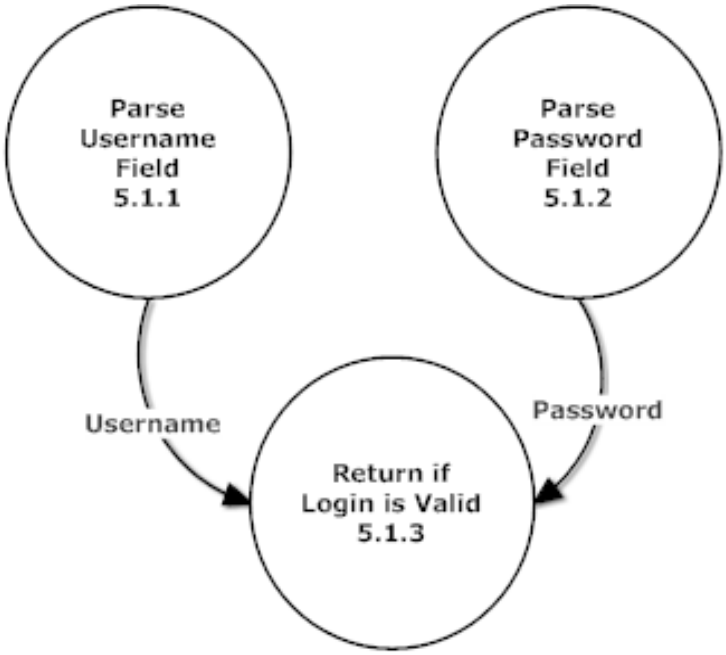
SPECIFY SEARCH (4.2)



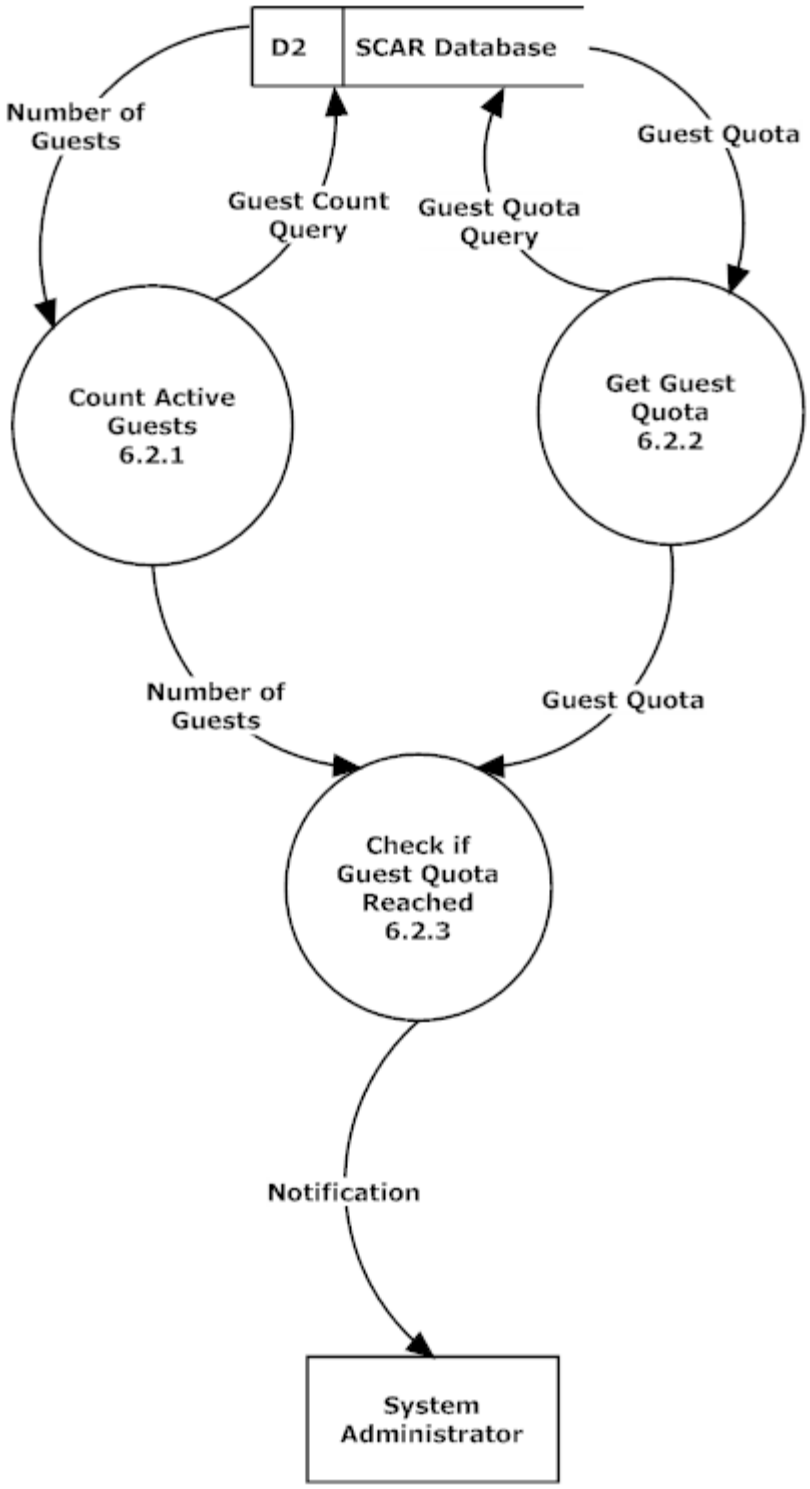
SEARCH REQUEST (4.4)



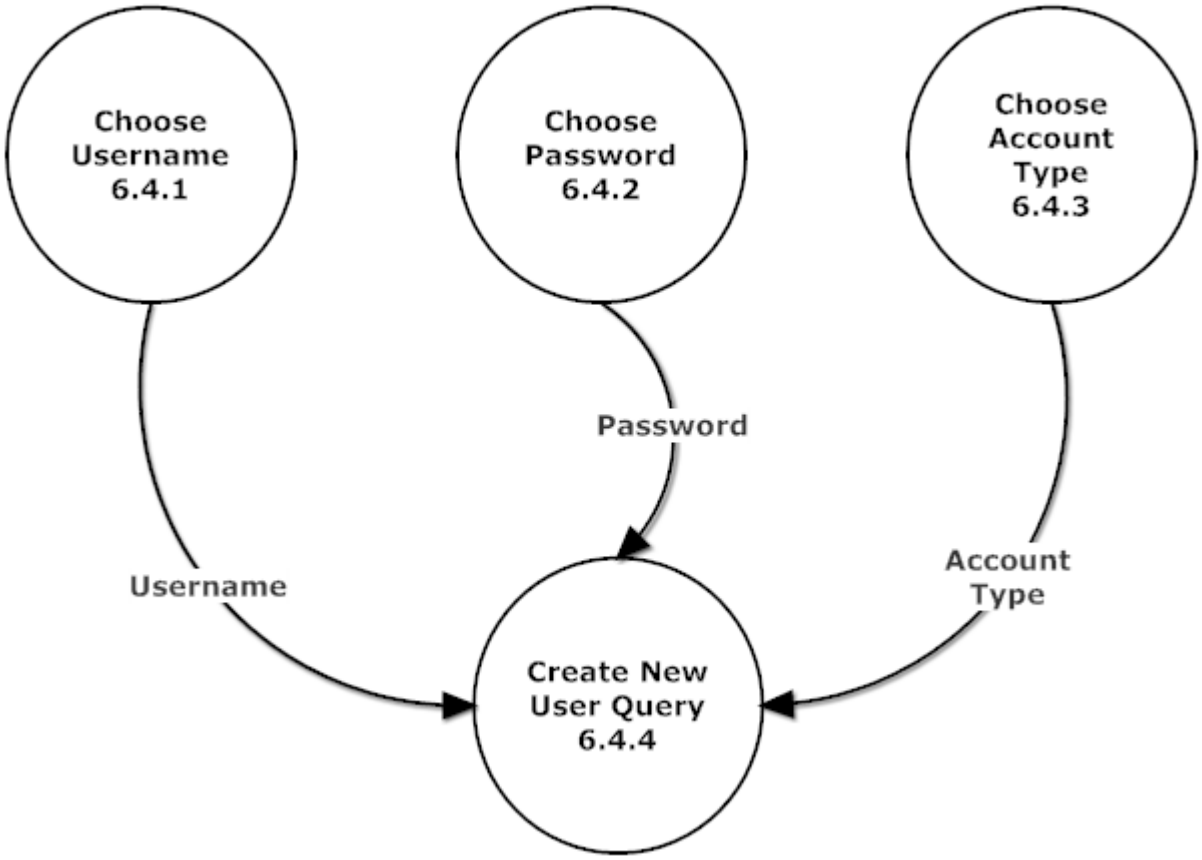
LOGIN REQUEST (5.1)



INFORMED GUEST QUOTA APPROACHING (6.2)

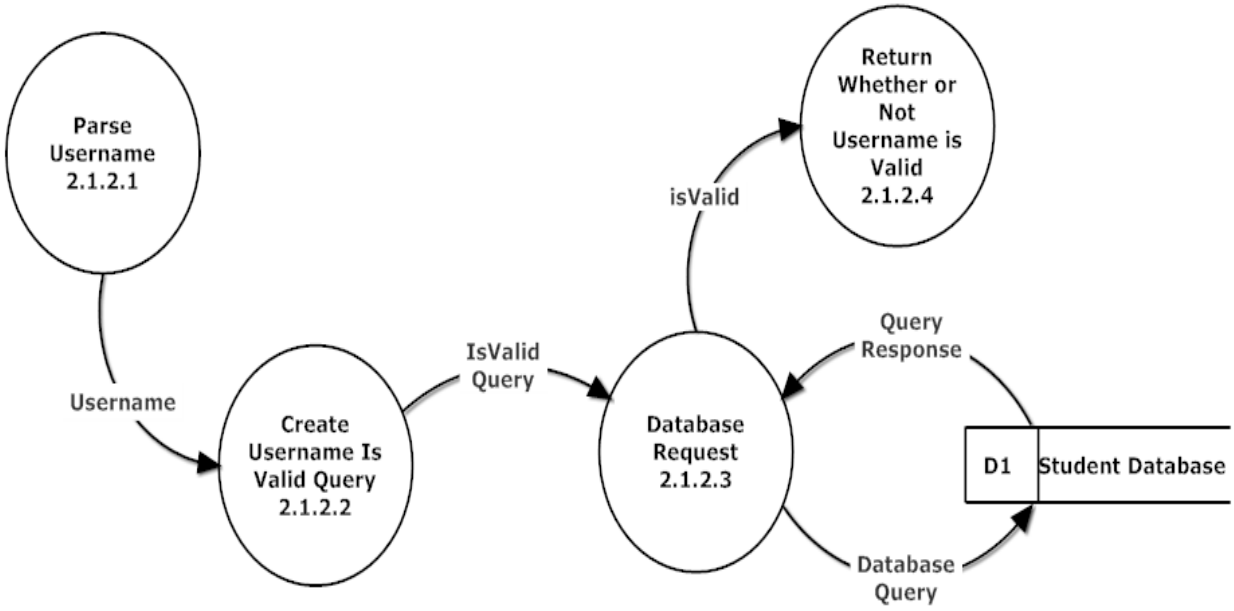


CREATE USER (6.4)

