



At SUNY Institute of
Technology

DATA STANDARDS DOCUMENT

FOR ALL



BANNER SYSTEMS

February 10, 2014

TABLE OF CONTENTS

SUNY INSTITUTE OF TECHNOLOGY DATA STANDARDS

GENERAL 4

CONFIDENTIAL RECORDS 4

 Confidentiality Indicator 4

 Releasing Confidential Information 5

DATA MAINTENANCE RESPONSIBILITIES BY FUNCTIONAL AREAS 5

SEARCH PROCEDURES 6

NAME STANDARDS 12

 Last Name 12

 First Name 12

 Preferred First Name 13

 Middle Name or Initial 13

 Name Change 14

 Name Types 14

 Prefix or Title 14

 Suffix 17

NON-PERSON NAME/VENDOR, ORGANIZATION OR CORPORATION 18

ADDRESSES 21

 Address Types 21

 Street Address 21

 Punctuation 21

 Symbols 22

 Compass Directions 24

ADDRESS FORMATTING – U.S. ADDRESSES 25

 Post Office Boxes 26

 Apartments 26

 Business 27

 City 27

 State 28

 Military Address Standards 29

 County 29

 Zip Code 29

INTERNATIONAL ADDRESSES	30
Canadian Addresses	30
International Addresses Other than Canada	30
Street Address.....	30
City	31
Nation Codes	31
SOURCE OF INFORMATION	34
TELEPHONE NUMBERS	33
Telephone Types	33
Area Code	34
Phone Number	34
Extension	34
International Telephone Numbers	34
E-MAIL	35
CALENDAR DATES	36
TERM DATES.....	36
GENDER	36
SOCIAL SECURITY NUMBER/COLLEGE WIDE IDENTIFICATION NUMBER	37
DATE OF BIRTH	37
MARITAL CODE	37
ETHNIC CODE	37
CITIZENSHIP CODES	38
DECEASED INFORMATION	38
VETERANS	38
VISA TYPES	38

The purpose of these guidelines is to ensure that the integrity of the SUNY Institute of Technology Banner database is maintained at all times. This document also serves as a blueprint for professional and simple data standards for all campus offices.

Offices may be allowed to further tailor these guidelines to meet their individual needs; however, they must not undermine the integrity established by this document.

GENERAL

The following data standards are to be used by all departments responsible for entering data into the Banner database. The use of these standards will make data much more accurate and will provide easier search capabilities for all users.

CONFIDENTIAL RECORDS

The Banner information system is an integrated database with information on constituents of all types – applicants, students, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information is made available to SUNYIT employees for the sole and explicit purpose of allowing them to carry out their official SUNYIT functions. Any other use is prohibited. The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each employee of SUNY Institute of Technology to understand his or her legal responsibilities under FERPA, HIPAA, and other privacy regulations at SUNY Institute of Technology. Failure to adhere to privacy regulations may result in disciplinary action in accordance with current collective bargaining agreements or internal college policies.

The Registrar's Office administers FERPA for SUNY Institute of Technology. FERPA responsibilities are outlined in the Student Handbook or on the SUNYIT website at (http://www.sunyit.edu/pdf/student_handbook.pdf). All inquiries regarding FERPA should be referred to:

Registrar's Office
Kunsela Hall, Room A208
792-7265

The Health and Wellness Center administers HIPAA for SUNYIT. All inquiries regarding HIPAA should be referred to:

Health and Wellness Center
Campus Center 217
792-7172

Confidentiality Indicator

After a student has filled out a "Request to Prevent Disclosure of Directory Information" form and submitted it to the Registrar's Office, the Registrar's Office will check the confidentiality indicator. If an employee has requested that directory information not be disclosed, the Human Resources Office will check the confidentiality indicator. When any information is accessed in the system about a person with a checked confidentiality indicator, a warning will appear:

"Warning: Information about this person is confidential"

Confidential will also appear in most forms accessed to remind faculty and staff that this person does not wish information to be released.

Releasing Confidential Information

Releasing directory information about anyone who has requested confidentiality is prohibited.

The Registrar's Office handles all requests for student information, and any such requests should be forwarded to the Registrar. Human Resources handles all request for employee information and any such requests should be forwarded to their office.

DATA MAINTENANCE RESPONSIBILITIES BY FUNCTIONAL AREAS

Specific offices will be charged with entering, maintaining, updating, and correcting records within their jurisdiction.

