



Eastern Florida State College Data Integrity Manual

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INTRODUCTION

The *Eastern Florida State College Data Integrity Manual* is a reference tool for all Banner users. The most current version of the manual is located on the Eastern Florida State College (EFSC) website at http://www.easternflorida.edu/discover-efsc/administration/documents/manuals/data_integrity_manual.pdf . The manual will be updated by the Office of the Registrar, in coordination with the Information Technologies (IT) Department and other appropriate departments, as needed. Every user is expected to complete “Data Integrity, FERPA and Banner Navigation” training before receiving access to Banner.

Integrity of Data

Accurate data is crucial to Eastern Florida State College. The standardization of all data entered into the Banner system is essential to maintain data integrity. Incorrect data entry can affect State funding dollars as well as create a loss in Eastern Florida revenue, record duplication, undeliverable mail, loss of data and can have other serious implications.

Every Banner user is expected to comply with the standards set forth in this document. Failure to adhere to the standards will result in notification of errors to the appropriate supervisor. Continued abuse could result in the revocation of Banner privileges.

Confidentiality of Records

Along with the ability to access the records of students at Eastern Florida State College comes the responsibility to maintain the confidentiality rights of students, particularly as outlined in the *Family Educational Rights and Privacy Act of 1974* (FERPA). The *College Catalog* and *Student Handbook* state the college procedures regarding student records at the college. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, users have a responsibility to maintain confidentiality. Although users may have the ability to retrieve data, they should only access information that is required to complete their job. Any such information should be treated as confidential and not shared, unless necessary. Information may not be released to third parties without written consent of the student. Grades, social security numbers, ethnicity and student schedules should not be released to anyone other than the student and not over the phone.

Refer all requests for student information, including transcripts and enrollment verifications, to the Office of the Registrar or a designee in each campus Admissions and Records Office. For additional information regarding FERPA, please go to <http://www.easternflorida.edu/admissions/registrars-office/ferpa-privacy-act-info/> .

Security of Data

Electronic data is owned by the institution and is a vital college asset. All institutional data, whether maintained in paper, in Banner or copied into other data systems, remains the property of Eastern Florida State College and is governed by this statement. Access to data is not approved for use outside an individual's official college responsibility.

Employees should exercise due care when using the institution's electronic information systems to protect data files from unauthorized use, disclosure, alteration or destruction. Each person is responsible for security, privacy, and control of his or her own data. Each user is responsible for all transactions occurring during the use of his or her username and password.

Falsifying or otherwise altering information, either within a student or employee file or Eastern Florida State College's database, is a violation of College policy and federal regulations. The sharing of passwords or allowing others to perform work using a password other than their own is prohibited. Students and/or employees who violate college policy are subject to disciplinary actions up to and including dismissal.

Any documents containing student names and/or ID numbers must be shredded or otherwise properly disposed. For additional information, please go to www.easternflorida.edu/discover-efsc/administration/policies-procedures-and-documents.cfm and select the *Technology and Internet Ethics & Acceptable Use Policy*.

CHARACTER/PUNCTUATION USAGE

In general, you should avoid using special characters in text fields. Characters such as the hyphen (-), slash (/), asterisk (*), and plus sign (+) may cause confusion, for example, because they can also represent mathematical instructions.

The pound sign (#) is a formatting character in Letter Generation output. To avoid problems with Letter Generation, do not enter a pound sign (#) in addresses. Special characters won't always cause immediate problems, but they represent a potential source of complications when Banner interoperates with other systems.

The following characters cannot be used in text fields:

- the pound sign (#)
- the slash (/)
- the plus (+)
- the hyphen (-)
- the ampersand (&)
- the at-sign (@), except in e-mail addresses
- the dollar sign (\$)
- the exclamation point (!)
- the comma (,)
- the asterisk (*)
- the percent sign (%)

If you must use a special character, use it without any spaces before or after it:

Valid: *Separated/Divorced*

Invalid: *Separated / Divorced*

- All data entered into a data field should be typed using title case (uppercase and lowercase letters) using standard capitalization rules. Never use all uppercase or all lowercase letters.
- Abbreviations will be used when entering data. Please use abbreviations as noted throughout this manual. If you are in doubt about an abbreviation, refer to this manual.
- Never make a change to an employee/student/vendor record without proper documentation. Refer to the section on data custodianship.

DATA CUSTODIANSHIP GUIDELINES

The following conventions govern which office makes changes to student, parent, employee or vendor records (name, address, phone, and fax) in Banner. They are listed in order of precedence.

If the Person is...	Then...
an Employee	Human Resources makes the change
a Student	Admissions and Records makes the change
a Vendor	Purchasing/Accounts Payable makes the change
an Alumnus/Donor	Foundation/Alumni makes the change
a Corporation or Foundation	Foundation/Alumni makes the change
an Employment Applicant	Human Resources makes the change
a Student Applicant/Prospect	Admissions and Records makes the change
a Parent of a graduated Student	Foundation/Alumni makes the change
a Financial Aid Applicant	Financial Aid makes the change
a Prospect or Recruit	Recruiting makes the change

Name or ID changes are not permitted without legal documentation (e.g. marriage certificate, court order, etc.) **Human Resources will only accept Social Security card copies as documentation for employee name changes.** Changes can only be made by the appropriate office (Admissions and Records or Office of the Registrar (OR) for students, Human Resources for employees, and Accounting for vendors.).

Note: Information regarding deceased individuals also follows above custodial designation. A deceased student employee will be governed by Human Resources.

Custodianship for address and telephone numbers:

Address Type	Description	Telephone Type	Description	Maintained By
AP	Accounts Payable	BI	Billing	Accounts Payable
BI	Billing	BI	Billing	Accounts Payable
EM	Emergency Contact	EMER	Emergency Contact	Depends on Source
FA	Financial Aid Address	FA	Financial Aid Phone	Financial Aid
FD	Foundation	FD	Foundation	Foundation
FR	Foreign Address	FR	Foreign Phone	Student
GP	Alumni Gift Pledge	GP	Alumni Gift Pledge	Foundation
HR	HR Address	HR	HR Phone	Human Resources
LO	Local Address	LO	Local Phone	Student
MA	Student Address	MA	Student Phone	Student
NM	Requests No Mail from EFSC			Student or as Appropriate
PA	Emergency Contact	PA	Emergency Contact	Student
PO	Purchasing Address	BU	Business or Work	Purchasing
PR	Permanent	PR	Permanent	Student
RA	Recruit Address	RA	Recruit Phone	Recruiting
TX	Emergency Notification Only	TX	Emergency Notification Only	IT
XX	Reserved for Tgrfeed Use Only	XX	Tgrfeed Only	IT
ZZ	Campus Mailing Address	ZZ	Office Extension	Human Resources and IT

IDENTIFICATION NUMBERS

All students and non-students (e.g., employees, organizations and vendors) will be issued a nine-digit, system generated ID number, which will be in the format Bxxxxxxx (the letter “B” followed by eight numbers.) Social Security Numbers, International Identification Numbers (ITIN), and Federal Identification Numbers (FIN) will be housed in Banner but will not be used as identification numbers.