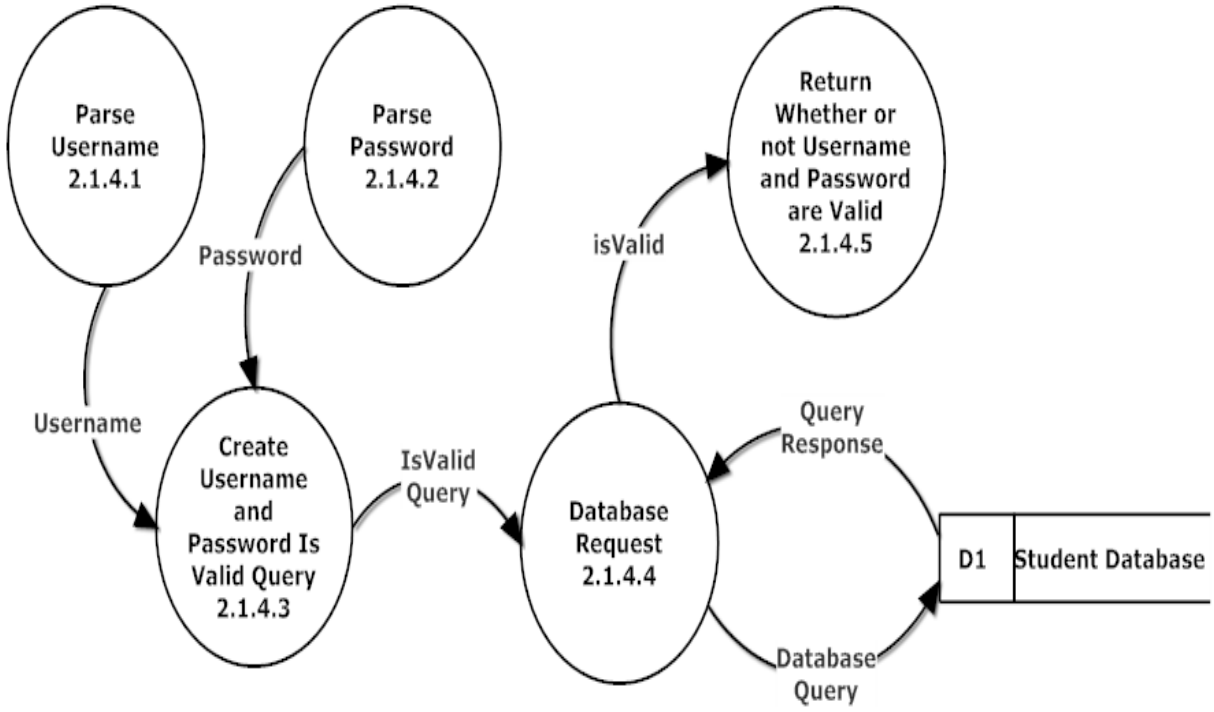


1.5.6 – Level 3s

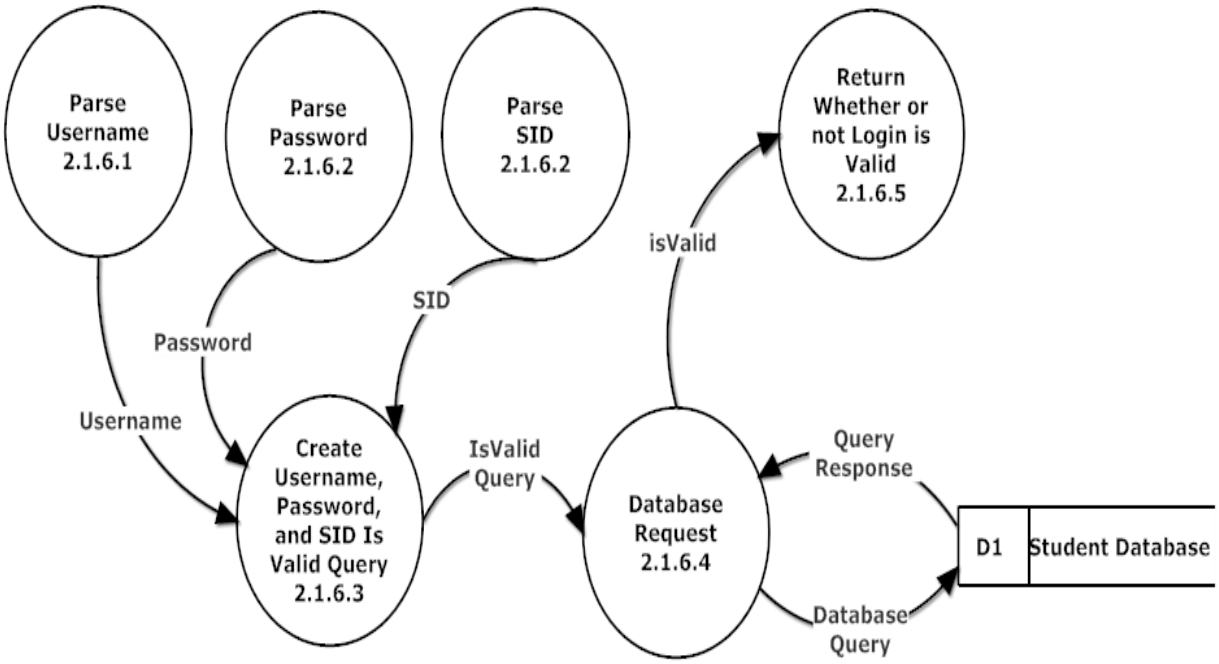
TEST VALID USERNAME (2.1.2)



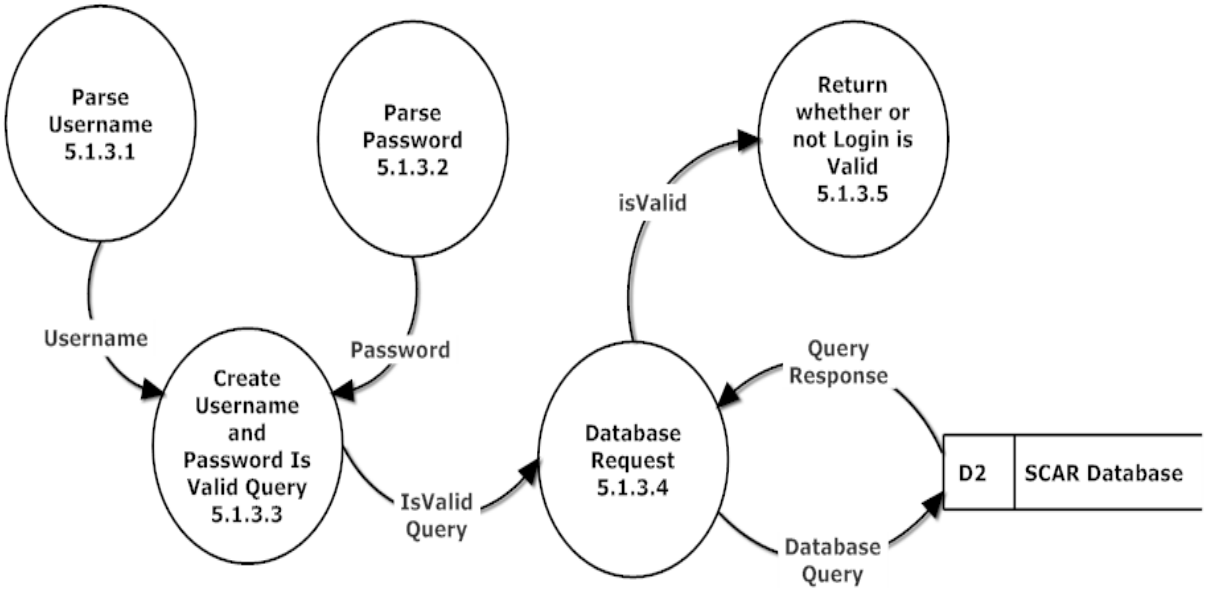
TEST VALID PASSWORD (2.1.4)



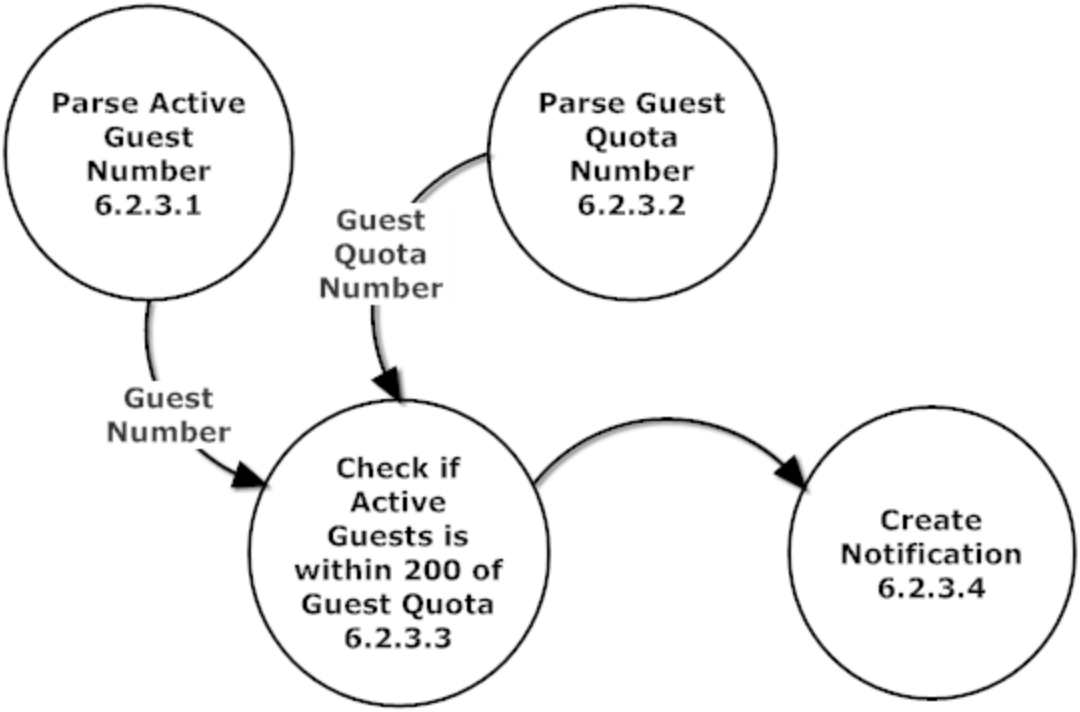
TEST VALID SID (2.1.6)



RETURN IF LOGIN IS VALID (5.1.3)



CHECK IF GUEST QUOTA REACHED (6.2.3)



1.6 Hierarchy Diagram

1.7 Functional Requirements Inventory

1.7.1 – General Requirements

- Useable on all major Internet Browsers
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
- Secure
- Data must be archived upon end of each year
- Online registration form has requirements so that it must be completed correctly
- System has a maximum registration number
- Printouts must be easily readable
- After every registration an email is sent to public safety
- Abides by Siena Life (Page 53-55 of the 2012-2013 issue)

1.7.2 – System Administrator

- Login required (Username and Password)
- Has the ability to search:
  - 901s
  - GRID Numbers
  - Student Name
  - Guest Name
  - Date
  - Other, more advanced, Boolean searches
- Ability to update information in the guest registration database
- Receives a registration confirmation email
- Notification that registered guest number is reaching its quota
- Ability to shut off and turn on guest registration at any point
- Ability to adjust maximum registered guests number

- Ability to adjust percentage when notification for quota is reached
- Ability to create additional user accounts
- Ability to suspend students from registering guests
- Ability to make notes on a student

1.7.3 – Public Safety

- Login required (Username and Password)
- Has the ability to search:
  - 901s
  - GRID Numbers
  - Student Name
  - Guest Name
  - Date
  - Other, more advanced, Boolean searches
- Ability to make notes on a student

1.7.4 – Student

- Ability to register a guest
- Login required (Username, Password, and 901)
- 901 and/or username and password can populate the online form
- First time registered guests are added to the SCAR database, unique for every student
- Ability to access previously registered guests to populate online form
- Receives a registration confirmation email

1.7.5 – Guest

- Guest Form Printout must look the same when printed from all computers
- Swipe of Driver's License (on License Scanner) will populate online form, and be stored in the SCAR database
- Receives a registration confirmation email
- Will receive a unique GRID number
- Can register a vehicle and print out a temporary parking permit

1.7.6 – Overnight Host

- Receives a registration confirmation email
  - Confirmation email includes a link which upon being clicked will confirm the overnight hosts position as overnight host

1.8 Non-Functional Requirements Inventory

- Efficient
- Student Friendly
- Intuitive to use for Public Safety
- Easily Maintained
- Aesthetically Pleasing

1.9 Logical Data Dictionary

Team Name D&C Solutions
Project Name SCAR
Client Name Mr. Michael Papadopoulos

Data Name	Applicable to	Data Type	Data Size	Description	Acceptable Input	Good Examples of Input	Bad Examples of Input	Notes	Table
searchCriteria	Search	Varchar	1-255 Chars	SQL query	ASCII 32-126	Select * from Students		This is the field that will hold the Public Safety Search criteria	Admin Accounts
adminUserName	Authenticate	Varchar	5-15 Chars	Username	A-Z, a-z, 0-9	jh22smit, andraros, 091234	jr$%, 345-uty, 43!!0		Admin Accounts
adminPassword	Authenticate	Varchar	8-15 Chars	Password	ASCII 48-90	Pjs901578954, vch, 87239	js 75, $03@!)		Admin Accounts
emCity	Register/Search	Varchar	1-20 Chars	Emergency Contact's City	A-Z, a-z, SPACE, -, '	San Antonio	h4ll!()		Guests
emPhone	Register/Search	Char	12 Chars	Emergency Contact's Phone Number	0-9,-	555-555-5555	1234fg657		Guests
emRelation	Register/Search	Varchar	1-15 Chars	Emergency Contact's Relationship to Guest	A-Z, a-z	Mother	Sister's Dog		Guests
emState	Register/Search	Varchar	1-15 Chars	Emergency Contact's State	A-Z, a-z, SPACE	New York	h4ll!()		Guests
emStreet	Register/Search	Varchar	1-50 Chars	Emergency Contact's Street Address	A-z, a-z, SPACE, 0-9, -, '	123 Sesame Street, 666 Hell Highway	h4ll!(), North Pole rd., 123 street		Guests
emZip	Register/Search	Int	5 chars	Emergency Contact's Zip Code	0-9	12250	14!h		Guests
guestBDay	Register/Search	Char	10 Chars	Guest's Birthday	0-9, /	12/21/2012	14-Jan-12		Guests

(Logical Data Dictionary Continued)

Data Name	Applicable to	Data Type	Data Size	Description	Acceptable Input	Good Examples of Input	Bad Examples of Input	Notes	Table
guestCity	Register/Search	Varchar	1-20 Chars	Guest's City	A-Z, a-z, SPACE, -, '	San Antonio, Bohemia	h4ll!()		Guests
guestEContact	Register/Search	Varchar	1-50 Chars	Guest's Emergency Contact Name	All Unicode Characters	Francis Smith			Guests
guestEmail	Register/Search	Varchar	4-50 Chars	Guest's Email Address	ASCII 33-126	jh22smit@siena.edu	12		Guests
guestFName	Register/Search	Varchar	1-30 Chars	Guest's First Name	ASCII 48-90	John, Joe, Jim	Bob33hotshot, MδT§		Guests
guestGender	Register/Search	Varchar	Enumerated Type	Guest's Gender	MALE, FEMALE	MALE	DWARF		Guests
guestID	Register/Search	Int	6	Assigned Gust Number	0-9	123456	1D95f	Given to guest. Number issued is decided by autoincremented system	Guests
guestLName	Register/Search	Varchar	1-30 Chars	Guest's Last Name	All Unicode Characters	Smith, Doe	╚H→[, 009		Guests
guestNotes	Control System		0-2,147,483,647	Notes on the Guest made by	ASCII 32-126				Guests
guestPhone	Register/Search	Char	12 Chars	Guest's Phone Number	0-9,-	555-555-5555	1234fg657		Guests
guestState	Register/Search	Varchar	1-15 Chars	Guest's State	A-Z, a-z, SPACE	New York	h4ll!()		Guests
guestStreet	Register/Search	Varchar	1-50 Chars	Guest's Street Address	A-z, a-z, SPACE, 0-9, -, '	123 Sesame Street, 666 Hell Highway	h4ll!()		Guests
guestZip	Register/Search	Int	5 chars	Guest's Zip Code	0-9	12250	{asd13,123456}		Guests
searchCriteria	Search	Varchar	1-255 Chars	SQL query	ASCII 32-126	Select * from Students		This is the field that will hold the Public Safety Search criteria	Public Safety
arriveDate	Register/Search	Datetime	10 Chars	Guest's Arrival Date	0-9, /	12/21/2012	14-Jan-12		Registers
departDate	Register/Search	Datetime	10 Chars	Guest's Departure Date	0-9, /	12/21/2012	14-Jan-12		Registers