- The Registrar's Office is responsible for maintaining information on all Current Student Records.
- The Office of Undergraduate Admissions is responsible for Undergraduate Recruitment and Applicant records.
- The Graduate Admissions Office is responsible for Graduate Recruitment and Applicant Records
- The Business Office is responsible for the entry of all vendor records.
- The Office of Human Resources is responsible for the entry of all employee records.
- The Alumni Office is responsible for all alumni/development records.
- The Health and Wellness Center for student medical records.
- Disability Services Office for student disability information.
- Conferencing and Special Programs Office is responsible for event records
- Continuing Education Office is responsible for MVILR and SummerTeens records
- Athletics Office is responsible for student athlete recruitment records

Corrections, address and name changes will only be made in the office responsible for that type of record. Documentation pertaining to each type of change will be kept on file in the office responsible for processing.

Before you create a new record for a person or organization, all users MUST first conduct a thorough name search to make sure the person or organization has not already been entered in the Banner database.

Note: The ID/name search feature is **NOT case sensitive**.

This search feature is used directly on ANY FORM with an ID/name field. There are several options for returning information to the form.

1. **Search by Partial Name** (this is the **PREFERRED** method-other search methods follow)

- In the Key Block of a form, make sure the ID field is blank.
- Tab to the name field, enter a partial name with the Oracle wildcard % (Preferably using the first 3 or 4 letters of last name with % - a comma – and first letter of the first name with a %), and press enter. If you use the full last name and first letter of the first name and return no results, re-search using less specific criteria.
- The format is last, first with a comma between each part of the name. Spaces are optional.

Examples:

- smith,J% will return all ID's with last names "smith", first names starting with "J"
- mag%, p% will return all ID's with last names starting with "mag", first names starting with "P"
- %, Barbara will return all ID's with first name "Barbara"
- M%vish will return all ID's with the name having a first initial M ending with vish and having anything in between.

- If one match is found the ID and name are returned to the form.
- If more than one match is found, the "ID and Name Extended Search" window appears.
(Detailed information about Extended Search on next page)
- Or See 5 below for using specific Search Forms

2. **Search by Social Security Number (SS#)** (You **MUST** do a partial name search (see 1 above) following any search by SS# that does not yield results)

- In the ID field in the Key Block of a form, hit F4 or click on the magnifying glass to access the alternate ID search form.
- The first field is SS#. Enter the SS# WITHOUT hyphens. Hit F8 to process.
- You may also enter part of the SS# using the wildcard % (e.g. 123%, or %234%)

3. **Search by Full ID** (You **MUST** do a partial name search (see 1 above) and a partial ID Search (see 4 below) following any search by full ID)

- Enter full ID #, Press enter and if the person exists in the system, the name will appear.

4. **Search by Full Name** (You **MUST** do a partial name search (see 1 above) following any search by full name)

- Make sure the ID field is blank.
- Tab to the name field, enter the full name - Last Name with a comma and first name- (smith, carol) and press enter.
- If one match is found the name and ID are returned to the form.
- If more than one match is found, the "ID and Name Extended Search" window appears.
(Detailed information about Extended Search on next page)

5. Search by Partial ID (You **MUST** do a partial name search (see 1 above) following any search by partial ID)

- Enter a partial ID and the Oracle wildcard % for any number of unspecified characters, and press enter (e.g. 21% or %21 or %21%).
- If one match is found the ID and name are returned to the form.
- If more than one match is found, the "ID and Name Extended Search" window appears.
(Detailed information about Extended Search on next page)

6. Search using a specific search form

- From any form that has an ID field you may click the search button (magnifying glass icon) or hit F9 and you will access SOAIDEN.
- Enter your query and hit F11 (EXECUTE QUERY).
- To refine your search and view more detailed information, highlight the name and choose "Query/count query hits" or Shift/F2 to get to the SOAIDNS form (or use Direct Access).
- To access Soundex (Sounds Like) choose "Options/Search using sounds like" from the toolbar.
- To access either the Soundex or SOAIDNS, a query must first be entered in the main block of the form

ID and Name Extended Search Window

Search Results

ID and Name Extended Search SAAADMS 6.1 (TRNG)

Search Results: 16

Person Search Detail Non-Person Search Detail

Reduce Search By

Person Non-Person Both

Enter search criteria then press Execute Query or Search button to reduce search.

City: [] SSN/SIN/FN: []

State/Prov: [] Date of Birth: []

ZIP/PC: [] Gender: []

Name Type: []

Press Enter Query or Clear button to clear search criteria.