Before generating an identification number, the user must conduct a thorough search to ensure the person/non-person is not already in Banner. Refer to the search examples in this manual. All users must conduct a thorough search to prevent entering a duplicate record.

Note:

- **ID Field** (located on most Banner forms) - Must be populated with the Banner generated ID
- **SSN/SIN/TIN Field** (located on SPAPERS and SPAIDEN Biographical tab) - Can only contain a valid SSN or ITIN. If no valid SSN or ITIN exists, this field should be left blank.
- **Non-international Students and Eastern Florida State College Staff:** The Social Security Number will not be used as an ID number, but must be housed in Banner for federal reporting purposes. If a student refuses to provide his/her Social Security Number, contact the Admissions and Records department.

International Students:

International students will be issued an ID number in the same manner as other students. The student's Social Security Number or ITIN will be housed in Banner if available. Do not create a “fake” Social Security Number for an international student.

Note:

- Before the international student can become an employee, he/she must submit a copy of their Social Security card to Human Resources.

Vendors:

Vendors will be issued an ID number. The FIN (Federal Identification Number) will be housed in Banner. If no FIN number exists, the proprietor's Social Security Number will be used.

ID Change

The ID number will only be changed under extreme circumstances, and only by designated personnel. They must follow proper ID change procedures, taking care that they do not create a new record ID (PIDM.) Changes are not permitted without legal documentation or justification. Changes can only be made by the appropriate office (Office of the Registrar for students, Human Resources for employees, and Accounting for vendors).

DUPLICATE RECORDS

Definitions:

PIDM: A unique identifier that Banner uses to associate all distinct records. This identifier does not display on Banner forms.

Duplicate PIDM: Two or more PIDM records intended for the same person, thus creating two distinct set of records. This can lead to multiple incomplete records and no complete record, e.g., employee records under one PIDM and academic records under another PIDM for a former student who is now an employee, or academic history records under both PIDMS and an incomplete transcript for both PIDMS.

Clean Up of Duplicate Records

Duplicate records can occur when minimal to no searching is done before creating a new person record or during a data upload process, e.g., the various application services tape loads. All new Banner users must attend a navigation training session, which will demonstrate searching techniques to minimize duplicate person creation.

Duplicate records must be correctly identified, marked for deletion, and removed from the system as soon as possible to maintain the integrity of College data. The creation of a duplicate PIDM causes a tremendous amount of work for various staff.

Because all modules share the ID number, it is imperative that a thorough search for a student or non-student is done prior to generating a new ID number. If a new ID number is created for an existing record, the records must be combined so that only one PIDM exists for each person.

Once the information has been double checked, do the following:

1. Go to the form GUASYST and type in the ID number that appears to be incorrect. This form will tell you which modules the person has records in.
2. If the person has any Student records, contact the Office of the Registrar at registrar@easternflorida.edu. They will work with all parties to get the record fixed.
3. If the person shows up in any area other than student, contact the other area(s) first, especially if he or she is checked as an employee in the Human Resources section. (Human Resources will need a hard copy of the Social Security card.)

Once the record(s) have been finalized, contact IT to remove the incorrect records. (Finance may use the process: once the record(s) have been finalized and information placed on the correct ID, change the incorrect PIDM to the name to "Please use BXXXXXXXX" (enter correct ID number) to correct their duplicates.)

STUDENT	HUMAN RESOURCE	ADVANCEMENT	FINANCIAL AID	FINANCE	ACCOUNTS RECEIVABLE
<input type="checkbox"/> Recruiting	<input type="checkbox"/> Applicant	<input type="checkbox"/> Individual	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agency	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Admissions	<input type="checkbox"/> Employee	Category: <input type="text"/>		<input type="checkbox"/> Bank	
<input type="checkbox"/> Transfer Work	<input type="checkbox"/> Beneficiary	Class: <input type="text"/>		<input type="checkbox"/> Customer	
<input type="checkbox"/> General Student	<input type="checkbox"/> Cobra Person	<input type="checkbox"/> Organization		<input type="checkbox"/> Employee	
<input type="checkbox"/> Registration		Category: <input type="text"/>		<input type="checkbox"/> Financial Manager	
<input type="checkbox"/> Housing				<input type="checkbox"/> Vendor	
<input type="checkbox"/> Faculty					

#3. GUIALTI - Alternate ID Search

This form defaults to a case insensitive query

1. Tab to the field (or place your cursor in the field) in the search field. Enter the data
2. Use the wild card (%) to enable more thorough searches
3. . You can use more than one field in your search, for example, last name and birthdate (proper format required DD-MON-YYYY).

#4. SOAIDNS – Person Search Detail

This form is case sensitive

1. Tab to the field (or place your cursor in the field) in the search field. Enter the data
2. Use the wild card (%) to enable more thorough searches

Users MUST check GUASYST to determine data custodianship before making any changes.

Name Search Examples

Following are examples of how the user can search Banner to determine if a person or non-person is already in the system. The percent sign (%) is used as a wildcard. It can be typed in any part of a name in place of one or more letters.

Search Examples:

If you are searching for a person named Jonathan Williams, try a search like one of the following:

	<u>LAST NAME</u>	<u>FIRST NAME</u>
	Williams	Jo%
or	Will%	J%

If you typed Jonathan as the first name when doing your search, you might not find the record for which you are searching. It is possible that Jonathan was entered into the system as John. Therefore, if you use the wildcard character in the first name, you are assured of a more complete search of the database.

Also, you may be unsure of the spelling of the last name - it might be William or it might be Williams. Using the wildcard character in the last name will also help you find the record that you want.

If you were searching for Chris DeMartino you could do the following search:

<u>LAST NAME</u>	<u>FIRST NAME</u>
De%artino	Chr%

You may not be sure whether the "M" in DeMartino is capitalized in the database. The search example above would retrieve the record whether the name had been entered as Demartino or DeMartino.