(Logical Data Dictionary Continued)

Data Name	Applicable to	Data Type	Data Size	Description	Acceptable Input	Good Examples of Input	Bad Examples of Input	Notes	Table
GRIDNumber	Register/Search	Int	16 Chars	Unique Registration Number	0-9	1234 5678 9802 7823	B87 891C 89	Generated by Algorithm at time of registration	Registers
hostBuilding	Register/Search	Varchar	Enumerated Type	Overnight Host's Dorm or TownHouse Name	Cushing, Hennepin, Hines, Padua, Plassman, MacClosky, New, Ryan		Null		Registers
hostConfirm	Register/Search	Boolean	Enumerated Type	If Overnight Host has confirmed guest	True, False			Will be false until confirmed	Registers
hostFName	Register/Search	Varchar	1-30 Chars	Overnight Host's First Name	All Unicode Characters	John			Registers
hostID	Register/Authenticate/Search	Int	9 Chars	Overnight Host's SID	0-9	901654321	876Z5		Registers
hostLName	Register/Search	Varchar	1-30 Chars	Overnight Host's Last Name	All Unicode Characters	Smith			Registers
hostPhone	Register/Search	Varchar	12 Chars	Overnight Host's Phone Number	0-9,-	555-555-5555	1234fg657		Registers
hostRoomNumber	Register/Search	Int	1 - 3 Chars	Overnight Host's Room or House number	0-9	103	B3245		Registers
hostAgreement	Register	Char	Enumerated Type	This will be the agreement Overnight Host's must agree to before registering their guest	N, Y, P	Y	Null	N = No, Y = Yes, P = Pending	Registration
commuterCity	Register/Search	Varchar	1-20 Chars	Commuter's City	A-Z, a-z, SPACE, -, '	San Antonio	h4ll!()		Students
commuterState	Register/Search	Varchar	1-15 Chars	Commuter's State	A-Z, a-z, SPACE	New York	h4ll!()		Students
commuterStreet	Register/Search	Varchar	1-50 Chars	Commuter's Street Address	A-z, a-z, SPACE, 0-9, -, '	123 Sesame Street, 666 Hell Highway	h4ll!(), North Pole rd., 123 street		Students
commuterZip	Register/Search	Int	5 chars	Commuter's Zip Code	0-9	12250	14!h		Students

(Logical Data Dictionary Continued)

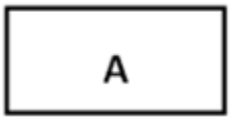
Data Name	Applicable to	Data Type	Data Size	Description	Acceptable Input	Good Examples of Input	Bad Examples of Input	Notes	Table
isCommuter	Register/Search	Boolean	Enumerated Type	States whether student is or is not a commuter	Yes, No	Yes	Maybe		Students
studentBuilding	Register/Search	Varchar	Enumerated Type	Student Commuter, Dorm or TownHouse Name	Cushing, Hennepin, Hines, Padua, Plassman, MacClosky, New, Ryan, Commuter	Padua	Null		Students
studentFName	Register/Search	Varchar	1-30 Chars	Student First Name	All Unicode Characters	John			Students
studentID	Register/Authenticate/Search	Int	9	Student SID	0-9	901012345	876Z5		Students
studentLName	Register/Search	Varchar	1-30 Chars	Student Last Name	All Unicode Characters	Smith			Students
studentNotes	Control System	text	0-2,147,483,647 Chars	Notes on the Student made by Public Safety	ASCII 32-126	Had an unregistered guest 2/6/17			Students
studentPhone	Register/Search	Char	12 Chars	Student Phone Number	0-9,-	555-555-5555	1234fg657		Students
studentRoomNumber	Register/Search	Varchar	1 - 3 Chars	Student Room or House number	0-9	103	B3245		Students
userName	Authenticate	Varchar	5-15 Chars	Username	A-Z, a-z, 0-9	jh22smit, andraros, 091234	jr$%, 345-uty, 43!!0	The database is queried to find each user	Students
userPass	Authenticate	Varchar	8-15 Chars	Password	ASCII 48-90	Pjs901578954, vch, 87239	js 75, $03@!)		Students
numGuests	Control System	Varchar	1-4 Chars	Number of guests registered	0-9	2300, 1800	45000, -72		Registration Settings
registrationQuota	Control System	Int	4	Maximum number of guests allowed on campus	0-9	5000, 7	apple, -32		Registration Settings

(Logical Data Dictionary Continued)

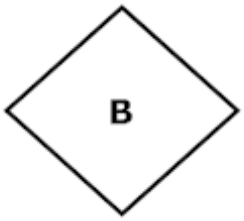
Data Name	Applicable to	Data Type	Data Size	Description	Acceptable Input	Good Examples of Input	Bad Examples of Input	Notes	Table
percentGuests	Control System	Varchar	1-4 Chars	Percent of numGuests currently reigsterd	0-9, %	50%, 75%	130%, -30%	This field will be used to notify Adminstartor the percentage of max number of guests registered.	Registration Settings
systemON	Control System	Varchar	2-3 Chars	Adminstrator can Control if Registration is on or off	On, Off	On, Off	Null		Registration Settings
vehColor	Register/Search	Varchar	1-15 Chars	Guest's Vehicle Color	A-Z, a-z, SPACE	Light Blue, Red	Red 6, **^g!		Vehicle
vehLicense	Register/Search	Varchar	1-12 Chars	Guest's Vehicle Licence Plate	A-Z, a-z, SPACE, 0-9	HKJ1347	4@t3rz!		Vehicle
vehMake	Register/Search	Varchar	1-25 Chars	Guest's Vehicle Make	A-Z, a-z, SPACE, -, '	Honda, Toyota	vt68		Vehicle
vehModel	Register/Search	Varchar	1-25 Chars	Guest's Vehicle Model	ASCII 32-126	Accord, Camry	Godzilla		Vehicle
vehState	Register/Search	Varchar	8-15 Chars	Guest's Vehicle State	A-Z, a-z, SPACE	New York	h4ll!()		Vehicle

1.10 Entity-Relationship Diagrams (ERDs)

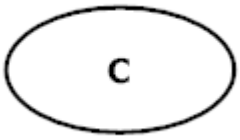
Entity-Relationship Diagrams are used to detail how database tables interact with each other and what data is stored in each table. The symbols used in D&C Solution's Entity-Relationship Diagram are; Entity, Relationship, Attribute, Connector, and Double-Connector.



Entity – Object within the system that has attributes connected to it. Entity is generally considered to be the tables in the database. *"A"* marks the name of the entity.



Relationship – Defines how entities interact with each other. Depending on the cardinalities *"B"* can not only mark the name of the relationship but the name of a table.

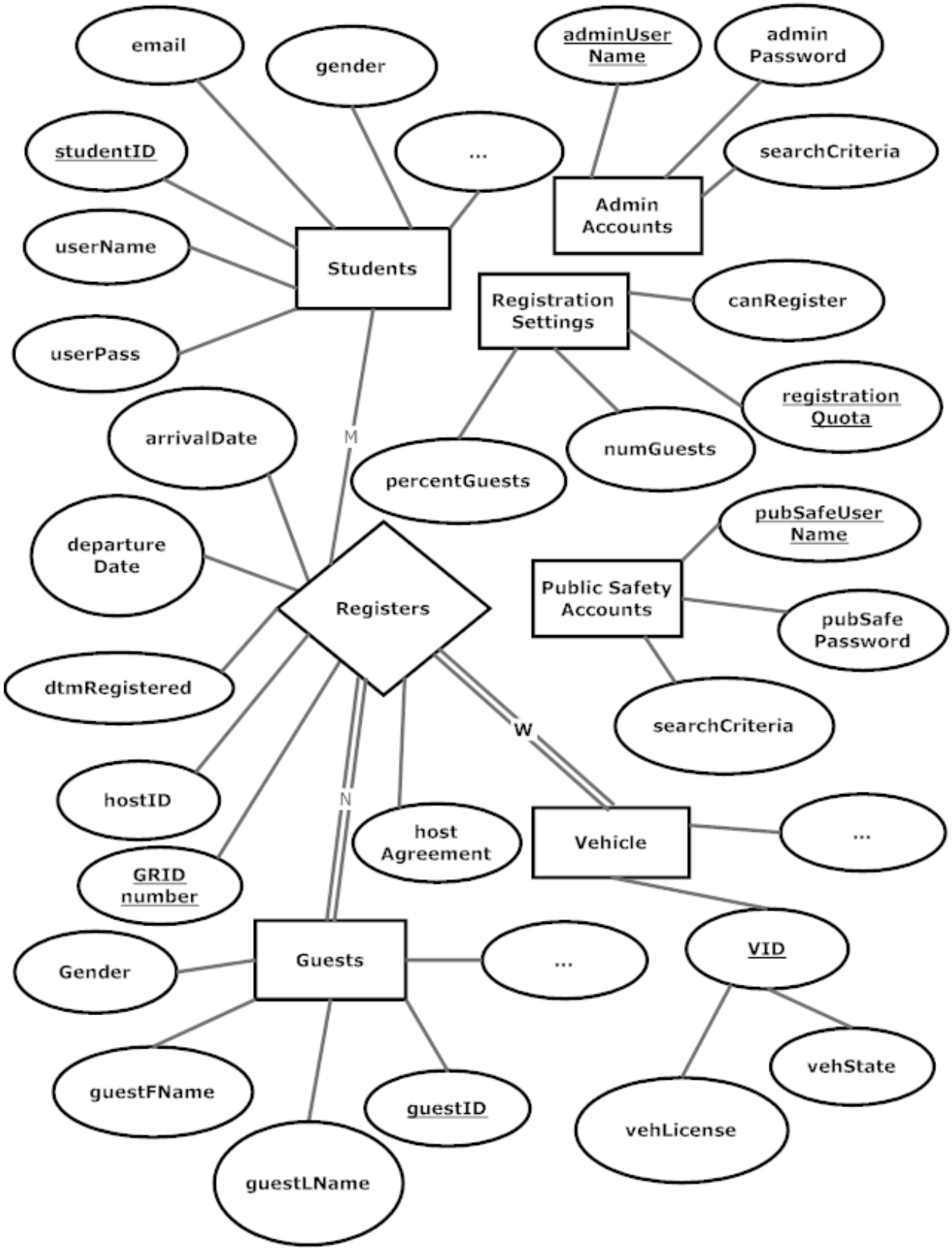


Attribute – Trait of an entity which will be stored in a database. *"C"* marks the name of the attribute.

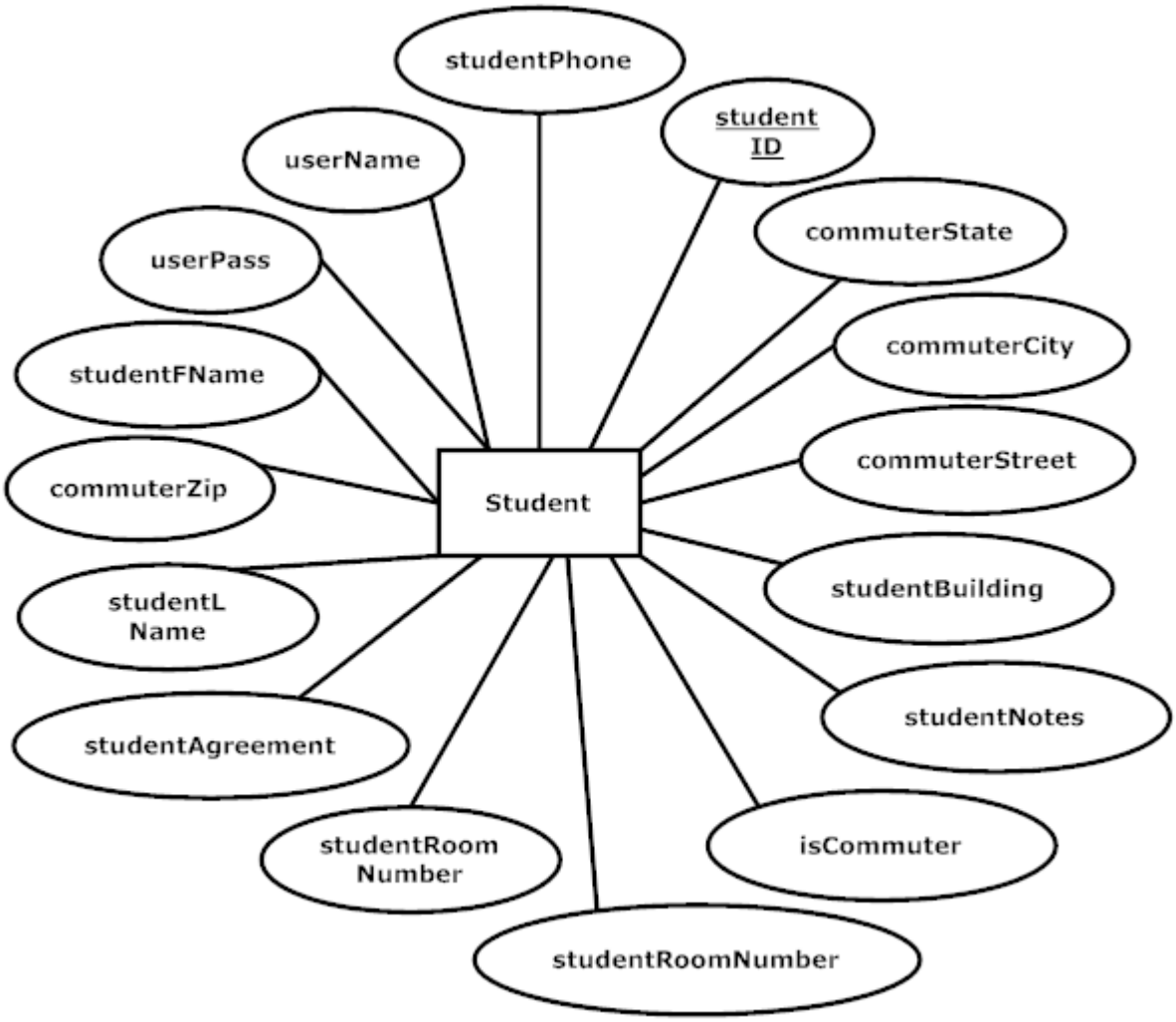
Connector – Connects an entity to a relationship. *"D"* marks the cardinality of the system and may be 0, 1, M/N/W (where M/N/W stands for 'many').