Number of Searches

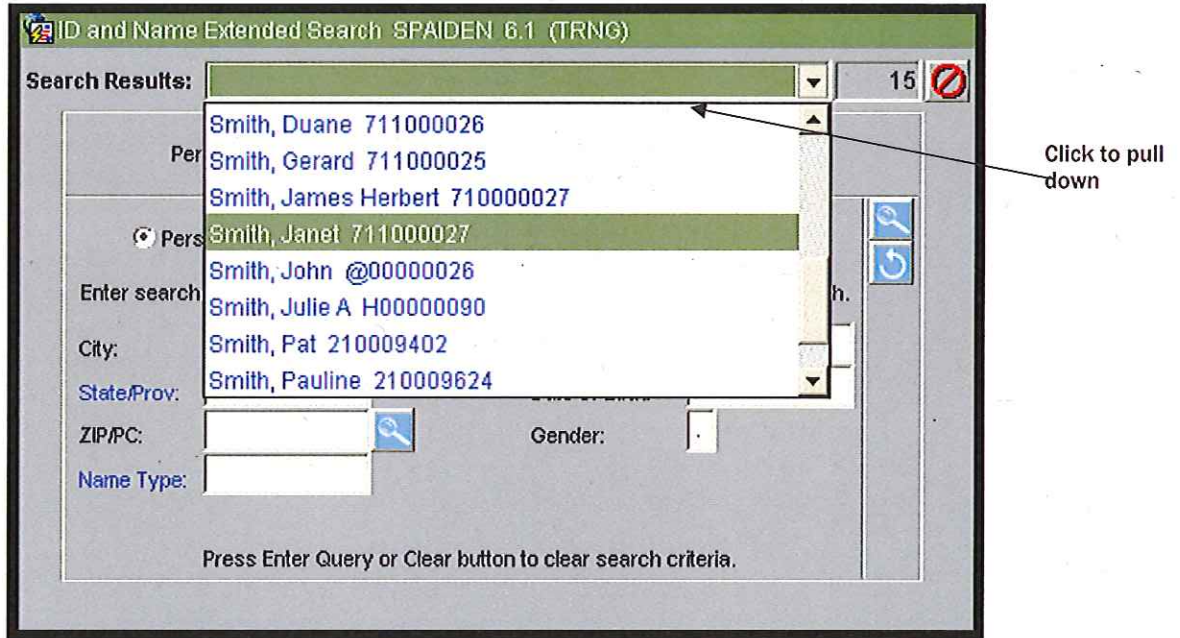
The field next to the "Search Results" field shows the number of matches. To select an ID from the matches in the Extended Search window do the following steps:

Pull down the list of matches in the "Search Results" field by using the drop down arrow.

Note: Previous names and ID's are indented under the current name and ID.

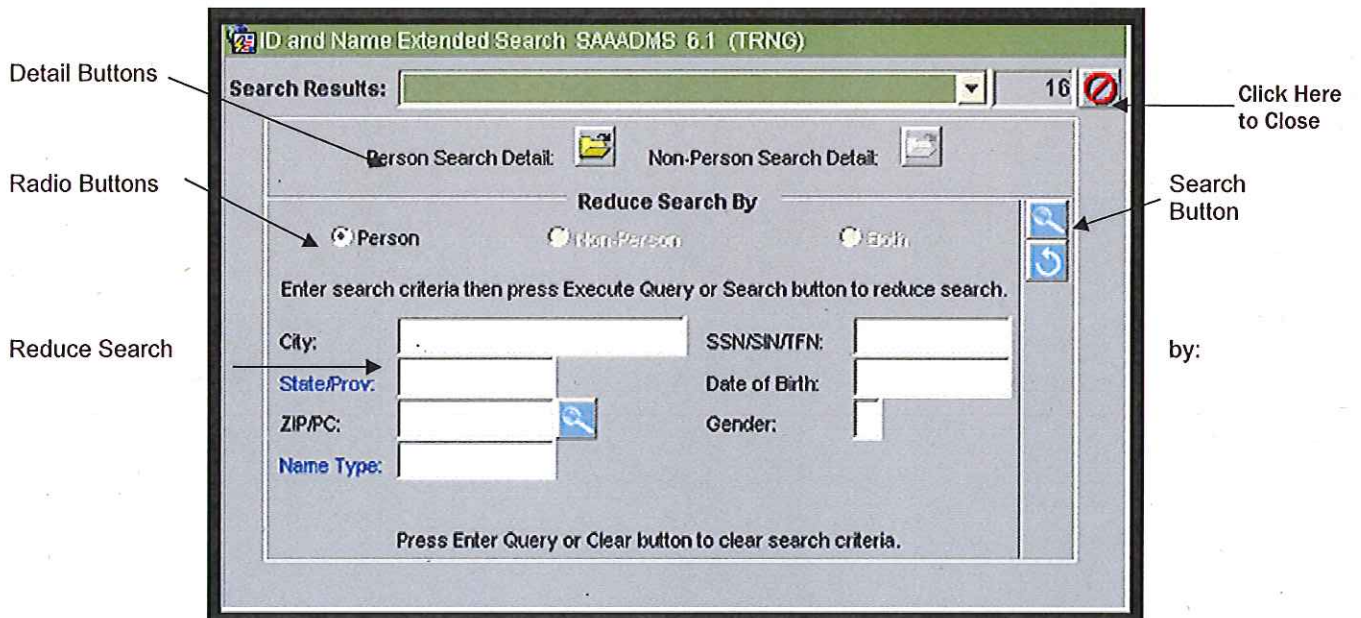
Scroll to the desired name and ID.