If you were searching for Sarah Tartaglia but were unsure of the spelling, you could try one of the following search examples:

	<u>LAST NAME</u>	<u>FIRST NAME</u>
	T%	Sar%
Or	T%r%i%	Sar%

The first example would retrieve all records that had a last name beginning with "T" and a first name beginning with "Sar." The second example would retrieve all records that had a last name beginning with a "T" and then had an "r" and an "i," in that order, somewhere in the last name and a first name that beginning with "Sar."

Creating a Banner ID

Forms: PPAIDEN, SPAIDEN, FOAIDEN

ONLY after you have done a complete Name, ID, and Alternate ID search should you click on the Generate ID button to create a new ID.

ID: <input type="text"/> <input type="text"/>	Generate ID: 
---	--

NAME STANDARDS

Only designated personnel in each department may make name changes. Changes cannot be made without proper documentation. (Human Resources will enter the name as it appears on the Social Security card.)

The screenshot shows a web-based form with several tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', and 'E-mail'. The 'Current Identification' tab is selected. At the top, there is an 'ID' field containing 'B00251115' and a 'Name Type' dropdown menu. Below this is a section titled 'Person' with the following fields: 'Last Name' (Smith), 'First Name' (John), 'Middle Name' (Richard), 'Prefix' (Dr), 'Suffix' (Jr), 'Preferred First Name' (empty), and 'Full Legal Name' (empty). Each field has a small dropdown arrow on the right side.

Last Name

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal spelling and format of the last name, using standard capitalization rules.

Note: If a name legally begins with a lowercase first initial (i.e., dellaToria) the name can be entered as lowercase. You need to remember that when searching for these types of names, they will appear after all capital letters (e.g. dellaToria would be after Zwick).

Hyphens may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names), but should be entered without spaces. However, if there are two last names unhyphenated (i.e., Martha Lee Creton Quinton), Martha would be entered as the first name; Lee would be entered as the middle name; Creton Quinton would be entered as the last name.

Examples:	<u>If the Last Name is...</u>	<u>Enter...</u>
	Smith-Jones	Smith-Jones
	Cooper Smith	Cooper Smith

No spaces should be used in the last name field (except as noted below).

Examples:	<u>If the Last Name is...</u>	<u>Enter...</u>
	Mc Donald	McDonald
	St. John	StJohn
	Van Husen	VanHusen
	du Pont	duPont
	De La Rosa	DeLaRosa

Apostrophes may be used in such names as O'Leary, O'Connor, etc., but they should be entered without spaces.

Examples:	<u>If the Last Name is...</u>	<u>Enter...</u>
	O' Leary	O'Leary

Note: If a person has a name change, retrieve that person under their previous name and follow the name change procedure. Do **NOT** create a new record.

No periods in last name field.

Do **NOT** use titles, prefixes or suffixes in the last name field. Use the prefix and suffix fields for this data.

Example: Dr, Mr, Mrs, III, Jr, etc., should never be entered in the last or first name field.

First Name

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal first name, using standard capitalization rules.

Hyphens may be used to separate double names, but do **NOT** use spaces before or after the hyphen.

Apostrophes may be used, but do not use spaces before or after the apostrophe.

Spaces are permitted between multiple names (i.e., Mary Ann).

For Employees, Human Resources must enter the full first name in this field.

Single character first names should be entered with a period, and the middle name or middle initial should be entered in the middle name field without a period. (Banner will add the period.)

Examples:	<u>If the Name is...</u>	<u>Enter...</u>	
	R. Maureen	R.	in the first name field &
		Maureen	in the middle name field
	P.J.	P	in the first name field &
		J	in the middle name field

Do **NOT** use titles, prefixes or suffixes in the first name field. Use the prefix or suffix field for this data.

Middle Name

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal middle name, using standard capitalization rules. If no middle name or middle initial exists, leave the field blank.

Hyphens may be used to separate double names, but do **NOT** use spaces before or after the hyphen.

Apostrophes may be used, but do not use spaces before or after the apostrophe.

Spaces are permitted between multiple names (i.e., Mary Ann).

Do **NOT** use titles, prefixes or suffixes in the middle name field. Use the prefix or suffix field for this data.

Do **NOT** use a period (.) in this field.

Prefix Standards

Prefixes are entered in the Prefix field, **NOT** in any of the name fields.

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Use standard capitalization rules.

Prefixes should be entered only if requested by the person (i.e., do **NOT** enter “Ms” if you do not know the prefix. Leave the field blank). If the person requests that a prefix be used with his/her name it should be standardized as outlined below. HR uses a Prefix on all PT & FT Staff members along with FT Faculty for mailing purposes. Please do NOT remove them.

Standard Prefixes

Standard prefixes are used only by Human Resources and Alumni. Student users are **NOT** to enter prefixes.

Enter...	For...	Enter...	For...
Dr	Doctor*	Sr	Sister
Miss	Single Woman	Rabbi	Rabbi
Mr	Mister	Bro	Brother
Mrs	Married Woman	Prof	Professor
Rev	Reverend	Hon	Honorable
Father	Priest	Atty	Attorney
Ms	Married or Single Woman		

***Note:** If professional prefix is used, do **NOT** use professional suffix. Either format below is acceptable; the prefix or suffix should be entered as requested by the person.

Examples:

Attorney Atty John R Smith
 OR John R Smith Esq

Physician Dr John J Jones
 OR John J Jones MD

Dentist Dr Amelia R Smith
 OR Amelia R Smith DDS

Veterinarian Dr Joseph P Baker
 OR Joseph P Baker DVM

Military Prefixes

Enter...	For...	Enter...	For...
Adm	Admiral	LCdr	Lieutenant Commander
Amn	Airman	Lt	Lieutenant
BGen	Brigadier General	Maj	Major
Capt	Captain	Midn	Midshipman
Cdr	Commander	MGen	Major General
Col	Colonel	MSgt	Master Sergeant
Como	Commodore	Pvt	Private
Cpl	Corporal	Sgt	Sergeant
CPO	Chief Petty Officer	SSgt	Staff Sergeant
Ens	Ensign	1Lt	First Lieutenant
Gen	General	2Lt	Second Lieutenant

Suffix Standards

Suffixes are entered in the Suffix field, not in any of the name fields.

All information is to be entered using title-case format (uppercase/lowercase letters), using standard capitalization rules.