Double Connector– Connects an entity to a relationship. *"E"* marks the cardinality of the system and may be 1, M/N/W (where M/N/W/ stands for 'many'). The double connector differs from the connector in that the value cannot be null.

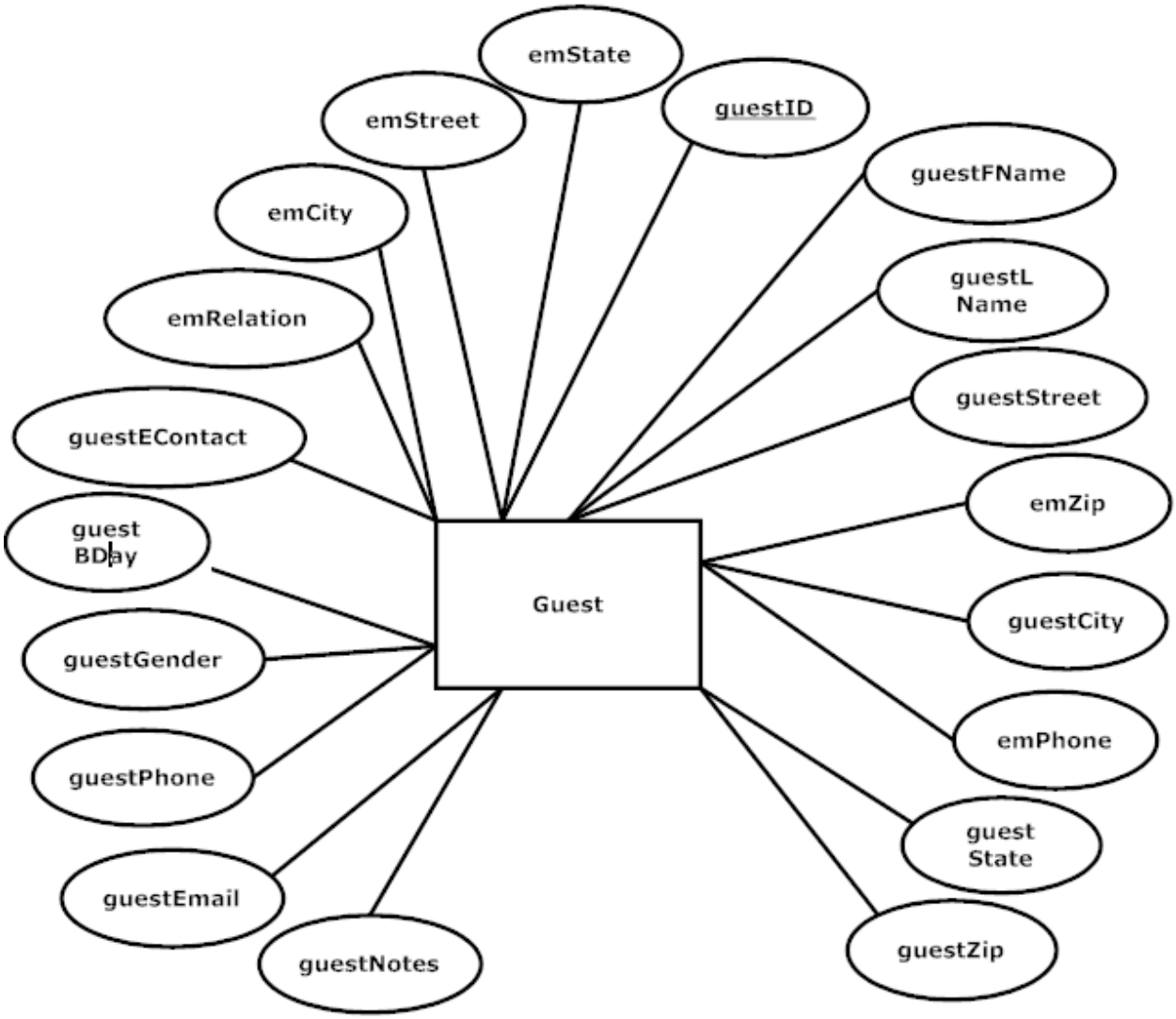
(SCAR)


email
gender
adminUser Name
admin Password
studentID
...
searchCriteria
Admin Accounts
userName
Students
Registration Settings
canRegister
userPass
registration Quota
arrivalDate
M
numGuests
percentGuests
pubSafeUser Name
departure Date
Registers
Public Safety Accounts
pubSafe Password
dtmRegistered
searchCriteria
W
hostID
N
host Agreement
Vehicle
...
GRID number
Gender
Guests
...
VID
vehState
guestFName
guestID
vehLicense
guestLName

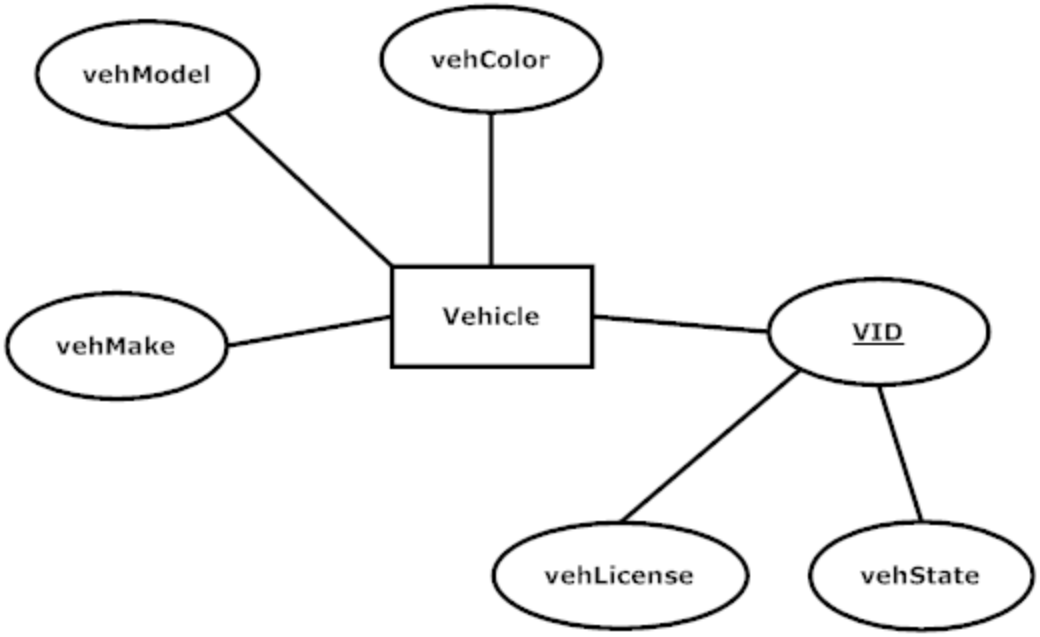
(Students Entity)



(Guests Entity)



(Vehicle Entity)



1.11 License Scanner Research

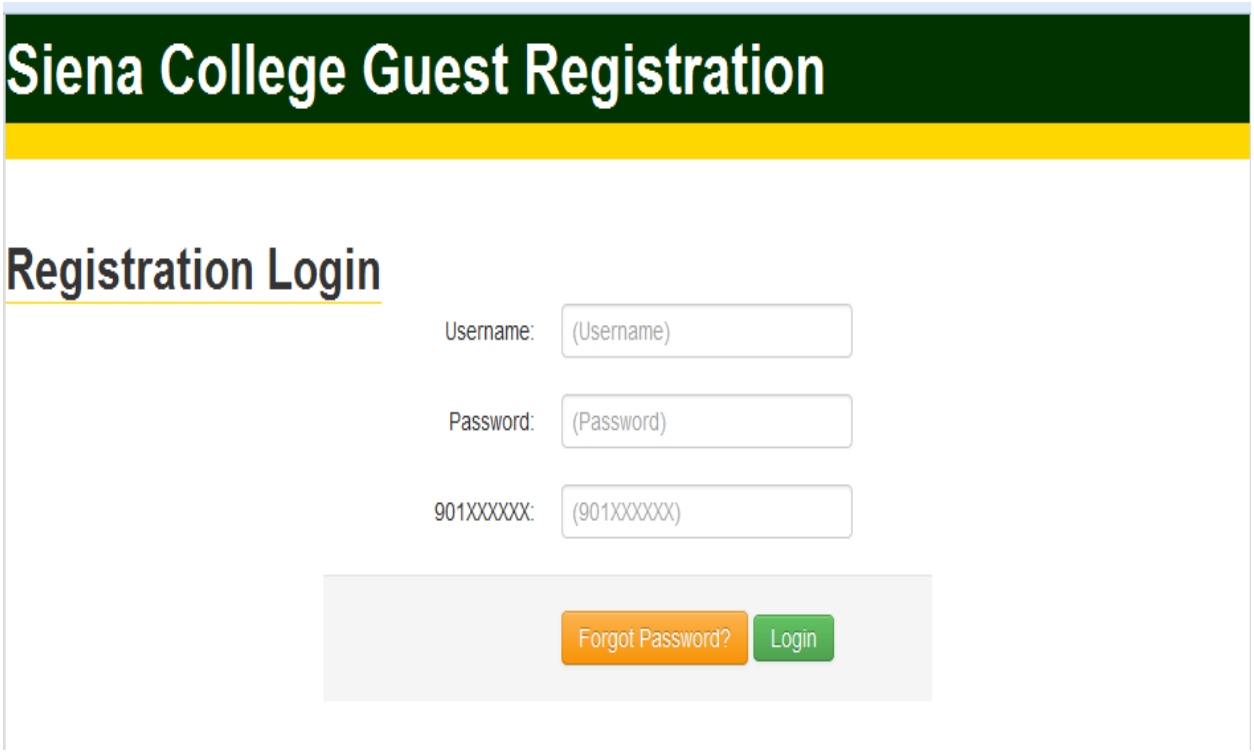
	NAME	PRICE	LICENSES SUPPORTED	EXPORT CAPABILITY	SCANNING	POWER CAPABILITIES	IMAGES	DEVELOPING	OTHER FEATURES	HYPERLINK
MOBILE	VeriAge and VeriScan for iPhone / iPod Touch w/ iMag Pro	$165.00	All 50 states	Can export to a comma separated file (.csv)	Scans barcode of drivers license	Uses the battery on the host device	Does not support images	Can develop a mobile app to support software, also can download mobile apps	Connects to most apple mobile devices through the headphone jack	http://www.barcodesinc.com/idtech/img-pro.htm
LOW LEVEL	Motorola DS6708 Scanner	$315.10	All 50 states	Parsing of data is done by the scanner	Scans barcode on driver license	Must be plugged into USB Port to use	No image support	Developer must design program to pull data from scanner	Handheld	http://pcrush.com
MID LEVEL	Scan2Web OCR – ID Scanner	$649.00	All 50 states, and 80 countries around the world	Extracts the cards data and parses the fields into appropriate text fields	Automatically detects card and scans accordingly	Must be plugged into computer (USB port) during use	Ability to Save images	Extracts fields directly into web forms	Automatically corrects incorrect card insert, capable of scanning other documents	http://www.card-reader.com/
HIGH LEVEL	M-310 Handheld ID Card Reader	$1295.00	All 50 states, Canadian provinces, and Military ID's	Can scan to excel through USB or ActiveSync	1 Second per scan or swipe	Rechargeable battery, 4000+ license scans per battery life, completely portable	No image storing capabilities	Must extract info from excel	Touch Screen, Can track number of visits, can ban users	http://idscanner.com

License Scanner Research (Continued)