Click the desired name and ID. The name and ID are returned to the form.




To further reduce your search in the Extended Search window:

- o Select the radio button for "Person", "Non-person" or "Both"
- o Enter your search Criteria in the fields in the "Reduce Search By" window (one or all fields may be used and wildcards may be used also)
- o Click the Search Button (magnifying glass icon) or select "EXECUTE QUERY" Use the pull down list to view Search Results.

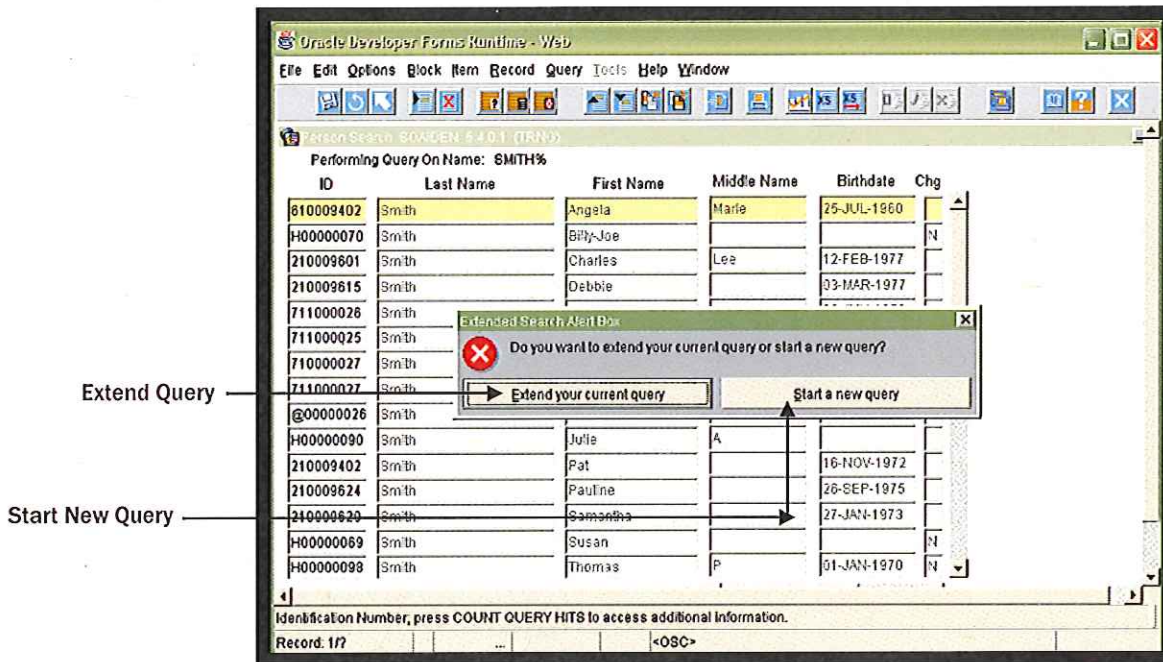


To close the Extended Search box, click on the button with the red circle with a slash through it or hit Shift F7 (rollback).

You can access a specific search form from the "Extended Search" window by clicking the "Person Search Detail" button or "Non-Person Search" detail button. This will access SOAIDEN or SOACOMP.


The associated search form will appear. The displayed ID's match the original search criteria. If you want to refine your search perform an "Enter Query" function (F7, Query/enter from the menu, or use the toolbar icon ).

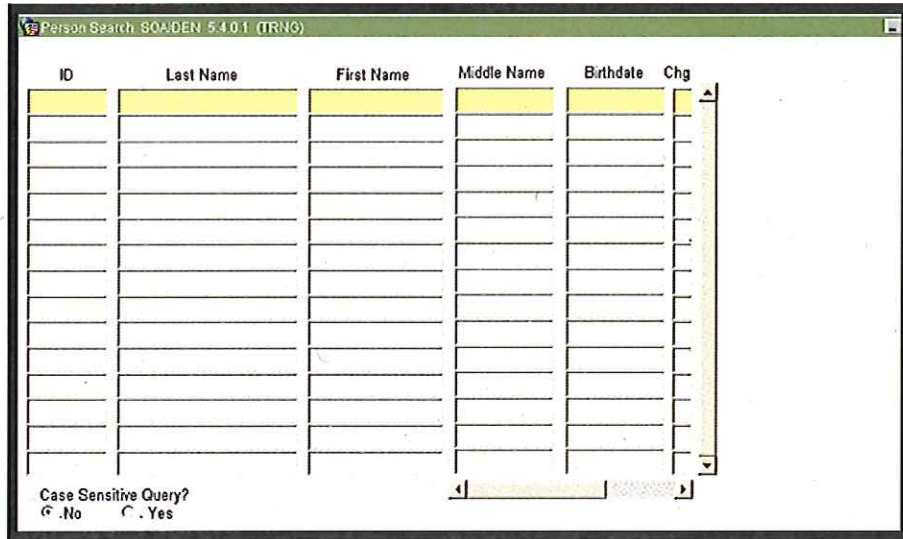
A dialog box will appear.