Enter...	For...	Enter...	For...
Jr	Junior	Esq	Esquire
Sr	Senior	JD	Juris Doctor
II	The Second	LLD	Doctor of Laws
III	The Third	MD	Doctor of Medicine
IV	The Fourth	PhD	Doctorate
V	The Fifth	RN	Registered Nurse

Note: If professional prefix is used, do NOT use professional suffix. Either format below is acceptable; the prefix or suffix should be entered as requested by the person.

Examples:

Attorney	Atty John R Smith	Physician	Dr John J Jones
	OR John R Smith Esq	OR	John J Jones MD
Dentist	Dr Amelia R Smith	Veterinarian	Dr Joseph P Baker
	OR Amelia R Smith DDS	OR	Joseph P Baker DVM

Preferred First Name (Alumni and Human Resources Use Only)

The screenshot shows the Banner Person Identification (PPAIDEN) form. At the top, it displays the ID number 000251115 and the name Smith, Debra K. Below this, there are tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Current Identification' tab is active, showing fields for 'Last Name' (Smith), 'First Name' (Debra), 'Middle Name' (Kathleen), 'Prefix', 'Suffix', 'Preferred First Name' (Debbie), and 'Full Legal Name'. To the right, there are sections for 'ID and Name Source' and 'Original Creation', each with fields for 'User' and 'Create Date'.

Nicknames should be entered in this field using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. For example, if a person's name is Debra Kathleen Smith and she has indicated that she prefers to be called Debbie, Debbie would be entered in this field.

If the first name is a single character (as in the above example, R. Maureen), enter the middle name (Maureen) in the preferred name field. Do **NOT** use a period in middle name.

Spaces are permitted for double nicknames (i.e., Bobby Joe).

Do **NOT** use titles, prefixes or suffixes in the preferred first name field. Use the prefix or suffix field for this data.

Name Changes

Prior to changing the name of a person or entity, users must first check to determine data custodian. Using form **GUASYST**, enter the ID number or name of the person/entity. Banner will provide the information necessary to determine area and custodianship. If the area is not with your custodianship, send the person/entity to the appropriate office.

If your area is the correct data custodian, proceed as follows:

Depending on the module, the form will be SPAIDEN, PPAIDEN, APAIDEN, or FTMVEND. Enter the ID number or complete a name search. Once the correct person/entity is located, overwrite the name. Verify the spelling of the new name. Once you are certain you have the correct information entered into Banner, save the record.

DO NOT CREATE A NEW RECORD FOR A NAME CHANGE.

Nonperson Name/Vendor

Enter all information using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Use standard capitalization rules.

Hyphens or slashes may be used to separate double names, but do not use spaces before or after the hyphen or slash.

Examples:	<u>If the Organization is...</u>	<u>Enter...</u>
	Hayes-Albion Corporation	Hayes-Albion Corporation
	Citicorp/Citibank	Citicorp/Citibank

Apostrophes may be used, but do not use spaces before or after the apostrophe.

DO **NOT** use periods (.).

Examples:	<u>If the Organization is...</u>	<u>Enter...</u>
	R.J. Reynolds Co	R J Reynolds Co
	F. & F. Securities	F & F Securities

Spaces are permitted between multiple names.

The **ampersand (&)** should only be used when part of a formal name (Baltimore & Ohio Railroad); use “and” in all other cases.

Examples:	<u>If the Organization is...</u>	<u>Enter...</u>
	Baird & Warner	Baird & Warner
	C. Brewer and Company	C Brewer and Company

Acronyms and universally accepted abbreviations should not use periods.

Examples:	<u>If the Organization is...</u>	<u>Enter...</u>
	I.T.T.	ITT
	N.Y.S. Department of Energy	NYS Department of Energy

Commas should **NOT** be used between names.

Nonperson Abbreviations

Abbreviations are allowed, but punctuation should **NOT** be used (i.e., no periods).

Enter...	For...	Enter...	For...
Assn	Association	Intl	International
Assoc	Associate	Inc	Incorporated
Co	Company	Ltd	Limited
Corp	Corporation	Soc	Society
Dept	Department	St	Saint
Fdn	Foundation	Univ	University

ADDRESS STANDARDS

Banner permits multiple addresses to be entered for a person or vendor/organization. The use of each address type must be strictly defined so that conflicts do not arise among the various functional areas (Admissions and Records, Financial Aid, Accounts Receivable, Accounts Payable, Human Resources, Payroll, Purchasing, Development, etc.). Because ALL areas share name and address data, procedures must be followed to ensure areas make address changes only under certain conditions based upon the classification of the person or vendor.

Note: Refer to Data Custodianship Guidelines for the office that will change the address.

These procedures must be used when entering addresses on any outgoing mail or Banner forms (i.e., college transcript request form, enrollment verification form, etc.)

Address Types

<u>Address Type</u>	<u>Description</u>
BI	Billing
BU	Business or Work
GP	Alumni Gift/Pledge
HR	Human Resources Address
MA	Mailing
PO	Purchasing Address
ZZ	Campus Mailing Address
RA	Recruiting Address

Street Standards

In Banner, there are three lines into which the address information may be entered. The first address line is required (data must be entered). The information on the address lines should NOT include city, state or zip code. Banner provides separate fields for entering these data elements. **Do not exceed 30 characters per address line.**

When making decisions about what data to enter on which line, keep in mind that the US Postal Service reads the address from the *bottom up*.

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or lowercase letters. Enter the address using standard capitalization rules.

USPS standard abbreviations should be used. See examples in this manual.

- **Hyphens** and **slashes** may be used when needed for clarity or for designated fractions.
- **Commas, the pound sign (#), periods and apostrophes are never used.**
- The **Ampersand (&)** should be used instead of the word “and.”
- **“In Care Of”** should be entered as **c/o** in lower case. Do not use the percent sign (%) or spell out “in care of.”

Secondary Address Unit Designators

Note: If possible, use one street line.

If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If there is not enough room to fit the suite, apartment, etc. on the same line as street address, it should be inserted BELOW the street address. If the secondary unit designator is not provided and only a # sign along with the number is provided, input the address as follows:

	If the address is...	Enter...
Example:	354 N. Tharpe #4	354 N Tharpe No 4

Although the # sign is preferred by the US Postal Service, ORACLE does not permit its use within BANNER; therefore, **NEVER USE THE POUND SIGN (#)**.

Street Address with PO Box

Banner address form allows three lines of street address information. If both the physical street address and PO Box number are given as one mailing address, enter both.

Note: Some international addresses require both a box number and physical street address to be mailed.