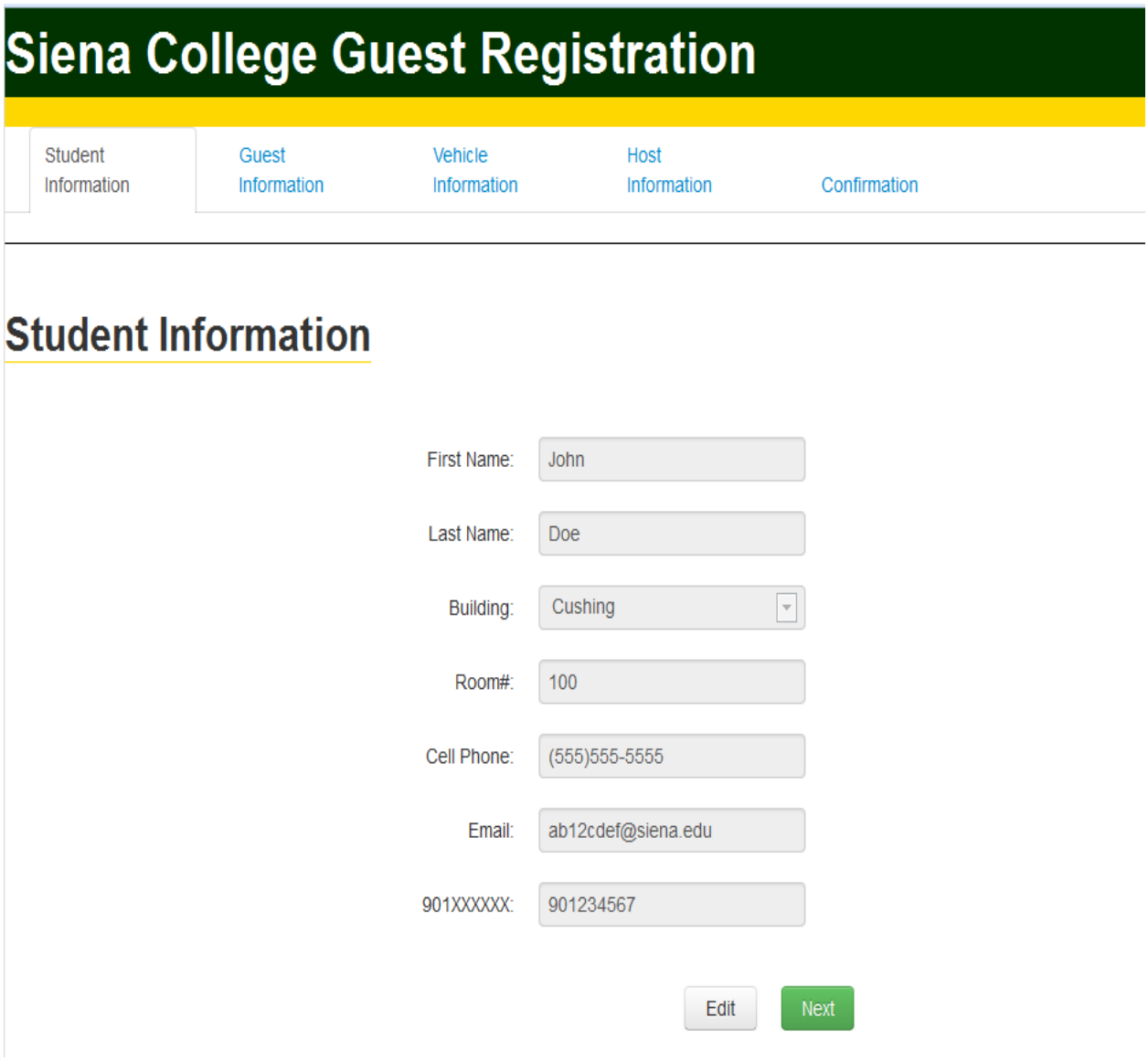
Through collaboration between D&C Solutions, Sunny Solutions, and Mr. Michael Papadopoulos it has been determined that the mid-level license scanner best suits the needs of SCAR. The scanner named "Scan2Web OCR – ID Scanner", in comparison to the other scanners researched, will best integrate with an online web application. Scan2Web is also capable of reading 80 countries, other than the United States, identification cards which lends to increase integration capabilities at Siena College due to the number of foreign exchange students attending Siena College. While Scan2Web is not a portable device due to the nature of the product, the scanner would be located at the specified registration location (currently Kiernan Hall), D&C Solutions believes that its lack of mobility is negligible. Due to the above specifications and the opinions of D&C Solutions, Sunny Solutions, and Mr. Michael Papadopoulos SCAR will be designed to integrate with the Scan2Web license scanner.

1.12 Prototypes

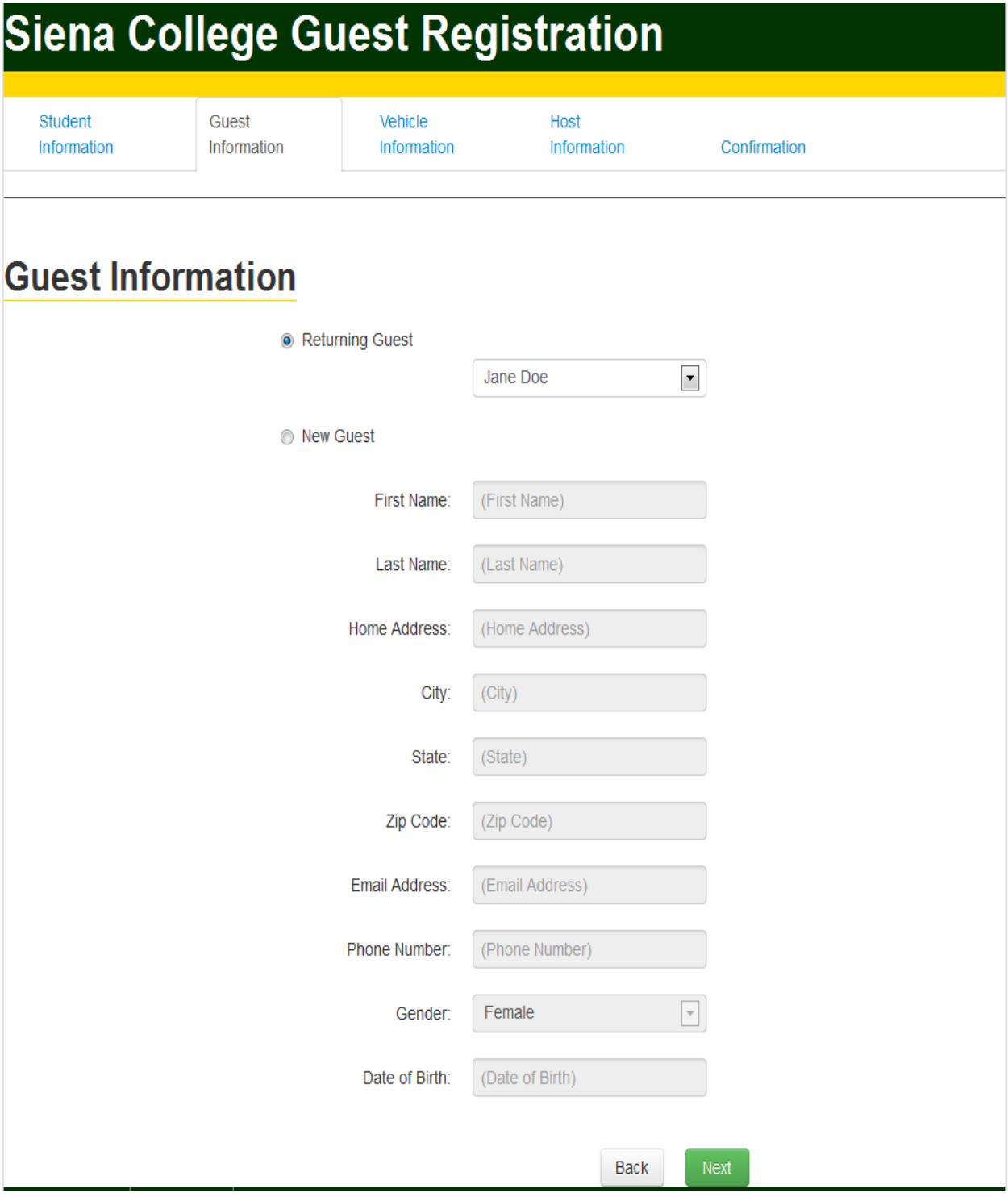
(Login)



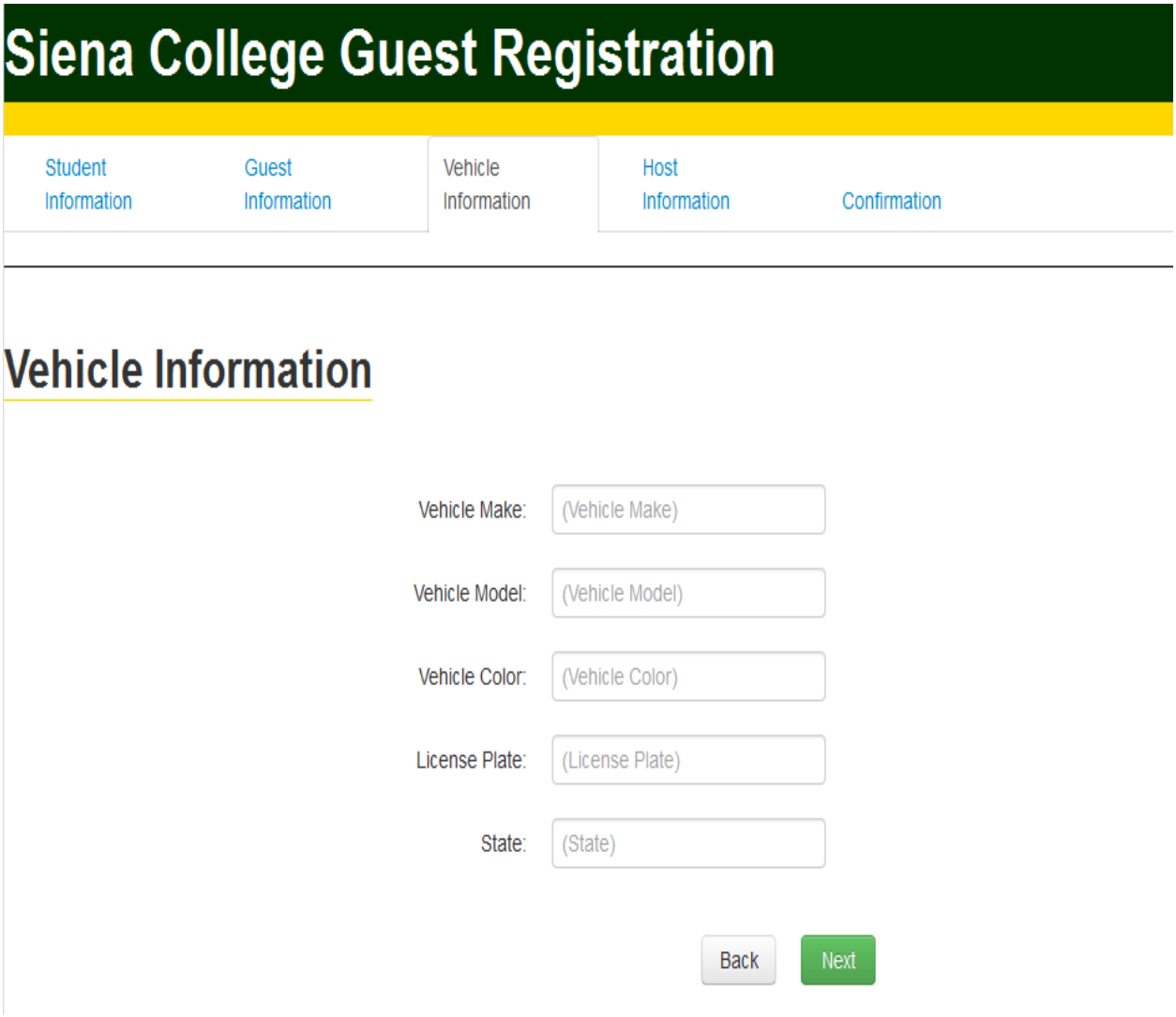
(Student Information)



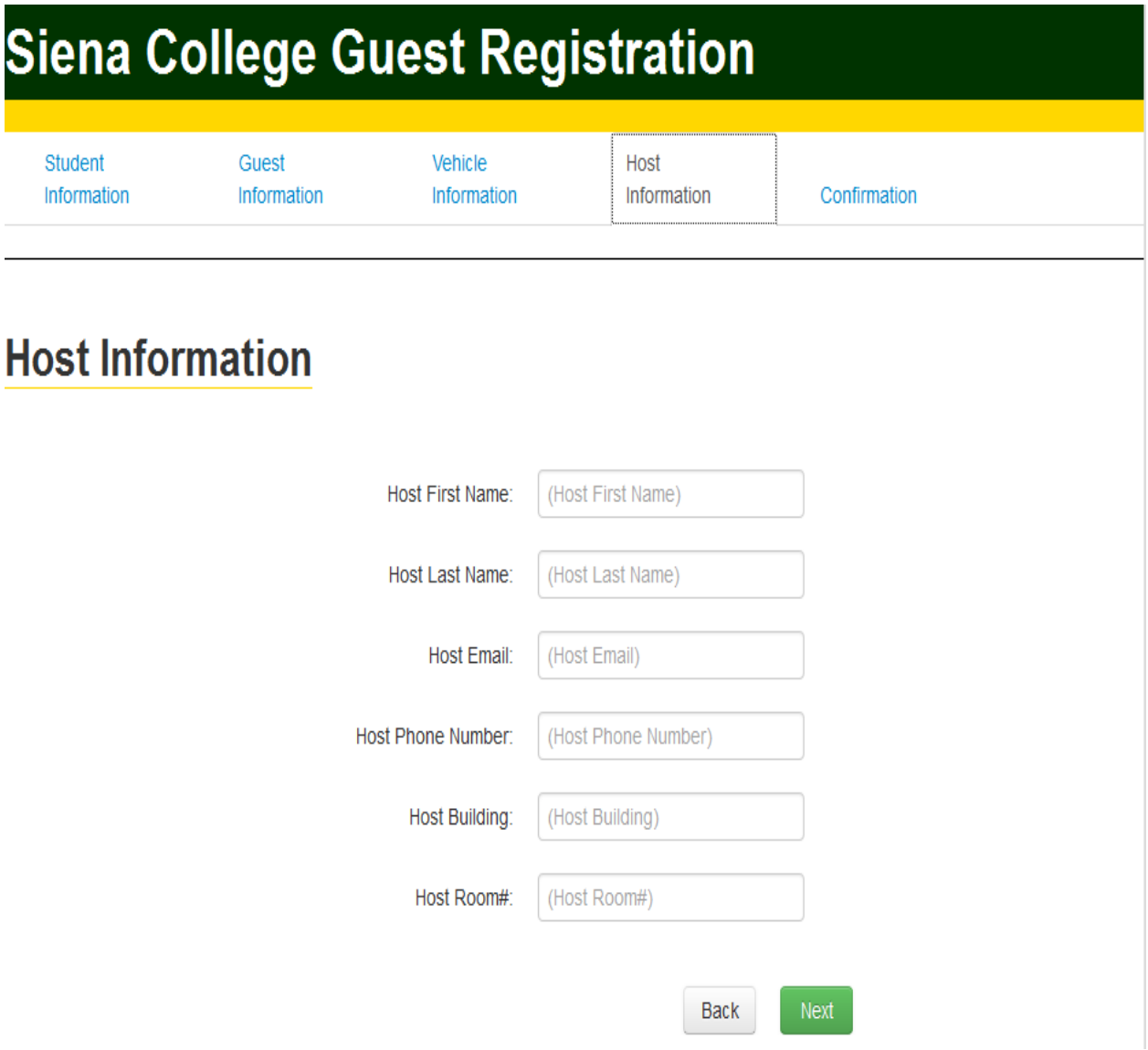
(Guest Information)