Click the "Extend your query" button to add additional criteria to your search or click "Start a new query" to discard original Criteria, clearing the form and start a new search.

After you select a button the form is cleared. If you are adding additional criteria, the original search criteria remain at the top of the form.

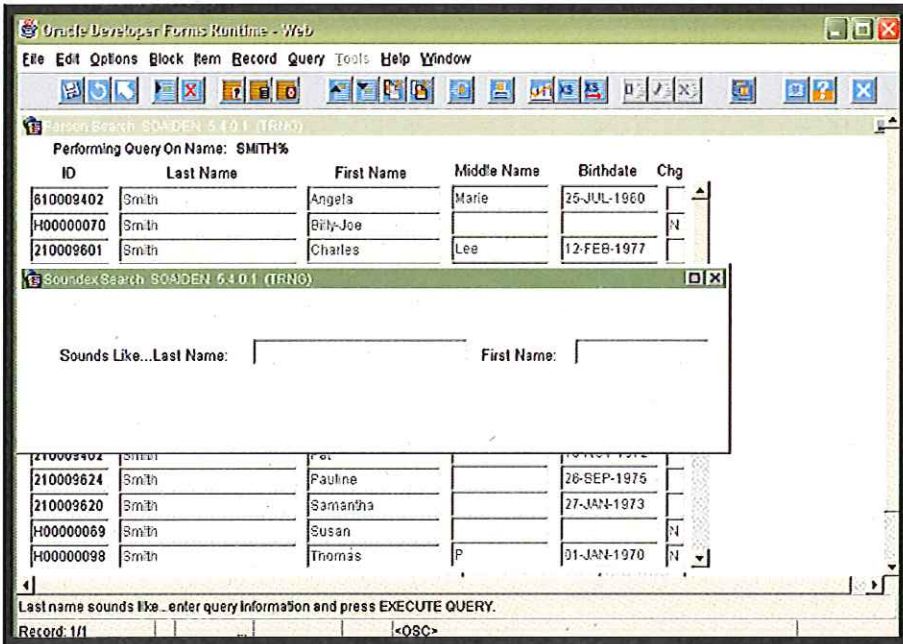
Enter your additional or new criteria in the desired fields using wildcards where appropriate and perform an "EXECUTE QUERY" function. (F8, Query/execute from the menu, or use the toolbar icon ).



ID	Last Name	First Name	Middle Name	Birthdate	Chg

Case Sensitive Query?
 C.No C.Yes

Choosing "Options/Search Using Sounds Like" while in SOAIDEN enables you to search names with a similar pattern of characters.



Performing Query On Name: SMITH%

ID	Last Name	First Name	Middle Name	Birthdate	Chg
610009402	Smith	Angela	Marie	25-JUL-1960	
H00000070	Smith	Billy-Joe			N
210009601	Smith	Charles	Lee	12-FEB-1977	

Sounds Like...Last Name: First Name:

210009402	Smith	Pauline		26-SEP-1975	
210009624	Smith	Samantha		27-JAN-1973	
H00000069	Smith	Susan			N
H00000098	Smith	Thomas	P	91-JAN-1970	N

Last name sounds like...enter query information and press EXECUTE QUERY.
 Record: 1/1 <ESC>

If you have too many returns on your query, you may wish to view more detail (See next page for instructions).

If you have too many returns on your query, you may wish to view more detail (i.e. you have 5 John Smiths). Highlight the name you want more detail about and choose "Query/Count Query Hits" (or Shift F2) to access SOAIDNS and then hit F8 or EXECUTE QUERY. This then shows more detailed information (address and phone number and any general student information if available) associated with the chosen ID further confirming persons Identity (click on a name or arrow down).

You may also change the query already showing in the form by clearing the form (shift F7 or on menu Block/clear) and entering your own query (This form IS Case Sensitive) and EXECUTE QUERY (F8). You may then arrow down or click on each name for further information.