Important: International students residing in the U.S. must have a current physical address for legal reasons. Vendors must also have a physical address. In both cases, a PO Box address is optional only as a second address.

Examples:

Name: Macky White
Address Line 1: 39 River Rd
City: Cocoa
State: FL
Zip: 32922-2345

Name: Buddy Adams
Address Line 1: 39 River Rd
Address Line 2: PO Box 6743
City: Winter Park
State: FL
Zip: 32789

Address Data Entry Standards

Do **NOT** insert "USA" in nation code for domestic addresses.

Domestic Home/Residence

Examples:

One Address Line:

If there is one line of address information, enter it in Address Line 1.

Address Line 1: 39 River Rd
City: Winter Park
State: FL
Zip Code: 32789

Two Address Lines:

If there are two lines of address information, the secondary delivery data should be entered into Address Line 1, and the primary delivery data should be entered into Address Line 2.

Address Line 1: 39 River Rd
Address Line 2: RR 1 Box 15
City: Winter Park
State: FL
Zip Code: 32789-1213

Three Address Lines:

If there are three lines of address information, the tertiary data should be entered in Address Line 1, the secondary delivery data should be entered into Address Line 2, and the primary delivery data should be entered into Address Line 3.

Address Line 1: Willow Farms
Address Line 2: 39 River Rd
Address Line 3: RR 1 Box 15
City: Winter Park
State: FL
Zip Code: 32789

Domestic Business/Organization

In Banner, there are three lines into which the address information may be entered. The first address line is required (data must be entered). The information on the address lines should NOT include city, state or zip code. Banner provides separate fields for entering these data elements. **Do not exceed 30 characters per address line.**

When making decisions about what data to enter on which line, keep in mind that the US Postal Service delivery standards read the address from the *bottom up*.

The guidelines for business/organization addresses apply to two types of records:

(1) records for individuals who prefer to use a business address as a mailing address, and (2) records for organizations. The business information (company name, department, building, etc.) is entered in the address lines.

Examples:

Corporate Address for an Organization

Name: IBM
Address Line 1: Corporate Headquarters
Address Line 2: Boardwalk Bldg Ste 100
Address Line 3: 365 Boylston St
City: Boston
State: MA
Zip: 02134

Corporate Address with “Attention” to a Person

Name: IBM
Address Line 1: Mrs. Jane Smith
Address Line 2: VP Marketing and Sales
Address Line 3: 365 Boylston St Ste 100
City: Boston
State: MA
Zip: 02134

Person Address with Business Address as Preferred Address

Name: Mrs. Jane Smith
Address Line 1: IBM
Address Line 2: VP Marketing and Sales
Address Line 3: 365 Boylston St Ste 100
City: Boston
State: MA
Zip: 02134

Campus Address

Name: Jane Smith
Address Line 1: Rollins College
Address Line 2: 1000 Holt Ave 2748
Address Line 3:
City: Winter Park
State: FL
Zip: 32789

Brevard County City and Zip Code Standards

Current city and zip code information must be used. The most accurate source is the U.S. Postal Service website usps.com

Common errors are:

Port St John	32927	Use the city Cocoa
Viera	32940	Use the city Melbourne
Viera	32955	Use the city Rockledge

NOTE: Zip codes **MUST** be entered for all US addresses in the zip code field. A hyphen **MUST** be entered when the entire nine-digit zip code is available.

Example: 32901 or 32901-6975

Changing an Address

If you are the record custodian for the address type, follow established protocol to change an address. Verify the telephone number; change if needed.

Online Address Changes

Students and staff have the ability to update their HR address, Student Address, and Financial Aid addresses through Banner web. The Office of the Registrar verifies the student MA addresses submitted through Banner web on a daily basis.

To update one of these addresses through Banner web you must:

- Use your B number and PIN to log into myEFSC,
- Click the Titan Web Services icon,
- Click Personal Information tab
- Select Update Addresses and Phone link

The screenshot shows the myEFSC login interface. At the top, the Eastern Florida State College logo and tagline 'Building on the excellence of Brevard Community College' are displayed. Navigation links include DIRECTORY, FUTURE STUDENTS, FACULTY & STAFF, CURRENT STUDENTS, and FOUNDATION & ALUMNI. A 'myEFSC LOG IN' button is in the top right. Below the navigation is a search bar with a 'GO' button, a 'DONATE' button, and an 'APPLY & REGISTER TODAY!' button. The main content area is divided into two sections. The left section is a 'Login' form with a 'Username' field containing 'B12345678', a 'Password' field with masked characters, and 'Login' and 'Reset' buttons. A checkbox for 'Remember my username on this computer' is below the buttons. The right section contains three icons: 'TITAN WEB SERVICES' (a stylized bird), 'OUTLOOK WEB' (an envelope icon), and 'HELP' (an information icon). Below these icons is a large blue button labeled 'Update Addresses and Phone'.

Geographical Directional Abbreviations

The following abbreviations should be used, except when the name of the street is one of these names (Do **NOT** abbreviate 210 North St or 46 Bayou Ave if the name of the street is “North” or “Bayou”).

<u>Enter...</u>	<u>For...</u>	<u>Enter...</u>	<u>For...</u>
E	East	NE	Northeast
W	West	SE	Southeast
N	North	SW	Southwest
S	South	NW	Northwest

Approved Unit Designator Abbreviations

<u>Description</u>	<u>Abbreviation</u>
APARTMENT	Apt
BASEMENT	Bsmt **
BUILDING	Bldg
DEPARTMENT	Dept
FLOOR	Flr
FRONT	Frnt **
HANGAR	Hngr
LOBBY	Lbby **
LOT	Lot
LOWER	Lowr **
OFFICE	Ofc **
PENTHOUSE	Ph **
PIER	Pier
REAR	Rear**
ROOM	Rm
SIDE	Side**
SLIP	Slip
SPACE	Spc
STOP	Stop
SUITE	Ste
TRAILER	Trlr
UNIT	Unit
UPPER	Uppr **