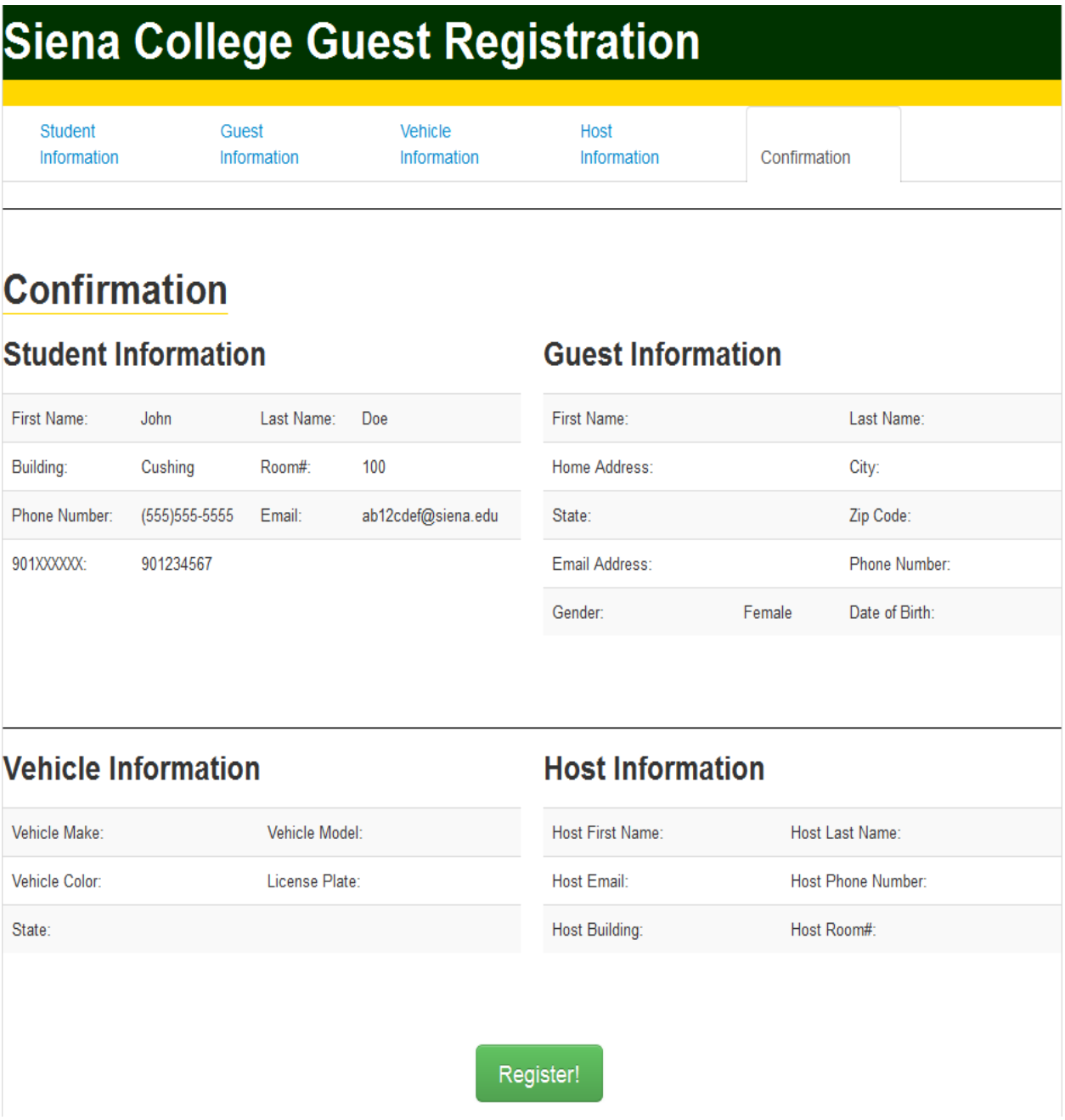
(Vehicle Information)



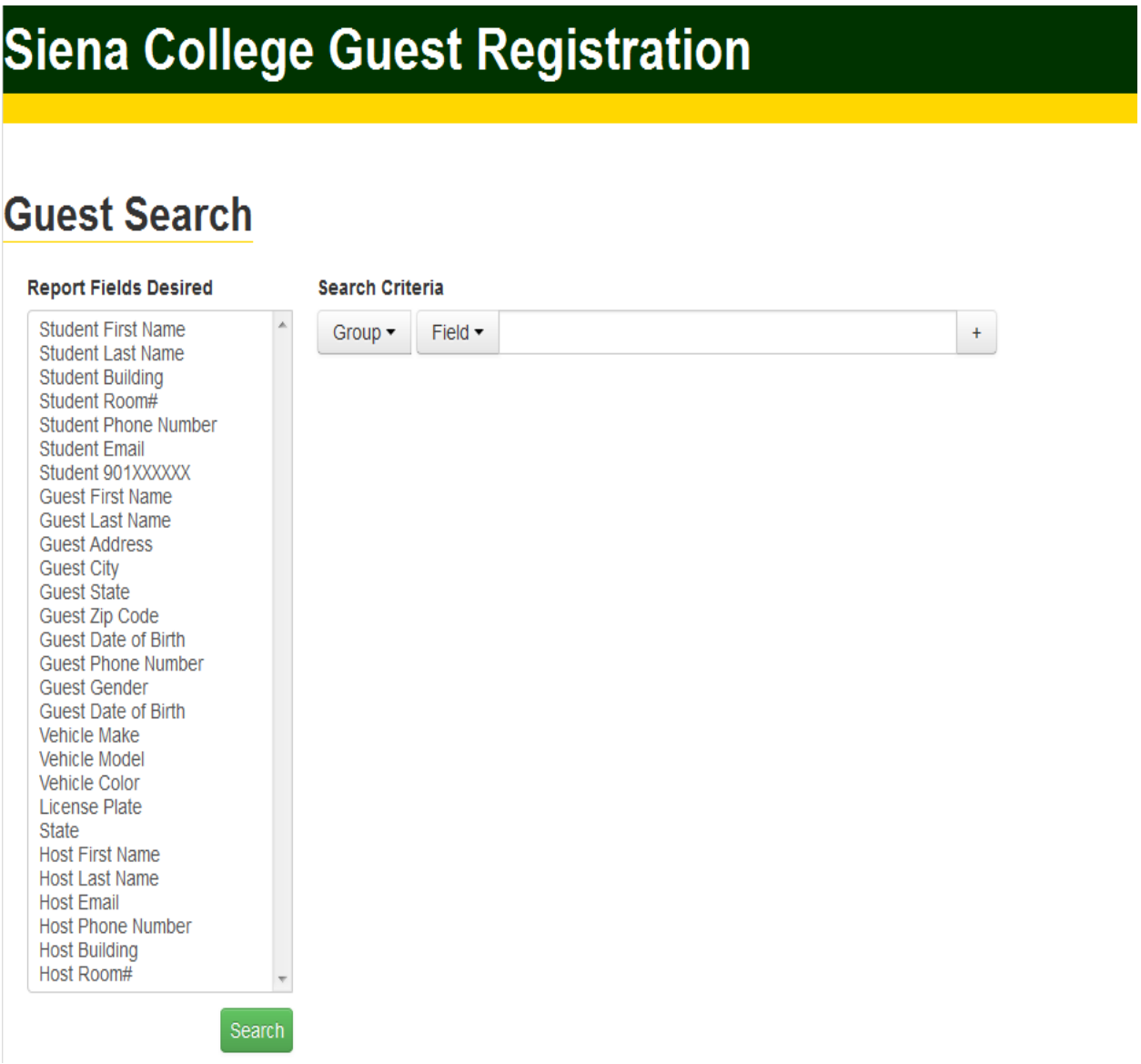
(Host Information)



(Confirmation)



(Search)


Siena College Guest Registration
Guest Search
Report Fields Desired
Search Criteria
Student First Name
Student Last Name
Student Building
Student Room#
Student Phone Number
Student Email
Student 901XXXXXX
Guest First Name
Guest Last Name
Guest Address
Guest City
Guest State
Guest Zip Code
Guest Date of Birth
Guest Phone Number
Guest Gender
Guest Date of Birth
Vehicle Make
Vehicle Model
Vehicle Color
License Plate
State
Host First Name
Host Last Name
Host Email
Host Phone Number
Host Building
Host Room#
Group
Field
+
Search

1.13 Development Environment and Testing Environment

DEVELOPMENT ENVIRONMENT

Software Engineering Lab's Windows Computer
Model: Dell OptiPlex 760
Operating System: Windows Vista Enterprise
Processor: Intel Core 2 Duo 2.93 GHz
RAM: 4GB
HDD: 300GB

Software Engineering Lab's Macintosh Computer
Model: iMac 5.1
Operating System: Mac OS X
Processor: Intel Core i5 2.5 GHz
RAM: 4GB (1333 MHz DDR3)
Graphics: AMD Radeon HD 6750M 512MB
HDD: 500GB

Software
Adobe Dreamweaver, Adobe Fireworks, Apache HTTP server, Eclipse, Google Chrome, Internet Explorer, Mozilla Firefox, MySQL, Notepad++ and Safari

D&C Solutions may also use personal laptops during the design of SCAR.

Our server is an x86 64 PC

- Hostname: oraserv.cs.siena.edu
- CentOS 5.2 (final)
- Kernal: 2.6.18-92.el5
- Intel Xeon 2.66 GHz CPU
- 8 GB of Memory
- Java SE Runtime Environment (build 1.6.0 10-rc-b28)
- GCC Version 4.1.2 20071124 (Red Hat 4.1.2-42)

PRODUCTION ENVIRONMENT

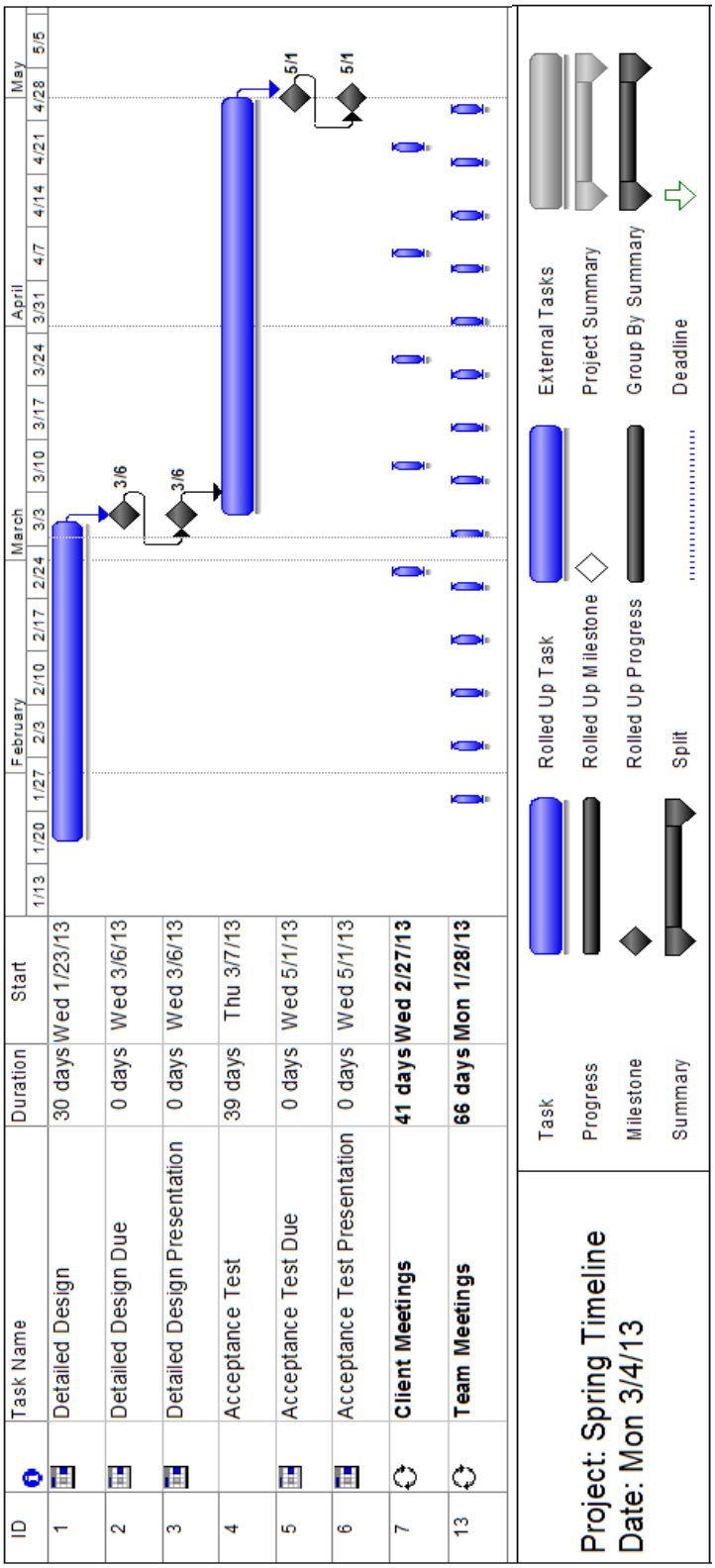
Our production environment is a web based application to be used on oraserv.cs.siena.edu or any server desired by the client.