ID Number	Last Name	First Name	Middle Name	Birthdate	Sex	Ch

Terms Reg: [Dropdown] Sounds Like: Last [Text] First [Text]

Soundex Search: [Text]

Term	Status	Level	Type	Degree	College	Major	Adm	Res	Admit Term	Activity Date

Address Information

Type	Street	City	St/Prov	ZIP/PC	Phone No

SOAIDNS also has the Soundex Search available. Use F8 or EXECUTE QUERY to perform the query.

NAME STANDARDS

Last Name:

All last names will be entered using upper/lowercase letters, punctuation and spacing as specified by the individual. Never use all uppercase or all lowercase letters. Many variations may exist, so attention to detail is essential. This field has a maximum length of 60 characters. [Commas, slashes, and the pound (#) sign are not permitted in the last name field.]

Examples of permissible names:

SlatonBarker, Holmes a'Court, L'Hommedieu, Smith Barney, de la Cruz, De La Cruz, De Lancey, DeLancey, van Hoff, van Sugar-Loaf, van der Hoff, vandenHoff

Hyphens may be used to separate double last names as indicated. If there are two last names that are not hyphenated (as specified by the individual), the two names would also be placed in the last name field.

Apostrophes are used in names such as O'Brien and Holmes a'Court.

The period is used in names that are written as abbreviations. i.e., St. John

If a person has only one name (i.e., Madonna, Cher, Mr. Ed) then the name is entered in the last name field. If there is no first name, enter a "." (period) in the first name field. Banner requires that a first name be entered. Entering a period when there is no first name satisfies the form requirement and enters a value that is not highly noticeable when printing or viewing.

In the unlikely event that there is a last name that is longer than 60 characters, just leave off the excess letters. Do not try to abbreviate in any way.

First Name:

All first names will be entered using upper/lowercase letters, punctuation, and spacing as specified by the individual. Never use all uppercase or all lowercase letters. This field has a maximum length of 15 characters. [Commas, slashes, and the pound (#) sign are not permitted in the first name field.]

Hyphens or apostrophes may be used.

Examples: Mary-Pat
Chere'

The period is allowed.

In those cases where a single character or initial is designated as the first name and followed immediately by a middle name, place the single character in the first name field and the middle name in the middle name field. In the Preferred First Name, enter the name preferred by the individual.

Example:

F. Scott Fitzgerald

Enter F. in the First Name field
Enter Scott in the Middle Name field, and
Enter Scott in the Preferred First Name field.

DO NOT USE TITLES, PREFIXES, OR SUFFIXES IN THE FIRST NAME FIELD.

Preferred First Name:

Preferred first name or nickname will be entered in this field. This field will only be used if the preferred first name is different from the legal first name. All preferred names will be entered using upper/lowercase letters, punctuation and spacing as specified by the individual. Never use all uppercase or all lowercase letters. This field has a maximum length of 15 characters. [Commas, slashes, and the pound (#) sign are not permitted in the preferred first name field.]

Hyphens, apostrophes and periods may be used.

Spaces are used for double first names.

No vulgar or obscene names shall be entered. Please exercise professional judgment.

Middle Name or Initial:

Middle name or initial will be entered in this field. All middle names or initials will be entered using upper/lowercase letters, punctuation, and spacing as specified by the individual. All initials will be entered in uppercase. If no middle name or middle initial exists, leave the field blank. This field has a maximum length of 15 characters. [Commas, slashes, and the pound (#) sign are not permitted in the middle name field.]

Hyphens may be used to separate double names. Example: Mary-Pat

Apostrophes may be used.

Spaces are permitted between multiple names. Example: Mary Louise

The period is allowed. Initials must be followed by a period (the one exception is the Guardian middle initial field which does not allow periods).

DO NOT USE TITLE, PREFIXES, AND SUFFIXES IN THE MIDDLE NAME FIELD.

Name Change:

A name change is only permitted to be entered by the Registrar's/Community Education offices for students, Human Resources for employees and Alumni Office for alumni. Examples of name changes include: change from maiden name to married name, change from married name to maiden name. Any name change must be supported by legal documentation such as social security card.

Name Types:

Before a name change or alternate name is entered in Banner, the previous name of the individual or vendor must be identified with a name type. This name type will follow the previous (alternate) name to identify its origin.

- CONT – Contact, not student/Vendor
- CURR – Name post enrollment at SUNYIT
- ENRL – Name while enrolled at SUNYIT
- VEND – Name of non-person/vendor

Prefix or title:

All prefixes or titles are entered in the Prefix field. All prefixes or titles will be entered using upper/lowercase letters. Standard capitalization and punctuation rules apply. Standard abbreviations are included in the table below. This field has a maximum length of 20 characters. [Commas, slashes, and the pound (#) sign are not permitted in the prefix field.]

Foreign language prefixes (i.e. Mademoiselle, Senorita) are only used when mailing to a foreign address.

DO NOT ENTER PREFIXES IN ANY OTHER FIELDS.