**Does not require secondary range number to follow

Approved Street Descriptors

<u>PRIMARY STREET SUFFIX NAME</u>	<u>POSTAL SERVICE STANDARD ABBREVIATION</u>	<u>PRIMARY STREET SUFFIX NAME</u>	<u>POSTAL SERVICE STANDARD ABBREVIATION</u>	<u>PRIMARY STREET SUFFIX NAME</u>	<u>POSTAL SERVICE STANDARD ABBREVIATION</u>
ALLEY	ALY	FOREST	FRST	PLAIN	PLN
ANNEX	ANX	FORGE	FRG	PLAINS	PLNS
ARCADE	ARC	FORK	FRK	PLAZA	PLZ
AVENUE	AVE	FORT	FT	POINT	PT
BAYOU	BYU	FREEWAY	FWY	PORT	PRT
BEACH	BCH	GARDEN	GDN	PRAIRIE	PR
BEND	BND	GATEWAY	GTWY	RAMP	RAMP
BLUFF	BLF	GLEN	GLN	RANCH	RNCH
BOTTOM	BTM	GREEN	GRN	RAPID	RPD
BOULEVARD	BLVD	GROVE	GRV	RAPIDS	RPDS
BRANCH	BR	HARBOR	HBR	REST	RST
BRIDGE	BRG	HAVEN	HVN	RIDGE	RDG
BROOK	BRK	HEIGHTS	HTS	RIDGES	RDGS
BURG	BG	HIGHWAY	HWY	RIVER	RIV
BYPASS	BYP	HILL	HL	ROAD	RD
CAMP	CP	HOLLOW	HOLW	ROUTE	RTE
CANYON	CYN	INLET	INLT	ROW	ROW
CAPE	CPE	ISLAND	IS	RUN	RUN
CAUSEWAY	CSWY	ISLE	ISLE	SHOAL	SHL
CENTER	CTR	JUNCTION	JCT	SHOALS	SHLS
CIRCLE	CIR	KEY	KY	SHORE	SHR
CLIFF	CLF	KNOLL	KNL	SKYWAY	SKWY
CLUB	CLB	LAKE	LK	SPRING	SPG
COMMON	CMN	LANDING	LNDG	SPRINGS	SPGS
CORNER	COR	LANE	LN	SPUR	SPUR
CORNERS	CORS	LOCK	LCK	SQUARE	SQ
COURSE	CRSE	LODGE	LDG	STATION	STA
COURT	CT	LOOP	LOOP	STREAM	STRM
COVE	CV	MALL	MALL	STREET	ST
CREEK	CRK	MANOR	MNR	SUMMIT	SMT
CRESCENT	CRES	MEADOW	MDW	TERRACE	TER
CREST	CRST	MILL	ML	THROUGHWAY	TRWY
CROSSING	XING	MILLS	MLS	TRACE	TRCE
CROSSROAD	XRD	MISSION	MSN	TRACK	TRAK
CURVE	CURV	MOTORWAY	MTWY	TRAIL	TRL
DALE	DL	MOUNT	MT	TUNNEL	TUNL
DAM	DM	MOUNTAIN	MTN	TURNPIKE	TPKE
DIVIDE	DV	NECK	NCK	UNDERPASS	UPAS
DRIVE	DR	ORCHARD	ORCH	UNION	UN
ESTATE	EST	OVERPASS	OPAS	VALLEY	VLV
EXPRESSWAY	EXPY	PARK	PARK	VIADUCT	VIA
EXTENSION	EXT	PARKWAY	PKWY	VIEW	VW
FALLS	FLS	PASS	PASS	VILLAGE	VLG
FERRY	FRY	PASSAGE	PSGE	VILLE	VL
FIELD	FLD	PATH	PATH	VISTA	VIS
FLAT	FLT	PIKE	PIKE	WALK	WALK
FLATS	FLTS	PINE	PNE	WAY	WAY
FORD	FRD	PINES	PNES	WELL	WL
FORDS	FRDS	PLACE	PL	WELLS	WLS

Post Office/Rural Designators

<u>Code</u>	<u>Description</u>
PO	Post Office
PO Box	Post Office Box
PO Drawer	Post Office Drawer
Rte	Route
RR	Rural Free District
RR	Rural District
RR	Rural Route

City Standards

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the address using standard capitalization rules. Abbreviations are permitted if the full city name does not fit due to space restrictions. The US Postal Standards should be referred to for the appropriate abbreviations.

Note: Punctuation is never used

- **City is required for every address**
- **City is always entered in the City Field**
- **Punctuation is never used in the City Field**

U.S. Military Address

APO/FPO/DPO Guidelines & Restrictions:

1. Write out the **service member's full name** in the address.*
 2. **Include the unit and APO/FPO/DPO** (Air/Army Post Office™, Fleet Post Office or Diplomatic Post Office) address with the 9-digit ZIP Code™ (if one is assigned).
 3. Include a **return address**.
- Enter the **APO** or **FPO** code into the City field.
 - In the State/Prov Field enter:
 - **AE** – Europe, Middle East, Africa, Canada (zip codes beginning with 090 through 098)
 - **AP** – Pacific (zip codes beginning with 962 through 966)
 - **AA** – The Americas (excluding Canada) (zip codes beginning with 340)

EXAMPLES:

FPO AE 09508	APO AE 09815	APO AP 96207
FPO AA 34091	APO AP 96622	APO AA 34030

Overseas

Name: Sgt Robert Campbell
Address: PCS 908 Box 111
City: APO
State: AE
Zip: 09777

Name: Capt Kevin Smith
Address: USS North Dakota
City: FPO
State: AA
Zip: 34093

Domestic

Address lines should follow regular mail standards.
City should contain the name of the base, followed by AFB, if applicable.
State should follow the standard US state codes.

Example:
City: Minot AFB
State: ND
Zip: 58704

State and Military Abbreviations

<u>STATE/POSSESSION</u>	<u>ABBREVIATION</u>	<u>STATE/POSSESSION</u>	<u>ABBREVIATION</u>
ALABAMA	AL	SOUTH DAKOTA	SD
ALASKA	AK	TENNESSEE	TN
AMERICAN SAMOA	AS	TEXAS	TX
ARIZONA	AZ	UTAH	UT
ARKANSAS	AR	VIRGINIA	VA
CALIFORNIA	CA	VERMONT	VT
COLORADO	CO	VIRGIN ISLANDS	VI
CONNECTICUT	CT	WASHINGTON	WA
DELAWARE	DE	WEST VIRGINIA	WV
DISTRICT of COLUMBIA	DC	WISCONSIN	WI
FED STS MICRONESIA	FM	WYOMING	WY
FLORIDA	FL		
GEORGIA	GA		
GUAM	GU		
HAWAII	HI		
IDAHO	ID	MILITARY "STATE"	ABBREVIATION
ILLINOIS	IL		
INDIANA	IN	ARMED FORCES:	
IOWA	IA	AFRICA	AE
KANSAS	KS	AMERICA	AA
KENTUCKY	KY	CANADA	AE
LOUISIANA	LA	EUROPE	AE
MAINE	ME	MIDDLE EAST	AE
MARSHALL ISLANDS	MH	PACIFIC	AP
MARYLAND	MD		
MASSACHUSETTS	MA		
MICHIGAN	MI		
MINNESOTA	MN		
MISSISSIPPI	MS		
MISSOURI	MO		
MONTANA	MT		
NEBRASKA	NE		
NEVADA	NV		
NEW HAMPSHIRE	NH		
NEW MEXICO	NM		
NEW JERSEY	NJ		
NEW YORK	NY		
NORTH CAROLINA	NC		
NORTH DAKOTA	ND		
N. MARIANA ISLANDS	MP		
OHIO	OH		
OKLAHOMA	OK		
OREGON	OR		
PALAU	PW		
PENNSYLVANIA	PA		
PUERTO RICO	PR		
RHODE ISLAND	RI		
SOUTH CAROLINA	SC		