Appendix A - Glossary of Terms

- Adobe Dreamweaver: web design software
- Adobe Fireworks: graphics editor
- Apache HTTP Server: open source web server
- BlueJ: java integrated development environment
- C-Board: A proprietary software used to read SID cards.
- Eclipse: open source integrated development environment
- GB: Giga-Byte
- GHz: Giga-Hertz
- Google Chrome: web-browser developed by Google
- Guest (As Defined in Siena Life-Student Handbook): any person who is visiting a Siena residence living facility and is not affiliated with the college as a current student, employee or faculty member
- GRID: Guest Registration Identification
- HDD: Hard Disk Drive
- Internet Explorer: web-browser developed by Microsoft
- MHz: Mega-Hertz
- Microsoft Office 2007-2010: word processing package developed by Microsoft
- Mozilla Firefox: web-browser developed by Mozilla Corporation
- MySQL: open source relational database management system used in many web applications
- Notepad++: free source code editor

- Operating System: collection of software that is used to manage computer software
- OS: Operating System
- RAM: Random-Access Memory
- Safari: web-browser developed by Apple
- SCAR: Siena College Accurate Registration
- SID: Student Identification
- Siena Life – Student Handbook: a resource and reference guide provided to Siena College students with information regarding; operations, policies, guidelines, terms, conditions, and regulations at Siena College
- SQL: Structured Language Query
- Vista: Microsoft Windows operating system

Appendix B – Project Timeline (Gantt Chart)



Appendix C – Calendar of Events

MARCH 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Detailed Design Presentation	7	8	9
10	11 Complete Database Design (Coding)	12	13	14	15 Populate Database with Fake Data	16
17	18 Complete General Coding of Registration	19	20	21	22 Connect Database to Registration	23
24	25	26	27	28	29	30
31						

APRIL 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Complete design of SCAR	2	3	4	5 Add more complete regular	6
7	8	9	10	11 Adjust Site for Aesthetic Appeal	12 D&C Solutions Testing	13 D&C Solutions Testing
14 D&C Solutions Testing	15 Test on Public Safety and/ or Students	16 Test on Public Safety and/ or Students	17 Test on Public Safety and/ or Students	18 Test on Public Safety and/ or Students	19 Test license scanner with public safety in	20
21	22 Test on Public Safety and/ or Students	23 Test on Public Safety and/ or Students	24 Test on Public Safety and/ or Students	25 Test on Public Safety and/ or Students	26 Test on Public Safety and/ or Students	27
28	29 Acceptance Test Documents	30				

MAY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Acceptance Test	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Appendix D – Testing Plan

D.1) Overview and Strategy

D&C Solutions' Test Plan documents the strategy that will be used to validate and ensure that a SCAR satisfies the requirements D&C Solutions has stated in this document. The requirements of SCAR include the design specifications, the functional requirements, and the non-functional requirements.

D&C Solutions' strategy will be a multi-step process that will thoroughly test the individual modules of SCAR and the system as a whole. The different tests that SCAR will be subject to are unit testing, integration testing, system testing, performance testing, and acceptance testing. In addition to the tests that SCAR will undergo, since a portion of SCAR is web-based, SCAR will be tested on all major web browsers. The web browsers to be tested on are Google Chrome, Mozilla Firefox, Internet Explorer, and Safari. SCAR will also undergo human testing in order to assure that it meets specific non-functional requirements. SCAR will be ready for implementation once the requirements specifications are met and all the tests are passed.

D.2) Test Plan Description

The test plan for SCAR consists of multiple modules. D&C Solutions will run comprehensive tests on all aspects of SCAR. D&C Solutions will utilize the following testing procedures in order to ensure SCAR is fully functional:

Unit Tests – D&C Solutions will be testing the functionality of all components of SCAR. In doing so we will analyze all aspects of each component of SCAR and test them separately. Each components set of unit tests is defined as a "*Test Case*". Each test case consists of a test number, description, action to perform test, steps to be executed, state before test, expected result, and observed results. After the test has been run each test will be marked as either passed or failed.

Integration Tests – Integration tests will test how specific aspects of SCAR work together. If one aspect of SCAR is altered in any way and is integrated with a second aspect of SCAR both will be retested to assure that the integration of the two components is still functional.

System Tests – The system test assures that SCAR meets all functional requirements described in the requirements specification.

Acceptance Tests – The acceptance test assures SCAR meets all requirements set out in the requirements specification.

D.3) Unit Tests

Directory

System Test - Test Results

Team Name D&C Solutions
Project Name SCAR
Client Name Mr. Michael Papadopoulos

Unit Test Directory

Pass/Fail Status		Unit Number	Unit Test Name	Date Last Tested	Comments or brief description	Integrated with these units
P	F	1	Student Authenticate		*Gives students the ability to login to SCAR*	Register, Control System
P	F	2	Register		*Gives students the ability to register guests and store them in an online database.*	Student Authenticate, Confirm, Control System
P	F	3	Search		*Gives Public Safety and System Administrators the ability to search current guests at Siena College.*	Administrator Authenticate
P	F	4	Administrator Authenticate		*Gives the System Administrator and Public Safety the ability to login to the system.*	NA
P	F	5	Control System		*Gives the System Administrator the ability to adjust specific aspects of SCAR.*	Student Authenticate, Register
P	F	6	Confirm		*Confirms the registration of a guest at Siena College.*	Register

Student Authenticate

SCAR by D&C Solutions
Student Authenticate
Allows students to login to the registration system.

Test Case			Action to Perform Test (Input)	Steps to be Executed	State Before Test	Expected result	Observed result	Comments	Tested By	Test Date
Pass/Fail Status	Test Number	Description								
N/A	1.001	Null Username Field	Leave username field blank	Press submit	Empty Form	Message: "Please enter a username."				
N/A	1.002	Null Password Field	Leave password field blank	Fill in username field. Press submit.	Empty Form	Message "Please enter a password."				
N/A	1.003	901 Field Activates	N/A	Fill in username field with valid username. Fill in password field with valid password.	Empty Form	901 field activates				
N/A	1.004	Null SID Field	Leave SID field blank	Fill in username and password fields with valid login credentials. Press submit.	Empty Form	Message: "Please enter a SID"				
N/A	1.005	Reached Max Attempts	Attempt to log in illegally 3 times	Fill out, and submit, form three times (illegally).	Empty Form	Message: "Max login attempts reached, please try again later."				
N/A	1.006	Succesful Student Login	Input correct user login credentials	Input valid login credentials, press submit.	Empty Form	No error message. Redirected to participant user homepage.				
N/A	1.007	Incorrect Password, Username tuple	Input a password, username tuple that should not be accepted as proper login	Input invalid login credentials. Press Submit	Empty Form	No error message. Redirected to participant user homepage.				
F	Unit Summary 7	tests	0%	passing	0	passed		Date of last test =		
					0	failed				

Directory Page

Register

SCAR by D&C Solutions

Register

Allows students to register guests.

Pass/Fail Status	Test Case: Test Number	Test Case: Description	Action to perform test (input)	Steps to be Executed	State Before Test	Expected result	Observed result	Comments	Tested By
N/A	2.001	Attempt to register a guest without filling in all required data fields.	Leave required field(s) blank and attempt to submit form.	Leave all required fields blank. Press submit. Fill in one required field. Press Submit. Fill in the next required field. Press Submit. Continue this process until all required fields are filled in.	Student has succesfully logged into the system.	Message: "Required fields are missing." and label pops up next to required fields that are absent of data.			
N/A	2.002	Student uses previously registered guest to populate web form.	Choose a previously registered guest from the web form.	Click the radio button to choose a previously registered guest. Click a guest from the drop down menu.	Student is succesfully logged into the system.	Guest fields are filled in correctly corresponding to the guest clicked.			
N/A	2.003	Succesfully fill in guest registration.	Fill in guest registration completely.	Fill in guest registration completely. Press submit.	Student is succesfully logged into the system.	Confirmation page is displayed.			
N/A	2.004	Student registers a new guest. Guest is stored in the previously registered guest section.	Register a new guest. View the previously registered guests.	Fill in the registration form succesfully, register a "new" guest.	Student is succesfully logged into the system.	Guest is found in previously registered guest section.			
N/A	2.005	Guests Swipes Driver's license on License Scannner	Guest swipes driver's license through license scanner	Swipe driver's license.	Student is succesfully logged into the system.	Guest fields being parsed from the driver's license are succesfully uploaded to the online web form.			
F	Unit Summary: 5 tests		0%	passing	0 0	passed failed		Date of last test =	

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Search

SCAR by D&C Solutions

Confirm

Emails confirmations to all parties involved and allows the overnight host to confirm hosting status.

Pass/Fail Status	Test Case: Test Number	Test Case: Description	Action to perform test (input)	Steps to be Executed	State Before Test	Expected result	Observed result	Comments	Tested By	Test Date
N/A	3.001	Print Results displayed on Search	Pick of search field and input valid data	Pick search attribute. Input valid input data. Press submit.	Administrator or Public Safety Logged In	Search Results print out				
N/A	3.002	Create new search input	Create new search query. Press submit. Run search query with valid data.	Create new search query. Press Submit. Choose search query. Input valid data. Press Submit	Administrator or Public Safety Logged In	Valid results printed out				

#REF!	Unit Summary	0%	passing	0	passed	Date of last test =
	2 tests			0	failed	

Directory Page

Administrator Authenticate

SCAR by D&C Solutions
Administrator Authenticate
Allows administrators (System Administrator or public safety officers) to login to the system.

Test Case			Action to Perform Test (Input)	Steps to be Executed	State Before Test	Expected result	Observed result	Comments	Tested By	Test Date
Pass/Fail Status	Test Number	Description								
N/A	4.001	Null Username Field	Leave username field blank	Press submit.	Empty Form	Message: "Please enter a username."				
N/A	4.002	Null Password Field	Leave password field blank	Fill in username field. Press submit.	Empty Form	Message "Please enter a password."				
N/A	4.001	901 field does not activate	N/A	Fill in username field with valid public safety or System administrator username. Fill in password field with valid password.	Empty Form	901 field does not activate				
N/A	4.002	Reached max attempts	Attempt to login illegally 3 times	Fill out form 3 times (illegally). Press submit.	Empty Form	Message: "Max login attempts reached, please try again later."				
N/A	4.003	Succesful system administrator login	Input correct system administrator login information	Input valid username. Input valid passwor. Press submit.	Empty Form	Display system administrator home page.				
N/A	4.004	Succesful public safety login	Input correct public safety login information	Input valid username. Input valid passwor. Press submit.	Empty Form	Display public safety home page.				
N/A	4.005	Incorrect password, username tuple	Input a password, username tuple that should not be accepted as proper login	Inpt incorrect username, password tuple. Press submit.	Empty Form	Message "Incorrect user login credentials"				
F	Unit Summary		0%	passing	0	passed		Date of last test =		
	7	tests			0	failed				

Directory Page

Control System

SCAR by D&C Solutions
Control System.
Allows the system administrator to control the system.

Test Case			Action to perform test	Steps to be Executed	State Before Test	Expected result	Observed result	Comments	Tested By	Test Date
Pass/Fail Status	Test Number	Description								
N/A	5.001	Turn off registration system	Press shut down registration button.	Shut dowen registration. Attempt to register a new guest.	System Administrator is succesfully logged into system. Registration system is currently on.	Message "Guest Registration sytem is currently shut down"				
N/A	5.002	Turn on registration system	Press Turn on registration button.	Turn on registration. Attempt to register a new guest.	System Administrator is succesfully logged into system. Registration system is currently off.	Registration is allowed				
N/A	5.003	Create new user	Input valid new user data	Fill in all fields for new user. Press submit.	System Administrator is succesufully logged into the system.	Confirmation of new user created				
N/A	5.004	Edit max number of guests	Input a new number for max number of guests	Input new number for max number of guest. Press submit.	System Administrator is succesufully logged into the system.	Confirmation of max number changed				
N/A	5.005	Notification of guest quota approaching	Set current number of guests within specific amount of max number of guests allowed.	Set current guests within an amount of max number of guests. Log in to public safety email.	System Administrator is succesufully logged into the system.	Email should exist stating guest quota is approaching				
N/A	5.006	Suspend Student from Guest Registration	Suspend Student. Check if student can register.	System Administrator clicks suspend student button. Student checks if they can register a guest.,	System Administrator is logged into the system.	Student should not be allowed to register and a page should be displayed explaining why.				
F	Unit Summary 6	tests		0% passing	0 0	passed failed				Date of last test =

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D.4) Integration Tests

Due to the separate modules of SCAR, integration testing will be required. SCAR will be tested by D&C Solutions to assure that all modules work together properly. If one change is made to any module all tests will be repeated on modules that are integrated in order to assure the change has not altered the SCAR in any unexpected way. Below is a list of the modules of SCAR along with a list of the other modules integrated with it.

Module #1: Student Authenticate
- **Integrated Module #1:** Register
- **Integrated Module #2:** Control System

Module #2: Register
- **Integrated Module #1:** Student Authenticate
- **Integrated Module #2:** Confirm
- **Integrated Module #3:** Control System

Module #3: Search
- **Integrated Module #1:** Administrator Authenticate

Module #4: Administrator Authenticate
- **No Integrated Modules**

Module #5: Control System
- **Integrated Module #1:** Student Authenticate
- **Integrated Module #2:** Register

Module #6: Confirm
- **Integrated Module #1:** Register

D.5) System Test

A system test of SCAR will be conducted by D&C Solutions to assure that all functional requirements of the system are met. In doing so D&C Solutions will test every feature and module thoroughly to assure that the system meets all the requirements set out by D&C Solutions' client Mr. Michael Papadopoulos.

D.6) Acceptance Test

If all of the requirements of SCAR are determined to be met by Mr. Michael Papdopoulos then SCAR will pass the Acceptance Test. Below is D&C Solution's list of functional requirements which can be marked as **"Met"** or **"Not Met"**. D&C Solution's list of Non-Functional Requirements can be found below the list of Functional Requirements, the Non-Functional Requirements will be determined complete if D&C Solutions, Mr. Michael Papadopoulos, Public Safety Officers, and a group of Siena College Students determine that the Non-Functional Requirements are complete.