Commonly used prefixes:

Prefix	Standard Abbreviation
Abbot	Abbot
Ambassador	Amb.
Baron	Baron
Baroness	Brnss.
Bishop	Bishop
Brother	Bro.
Chancellor	Chan.
Chaplain	Chapln.
Chief Executive Officer	CEO
Chief Financial Officer	CFO
Chief Operating Officer	COO
Colonel (Retired)	Col. (Ret.)
Countess	Cntss.
Director	Dir.
Doctor	Dr.
Doctor and Mrs.	Dr. & Mrs.
Doctors	Drs.
Estate of	Estate of
Executive	Exe.
Father	Fr.
Friar	Fr.

Governor	Gov.
Honorable	Hon.
Judge	Judge
Justice	Justice
Lord	Lord
Madame	Mme.
Miss or Ms.	Ms.
Mister	Mr.
Mister and Doctor	Mr. & Dr.
Mister and Mrs.	Mr. & Mrs.
Monsignor	Msgr.
Mrs.	Mrs.
President	Pres.
Prince	Do not abbreviate
Princess	Do not abbreviate
Professor	Prof.
Professor and Mrs.	Prof. & Mrs.
Rabbi	Rabbi
Representative	Rep.
Reverend	Rev.
Reverends	Revs.
Right Reverend	Rt. Rev.
Senator	Sen.
Senior	Sr.
Senior Vice President	Sr. VP
Senor	Sr.
Senora	Sra.
Senorita	Srta.
Sheikh	Do not abbreviate
Sister	Sr.
The Honorable	The Hon.
The Venerable	Do not abbreviate
Trust(ees) of	Do not abbreviate
Vice President	VP
<u>Army Ranks</u>	
Brigadier General	BG
Buck Private	PVT
Captain	CPT
Chief Warrant Officer 2	CW02
Chief Warrant Officer 3	CW03
Chief Warrant Officer 4	CW04
Chief Warrant Officer 5	CW05
Colonel	COL
Command Sergeant Major	CSM
First Lieutenant	1LT
First Sergeant	1SG
General	GEN
Lieutenant Colonel	LTC
Lieutenant General	LTG
Major	MAJ
Major General	MG
Master Sergeant	MSG
Private	PV2
Private First Class	PFC
Second Lieutenant	2LT
Sergeant	SGT

Sergeant First Class	SFC
Specialist	SPC
Staff Sergeant	SSG
Staff Sergeant Major	SGM
Warrant Officer	WO1
<u>Marine Corps Ranks</u>	
Brigadier General	BG
Captain	CPT
Chief Warrant Officer 2	CWO2
Chief Warrant Officer 3	CWO3
Chief Warrant Officer 4	CWO4
Chief Warrant Officer 5	CWO5
Colonel	COL
Corporal	CPL
First Lieutenant	1LT
First Sergeant	1STSGT
General	GEN
Gunnery Sergeant	GYSGT
Lance Corporal	LCPL
Lieutenant Colonel	LTC
Lieutenant General	LTG
Major	MAJ
Major General	MG
Master Gunnery Sergeant	MGYSGT
Master Sergeant	MSGT
Private	PVT
Private First Class	PFC
Second Lieutenant	2LT
Sergeant	SGT
Sergeant Major	SGTMAJ
Staff Sergeant	SSGT
Warrant Officer	WO1
<u>Navy Ranks</u>	
Admiral	ADM
Captain	CAPT
Chief Petty Officer	CPO
Chief Warrant Officer 2	CWO2
Chief Warrant Officer 3	CWO3
Chief Warrant Officer 4	CWO4
Command Master Chief	CMDCM
Commander	CDR
Ensign	ENS
Lieutenant	LT
Lieutenant Commander	LCDR
Lieutenant Junior Grade	LTJG
Master Chief Petty Officer of the Navy	MCPON
Petty Officer First Class	PO1
Petty Officer Second Class	PO2
Petty Officer Third Class	PO3
Rear Admiral	RADM
Rear Admiral (Lower Half)	RADL
Seaman	SN (AN, FN, DN, HN)
Seaman Apprentice	SA (AA, FA, DA, HA)
Seaman Recruit	SR (AR, FR, DR, HR)
Senior Chief Petty Officer	SCPO
Vice Admiral	VADM

<i>Air Force Ranks</i>	
Airman	AMN
Airman Basic	AB
Airman First Class	A1C
Brigadier General	BGEN
Captain	CPT
Chief Master Sergeant	CMSgt
Colonel	COL
First Lieutenant	1STLT
General	GEN
Lieutenant Colonel	LTCOL
Lieutenant General	LTGEN
Major	MAJ
Major General Lieutenant Commander	MAJGEN
Master Sergeant	MSgt
Second Lieutenant	2dLT
Senior Airman	SRA
Senior Master Sergeant	SMSgt
Staff Sergeant	SSgt
Technical Sergeant	TSgt

Suffix:

All suffixes are entered in the Suffix field. All suffixes will be entered using upper/lowercase letters. Standard capitalization and punctuation rules apply. The standard abbreviations included in the table below are to be used. Do not key the entire word. This field has a maximum length of 20 characters. [Slashes and the pound (#) sign are not permitted in the suffix field.]