International Address Standards

Canadian Address

- **City** is entered into the City Field.
- **Province** is entered into the State/Prov Field. Select the appropriate Province abbreviation from the validation table.
- **Country** is entered into the Nation Field. Select the appropriate Nation code from the validation table.
- Postal codes **MUST** be entered for all Canadian addresses in the Zip/PC Field.
- All characters in the postal code must be in **uppercase** lettering. Include the appropriate space in the postal code and **do not use hyphens**.
- **Example: R2L 1N4**

Example:

JOHN JONES
MARKETING DEPARTMENT
10 1/2 MAIN STREET NW
MONTREAL QC H3Z 2Y7
CANADA

(10 is a unit number, such as a suite or apartment number.)
[MONTREAL is the city; QC is the province abbreviation; H3Z 2Y7 is the postal code.]

Abbreviations - Canadian/Provinces Addresses

Canadian provinces and territories are entered in the State field using the following codes:

For...	Use	For...	Use
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territories	NT	Yukon Territory	YT

Example:

Name: Sam Saunders
Address Line 1: 525 Albert St Apt 303
City: Waterloo
State: ON
Zip: J0P 1H0
Nation: CA

International Addresses

- **City** is entered into the City Field.
- **State/Prov Field must be blank.**
- **Country** is entered into the Nation Field. Select the appropriate Nation code from the validation table.
- **DO NOT use hyphens.**

Note: Punctuation is never used except:

1. Slashes (/) may be used to designate a fraction in a street address.
2. The Ampersand (&) can be used. **DO NOT** spell out the word “and.”
3. “In Care Of” should be entered as (c/o) in lowercase letters. **DO NOT** use the percent sign (%).

Example:

Name: Nicholas D Graham
Address Line 1: 75 Eaton Ter
City: London SW1 W8TN
State:
Zip:
Nation: GB

Name: Alma Wolfe
Address Line 1: 815 Half Way Pond
Address Line 2: Georgetown
City: Grand Cayman
State:
Zip:
Nation: KY

Name: Bob Marley
Address Line 1: PO Box 9239
City: Kingstown
State:
Zip:
Nation: JM

COUNTRY (Nation Code) List

The country and nation codes are maintained on the form STVNATN. Country code will only be entered if address is not in the United States.

The screenshot shows a web application window titled "General Person Identification SPAIDEN 8.6.3.1 (PROD)". The main form has several tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Address" tab is active. The form contains fields for "From Date" (09-SEP-2006), "To Date", "Address Type" (MA Student Address), "Sequence Number" (1), "Street Line 1" (123 Underhill Ln), "City" (Cocoa), "State or Province" (FL Florida), "ZIP or Postal Code" (32922), "County", "Nation", and "Telephone Type" (MA Mailing). A "Generate ID" button is visible. A dialog box titled "Nation Validation (STVNATN)" is open, showing a table of countries and their codes. The "Afghanistan" row is highlighted in blue. The table has columns for "Description", "Code", "EDI Equiv", and "LMS Equ".

Description	Code	EDI Equiv	LMS Equ
Afghanistan	AF		
Albania	AL		
Algeria	AG		
American Samoa	AQ		
Andorra	AN		
Angola	AO		
Anguilla	AV		

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TELEPHONE NUMBER STANDARDS

Area Code

The three-digit area code **MUST** be entered for all phone numbers. All of Brevard County is 321.

Phone Number

Enter the seven-digit number **WITHOUT** inserting a hyphen.

Example: 2834567

Extensions

If an extension is provided, enter only the digits of the extension (four characters maximum). Do **NOT** enter EXT or X into the extension field).

Example: 6363

Additional phone numbers (such as international, fax, pager, etc.) can be entered directly on the form SPATELE by the appropriate data custodian (see page 9).

Telephone Types (Telephone Type Validation- STVTELE)

<u>Code</u>	<u>Description</u>
BFAX	Business or Work Fax
BI	Billing
BU	Business or Work
CEL	Cell Phone
GP	Alumni Gift/Pledge
HR	Human Resources' Phone
LO	Local Phone
MA	Mailing
PA	Emergency Contact
PGR	Pager/Beeper
PO	Purchase Order
PR	Permanent
ZZ	Office Extension
ZZC	Cell Phone
ZZL	Lab Extension
ZZP	Pager

NOTE: Codes beginning with ZZ are used by Human Resources and IT **ONLY**

E-MAIL STANDARDS

E-mail addresses are housed on GOAEMAL.

E-mail Type:	BCCT	EFSC Student Titan Email Account
E-mail Address:	shealy.alexander@titans.easternflorida.edu	
	<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> Inactivate
	<input checked="" type="checkbox"/> Display on Web	<input type="checkbox"/> URL
Comment:	TITAN ACCT CREATED 30-APR-12	Activity Date: 30-APR-2012 User: TITANACCT

All students, faculty (both full time and adjunct) and staff are given an Outlook account. All official College communication must occur through this account. IT will generate the Outlook accounts.

The list of email codes is maintained by IT on GTVEMAL.

With the exception of codes listed below, all email addresses will be updated and maintained by IT.

Code	Description	Updated by
ADJ	EFSC Adjunct Email Address	HR
BGP	Business Email for Alumni/Foundation	Foundation
CHLD	Child Care Parents Email	Child Care
HR	EFSC HR Email Address	HR
PRO	Prospect Email	Recruiting
SPER	Student Personal Email	Student
TERM	Terminated Employee	HR
VND	Vendor Email Address	Purchasing

Official student email will be under the code BCCT – EFSC Student Titan Email Account and cannot be updated by any user except IT. Only the BCCT student Titan email account should be checked as “Preferred” and this will happen when the account is created.