General Requirements

- Useable on all major Internet Browsers **Met / Not Met**
- Secure **Met / Not Met**
- Data must be archived upon the end of each year **Met / Not Met**
- Online registration form has requirements so that it must be completed correctly **Met / Not Met**
- System has a maximum registration number **Met / Not Met**
- Printouts must be easily readable **Met / Not Met**
- After every registration an email is sent to public safety **Met / Not Met**
- Abides by Siena Life (Page 53-55 of the 2012-2013 issue) **Met / Not Met**

System Administrator

- Login required (Username and Password) **Met / Not Met**
- Has the ability to search:
  - 901s **Met / Not Met**
  - GRID Numbers **Met / Not Met**
  - Student Name **Met / Not Met**
  - Guest Name **Met / Not Met**
  - Date **Met / Not Met**
  - Other, More advanced, Boolean searches **Met / Not Met**
- Ability to update information in the guest registration database **Met / Not Met**
- Receives a registration confirmation email **Met / Not Met**
- Notification that registered guest number is reaching its quota **Met / Not Met**
- Ability to shut off and turn on guest registration at any point **Met / Not Met**
- Ability to adjust maximum registered guest numbers **Met / Not Met**
- Ability to adjust percentage when notification for quota is reached **Met / Not Met**
- Ability to create additional user accounts **Met / Not Met**
- Ability to suspend students from registering guests **Met / Not Met**
- Ability to make notes on a student **Met / Not Met**

Public Safety

- Login required (Username and Password) **Met / Not Met**
- Has the ability to search:
  - 901s **Met / Not Met**
  - GRID Numbers **Met / Not Met**
  - Student Name **Met / Not Met**
  - Guest Name **Met / Not Met**
  - Date **Met / Not Met**
  - Other, more advanced, Boolean searches **Met / Not Met**
- Ability to make notes on a student **Met / Not Met**

Student

- Ability to register a guest **Met / Not Met**
- Login required (Username, Password, and 901) **Met / Not Met**
- 901 and/or username and password can populate the online form **Met / Not Met**
- Swipe of Student ID card on C-Board will populate online form **Met / Not Met**
- First time registered guests are added to the SCAR database, unique for every student **Met / Not Met**
- Ability to access previously registered guests to populate online form **Met / Not Met**
- Receives a registration confirmation email **Met / Not Met**

Guest

- Guest Form Printout must look the same when printed from all computers **Met / Not Met**
- Swipe of Driver's License (on License Scanner) will populate online form, and be stored in the SCAR database **Met / Not Met**
- Receives a registration confirmation email **Met / Not Met**
- Will receive a unique GRID number **Met / Not Met**
- Can register a vehicle and print out a temporary parking permit **Met / Not Met**

Overnight Host

- Receives a registration confirmation email **Met / Not Met**
  - Confirmation email includes a link which upon being clicked will confirm the overnight hosts position as overnight host **Met / Not Met**

Non-Functional Requirements

- Efficient **Met / Not Met**
- Student-Friendly **Met / Not Met**
- Intuitive to use **Met / Not Met**
- Easily Maintained **Met / Not Met**
- Aesthetically Pleasing **Met / Not Met**

D.7) Exception Handling

There are various aspects of SCAR that are susceptible to errors that are outside the system's control. SCAR will have systems in place to catch any errors in such a way that will prevent any loss of data or crashes of the system. D&C Solutions recognizes that more exceptions may be identified as the implementation process continues, but the exceptions which have been recognized to this point include:

- Any user attempts to log in with improper or missing credentials.
- Any concurrency issues with the web form interacting with the database.
- If the database fails to respond.
- If the server fails to respond.

Appendix E – Siena Life (Pg 53 – 55)

13. The DOS or designee will normally inform the respondent(s) of the outcome in writing within three business days of the conclusion of the hearing. This time frame may be adjusted by the College for unusual circumstances (such as, but not limited to: breaks, illness, weather, etc.).

14. Additional notes:

    a. The Board, at its discretion, reserves the right to reconvene for purposes of hearing from witnesses and/or reviewing additional information. When this occurs, the time frame may be adjusted.

    b. A hearing for purposes of sanction recommendations may be convened using an abbreviated form of the above procedure.

** In cases in which the DOS amends or rejects a recommended finding and/or sanction as presented by the Student Conduct Review Board, the DOS will include in the student folder a rationale for that decision not to accept as recommended.*

C. **The Appeal Process**

1. Respondents have five business days from the date of the notice of finding(s) and sanction(s) to submit a request for appeal to the vice president for student affairs. Unless noted otherwise in writing, sanctions are imposed and in effect, pending any appeal.

2. The appeal must be in writing, written by the student, and must specify the grounds for the appeal. The College does not accept appeals submitted by others (including parents and attorneys on behalf of a student); the student must file his/her own appeal.

3. Students may appeal the finding(s) of responsibility based upon new evidence that was unavailable or that a reasonably diligent person could not have discovered prior to or during the hearing or procedural error.

4. The sanction(s) may be appealed on grounds that the sanction(s) imposed are disproportionate given the respondent's prior disciplinary record or the severity of the offense(s).

5. The vice president for student affairs will notify the student in writing of his/her decision. The decision of the vice president for student affairs is final.

VISITATION AND GUEST POLICY

Definitions

The following definitions will apply to the different rules for visitation in the Siena residence living facilities:

- A *guest* is defined as any person who is not affiliated with the College as a current student, employee or faculty member.
- A *visitor* is defined as a Siena College student, staff, faculty or employee who is not an assigned resident of the particular room, suite or townhouse. College officials and employees who are in student rooms for the purposes of fulfilling job responsibilities are not considered visitors.
- *Commuter* students visiting the residence halls are considered visitors and therefore must abide by the visitation policy. Commuter students visiting the residence halls with non-students (guests) are required to register their guests.

Philosophy Regarding Visitation Among Students and Hosting of Guests

Siena's policies regarding visitation and hosting guests have been shaped by four values from the College's Catholic and Franciscan heritage: the virtue of hospitality, concern for the common good, reverence for the individual and the fundamental goodness and sanctity of human sexuality.

To be hospitable, to welcome the stranger, to allow one's space and one's routine to be rearranged temporarily by a guest, to treat each visitor as if he or she were a divine gift from heaven — these are ancient and venerable customs within the human family and the Franciscan tradition. On the other hand, hospitality toward guests must be balanced by concern for the common good of all who call the residence halls their home. The College's residences are neither hotels nor private apartment buildings. They are spaces in which communities form and function. These communities consist of students, resident directors, resident assistants, campus ministers and friars-in-residence, as well as support staff. The individual student must always exercise his or

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her right to offer hospitality to guests within the context of the community's right to protect and promote its way of life by insisting that certain norms and procedures be followed both by residents and visitors. A community that does not welcome guests cannot call itself truly human, Christian or Franciscan. An individual who abuses a community's hospitality cannot call him or herself a guest.

All behavior in Siena's residence halls must be governed by the core value of reverence for others: reverence and respect for one's guests, one's hosts, one's roommate(s), one's wing, floor and hall mates. Franciscan respect goes far deeper than mutual tolerance of one another. It affirms the God-given dignity of each person who has been uniquely created in God's image, and it steadfastly refuses to treat other human beings as objects that can either be disregarded and ignored, or used, abused or manipulated for one's own selfish ends.

Finally, the College's religious heritage teaches that human sexuality is a gift from God, a gift whose goodness and beauty should never be trivialized or demeaned. In the Christian tradition, sexual behavior, like all other areas of human existence, falls under the commandment of Jesus to "love one another as I have loved you," a love defined by Jesus as the laying down one's life for the other. Physical self-giving in sexual relations is the symbolic expression of willingness to place all that one is and all that one has at the disposal of and in the service of the other. As such, we believe that the proper context for sexual union is an all-encompassing union of life and love within the covenant of marriage.

At Siena College, hosting visitors of the campus community and guests is a privilege and not a right. In keeping with the Franciscan and Catholic identity of the College and our emphasis on respect of the individual, the following rules and regulations of the College's visitor and guest policies are meant to promote these values, to protect residents and their guests and to safeguard the quality of our life together.

Regulations

1. All guests must be registered (not just overnight guests.) The safety of the Siena Community, including guests, is paramount. Accounting for guests in times of emergency is necessary to maintain a safe community for Siena students and staff in addition to aiding emergency personnel in times of crisis. To register a guest, the host must complete a guest registration form available online at www.siena.edu/studentaffairs/visitation_policy.asp. The guest registration form must be completed prior to the arrival of one's guest. Guests are to be provided with a copy of the form and are expected to keep it in their possession for the duration of their stay.

2. If resident students become separated from their guests, if guests become disruptive or noncompliant, or if at any point during the guest's stay, the resident student no longer wishes for the individual(s) to be a guest, it is the resident students' responsibility to contact Public Safety immediately. If plans change for any reason and the guest is no longer with the resident student, that student must register the guest again with a new host.

3. Students are permitted to host/register a maximum of two guests at any one time (regardless of whether this is an overnight or shorter stay). Students hosting guests and/or visitors must ensure that doing so does not disrupt any roommate's right to expect to be able to read, study and sleep in their room free from the undue interference of guests/visitors. Siena College students' primary purpose is to achieve academic success. We strive to create living and learning environments within the residence halls/areas that are conducive to study, sleep and healthy living. The right of any resident to sleep, study, or simply enjoy privacy will always take precedence over a roommate's privilege to host guests/visitors in the room. A student's right to have a guest/visitor is, in all cases, superseded by the roommates', suitemates' or townhouse-mates' right to uninterrupted use of the room/suite or townhouse. The privacy of the roommate(s) will take priority over a gust/visitor. A roommate should not be compelled to leave the room in order to accommodate a guest or visitor, nor should he or she be placed in situations that might cause embarrassment or inconvenience.

4. Guests with vehicles must obtain a parking pass from Public Safety. Unregistered vehicles of guests are subject to be towed in accordance with traffic rules and regulations. To obtain a parking permit, guests must provide a copy of the guest registration form, a valid license and vehicle registration.

5. Guests are not permitted to bring alcohol to campus regardless of their age or the age of their host.

6. Any guest who violates College policy or state and federal laws may be required to leave the College immediately. The person may be notified in writing that he or she is banned from College property until further notice.

7. A student may host overnight guests on a limited and infrequent basis. Conversely, any individual guest may only stay overnight anywhere on campus on a limited and infrequent basis, regardless of host(s). An individual guest is limited to

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one two-night overnight stay on campus per 30 days. For an exception to this limit, a student should seek permission from the residence director on duty, who may be contacted via Public Safety.

8. To ensure a safe campus supportive of the College's mission, the College reserves the right to restrict guests. Students may not be permitted to register/host guests during specified weekends or high-risk time periods, which are determined at the discretion of the vice president for student affairs. Any such restrictions will be announced in advance. In addition, guests are not permitted during final-exam time periods in order to support student academic success. Guests are also not permitted during Thanksgiving, Christmas, spring break or Easter break. Guests are restricted during summer session housing as designated on the summer housing agreement.

9. Each member of the Siena College community is responsible for actively promoting an educational/living environment that is free from incidents of sexual harassment.

10. Students may only host overnight guests/visitors of the same gender, 16 years of age or older (including family members), overnight. Any guests of the opposite gender must either find off-campus accommodations or they may stay with another student of the same gender, who must be identified on the guest registration form. Siblings Weekend: All siblings (defined as a student's brother or sister) will be allowed on this weekend only to stay with their sibling student of the opposite gender, if applicable. Students participating in the program will be required to register their siblings formally through the Siblings Weekend program or will be subject to disciplinary action if they do not.

11. Sexual intimacy is not permitted on the Siena College campus.

12. Guests and visitors are required to use bathroom facilities designated for their gender.

13. Visitation hours and designated 24-hour spaces:

    - Visitation hours are defined as the time period that students living on campus may host visitors and guests of the opposite gender in their individual rooms as well as when they may be on single gender floors and/or wings. Visitation hours apply to the individual residence halls and the individual bedrooms and upstairs of all townhouses.
    - After visitation hours, any student (including commuters) in a residential facility other than their assigned residence must be accompanied by a resident who is assigned to that building and follow the gender-related guidelines.
    - Visitation hours in all campus residences are:
        - Sunday-Thursday: 9:00 a.m. – 1:00 a.m.
        - Friday and Saturday: 9:00 a.m. – 2:00 a.m.
    - 24-hour visitation is permitted in the lobbies of each residence hall, the main lounge in Plassmann, the lobby lounge in Hennepin, all lounges in Padua, the first floor lounge in Ryan, the first floor living room and dining areas of the townhouses, garden level, dining room, lobby, all lounges of the New Hall and the fifth floor lounge in Hines. Living rooms, common areas, lounges and lobbies may not be used as sleeping quarters. Laundry facilities in each hall are for the sole purpose of doing one's laundry, with 24-hour access

14. Cohabitation is defined as living together. Only assigned residents of a townhouse, suite or room may take up residence/live in the assigned room/suite/townhouse. The College does not permit anyone to live in a room/suite or townhouse except those assigned to that room by the College. Cohabitation is not permitted except by assigned roommates.

MORE ON ALCOHOL AND DRUG POLICIES

The problems associated with drug and alcohol abuse are a major concern in this country. As such, the passage of the *Drug-Free Schools and Communities Act Amendments* has placed requirements on institutions of higher education to develop policies and to provide information to students on drug and alcohol abuse, which Siena College has done herein.

This section provides students with the College's alcohol and drug policy, as well as information on the health risks associated with drug and alcohol abuse. This section also provides information, counseling and rehabilitation services available, and the federal, state and College sanctions that may be imposed for violations. The College collaborates with civil authorities. Violations of the Siena College alcohol and drug policy that are also violations of federal state or local law may be referred to

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