GENDER CODES

This must not be left blank. This information is optional on the student Application for Admission. If he or she does not provide this information, it must be obtained prior to the student's first term of registration.

<u>Code</u>	<u>Description</u>
M	Male
F	Female

SOCIAL SECURITY NUMBER

Eastern Florida State College must collect the Social Security Number for all students and employees. The College takes fraud and abuse seriously. It is critical social security numbers are recorded accurately. Students providing false or inaccurate identification, including social security numbers, will be prohibited from conducting business with the College until their identity can be verified. Any information changes, such as a name change, must be reported to the U.S. Social Security Administration and the College in a timely manner.

The document "[Eastern Florida State College's Notification of Social Security Number Collection, Usage, and Release](http://www.easternflorida.edu/admissions/registrars-office/social-security-policy.cfm)" can be found on the website at: <http://www.easternflorida.edu/admissions/registrars-office/social-security-policy.cfm>.

It is very important that student Social Security Numbers are verified. If there is any noted conflict, the student's record must be flagged and the student contacted by Student Services to provide a copy of their Social Security card for verification.

In the Social Security Number field, enter the entire nine-digit number, omitting dashes (hyphens).

Example: XXXXXXXXX

MARITAL CODE (STVMRTL - MARITAL STATUS VALIDATION-)

This is required by Human Resources for employees. Student users do not collect or enter this information.

<u>Code</u>	<u>Description</u>
D	Divorced
M	Married
P	Separated
S	Single
T	Other
W	Widowed

DATE OF BIRTH

The Date of Birth is required. This information is optional on the student Application for Admission. If he or she does not provide this information, it must be obtained prior to the student's first term of registration. Use this format: DD-MON-YYYY.

Example: May 28, 1964 will be entered as 28-MAY-1964

Important: Actual date of birth must be used; do **NOT** use a default.

CITIZENSHIP CODES (STVCITZ - Citizen Type Validation)

NOTE: Citizenship type is required for all students and employees. Please enter the correct code. The campus admissions and records offices will enter citizenship based on the student's application for admission. Human Resources will enter employee citizenship status.

<u>Code</u>	<u>Description</u>	<u>Code</u>	<u>Description</u>
A	Non-Resident Alien	P	Permanent Resident Alien
C	United States Citizen	X	Unknown or Not Reported

RACE AND ETHNICITY CODES

STVETHN – Ethnic Code Validation (no longer used)

GORRACE – Race Rules

This information will be entered by the campus admissions and records offices for students and by Human Resources for employees.

Ethnicity: **Leave Blank** (Do not remove any old information already in this field)
This field **MUST** have a code in it if you are any type of employee.

New Ethnicity: Select one only

- Not Hispanic or Latino
- Hispanic or Latino (Race not required if this is selected)
- None

Ethnicity and Race Confirmed: Check the box if you have checked all of person's documents and you are able to confirm ethnicity

Confirmed Date: This date usually defaults when you check the box next to *Ethnicity and Race Confirmed*; if it does not, enter today's date.

RACE: Enter all codes that person selected:

Code **Description**

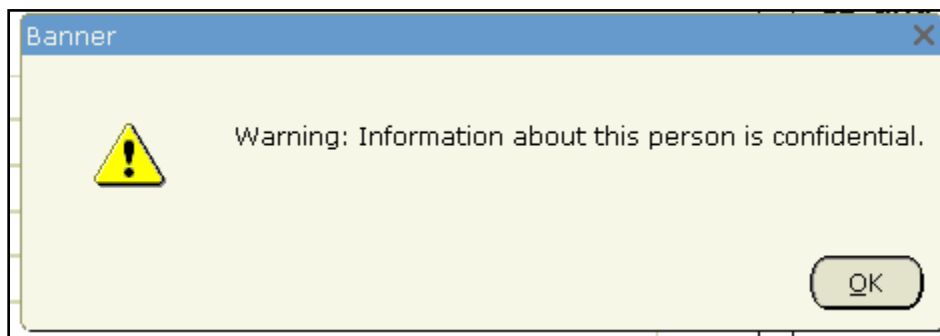
A	Asian	P	Native Hawaiian or Other Pacific Islander
B	Black or African American	W	White
I	American Indian or Alaskan Native		

CONFIDENTIAL INFORMATION INDICATOR

This field will be populated by the campus admissions and records offices, based on student-requested records confidentiality. Per FERPA, students may request that their records be considered confidential. This release indicator does not apply to employees.

If a student does not want his/her information released to the public:

1. The student must complete the *“Request for Confidential Status of Directory Information”* form. (Form is available in the Admissions and Records Office and online.)
2. The Confidential Information Indicator field on SPAIDEN will be clicked. The following notice will appear when the student’s record is accessed in Banner:



NOTE: Students who request their records be kept confidential must make all record changes and inquiries in person with a form of ID. Person will not be acknowledged as a student when requests are made by third parties.

DECEASED PERSON INDICATOR

Check GUASYST to determine data custodianship of the deceased ([see page 9](#)). If person was an employee, Human Resources will annotate the “Deceased” status in Banner.

This information will be entered for students **ONLY** if information is available.

Care must be exercised when entering a deceased code for an employee or former employee.

- Proof of death (death certificate) with **EXACT** date of death **MUST** be provided in order to use this indicator (see note below).
- Enter “Y” if applicant/student is deceased and documentation is provided.
- Enter the exact date of death.
- Do **NOT** use this indicator if documentation is not provided. Instead, inactivate the appropriate mailing addresses to stop mailings for that address page.

Note: Do **NOT** change this indicator for deceased students until all active records are cleared. **No information can be obtained when records are marked deceased, i.e., no check can be cut, etc.**

Campuses will follow the established Deceased Student Procedure for Notification and Processing Records.

REPORTING DATA TO THE STATE

Through the Office of Planning and Assessment, data is collected and submitted as required to State and Federal agencies. The Reports Coordinator is responsible for distributing information to college staff and responsible for data submissions to the state. The College participates in the Management Information Systems Advisory Task Force (MISATFOR), which was created in 1984 and meets five times each year. The purpose of MISATFOR is to advise and assist with data issues.

MISATFOR defines data elements to achieve timeliness, consistency, and accuracy of data reporting. Prior to final submission of the databases each term, the Office of Planning and Assessment sends error reports to the campus Admissions and Records offices and the Human Resource office for data clean up and adherence to data integrity standards.