Acronyms used to indicate degrees, military service branches, medical certifications or to indicate religious orders, generally do not have periods.

Both a prefix and suffix are used when there is an inherited suffix.

Example: Mr. John Doe Jr.

Both a prefix and a suffix can be used for individuals who are in the military, are retired military, or in religious orders.

Example: Gen. Frank L. Smith, USA (Ret.)
 Capt. James Miller, USN
 Fr. Joseph McCarthy, OD

Multiple suffixes are permitted, but must be separated by a space only.

A suffix indicating academic or medical degree is not used when the prefix is entered. As a general rule, individuals are addressed in a non-professional context therefore the prefix and not the professional suffix will be used.

Example: DO NOT ENTER [Dr. James Taylor, M.D.]

Preferred: Dr. James Taylor

Here are some examples of commonly used suffixes:

Inherited	Abbreviation
Junior	Jr.
Senior	Sr.
Second	II
Third	III
Fourth	IV
Fifth	V
Sixth	VI
Professional	
Certified Public Accountant	CPA
Certified Social Worker	MSW
Doctor of Chiropractic	D.C.
Doctor of Dental Medicine	D.D.S.
Doctor of Laws	LL.D.
Doctor of Medicine	M.D.
Doctor of Optometry	O.D.
Doctor of Osteopathy	D.O.
Doctor of Philosophy	Ph.D.
Esquire/Attorney	Esq.
Juris Doctor	J.D.
Registered Nurse	RN
Military	
Retired	Ret.
US Army	USA
US Air Force	USAF
US Marine Corp	USMC
US Marine Reserves	USMCR
US Navy	USN

NON-PERSON NAME/VENDOR, ORGANIZATION OR CORPORATION:

All information is to be entered using upper/lowercase letters. Never use all uppercase or all lowercase letters, unless that is the legal form for a non-person/vendor. This field has a maximum length of 60 characters.

Hyphens may be used to separate double names.

Apostrophes may be used.

The period is allowed.

Example: A. G. Edwards

Spaces are permitted between multiple names.

The ampersand (&) is used only when part of a legal name; use "and" in all other cases.

Example: AT&T

Commas will be used if part of company name.

Air Force Base will always be abbreviated to AFB.

United States Air Force will always be abbreviated to USAF.

The following abbreviations will be used **ONLY IF NECESSARY** to fit in space allowed or if it is the legal name of the non-person/vendor:

Academy	Acad.
American	Am.
Architect	Arch.
Associate(s)	Assoc.
Association	Assn.
Attention	Attn.
Attorney	Atty.
Auxiliary	Aux.
Board	Bd.
Bureau	Bur.
Business	Bus.
Center	Ctr.
Chamber of Commerce	C. of C.
College	Coll.
Committee	Com.
Company	Co.
Conference	Conf.
Corporate/Corporation	Corp.
Council	Coun.
County	Cty.
Department	Dept.
District	Dist.
Division	Div.
Ecological	Ecol.
Economic	Econ.
Education	Educ.
Educational	Ednl.
Electrical	Elec.
Elementary	Elem.
Environmental	Environ.
Executive	Exec.
Federal	Fed.
Federation	Fedn.
Foreign	Fgn.
Foundation	Fndn.
Fund	Fnd.
Government	Govt.
Group	Grp.
Headquarters	Hdqs.
High School	H.S.
Historical	Hist.
Hospital	Hosp.
House	Hse.
Incorporated	Inc.
Independent	Ind.
Industrial	Indsl.
Institution	Instn.
Insurance	Ins.

International	Intl.
Laboratory	Lab.
Language	Lang.
Library	Lib.
Licensed/License	Lic.
Limited	Ltd.
Magazine	Mag.
Management	Mgmt.
Manager	Mgr.
Managing	Mgng.
Manufacturer	Mfr.
Manufacturing	Mfg.
Marketing	Mktg.
Mechanical	Mech.
Member	Mem.
Memorial	Meml.
Merchandise	Mdse.
Metropolitan	Met.
Municipal	Mcpl.
Museum	Mus.
National	Natl.
North America	N.A.
Number	No.
Office	Ofc.
Operations	Ops.
Organization	Org.
Preparatory	Prep.
Principal	Prin.
Private	Pvt.
Publication	Publ.
Publishers/Publishing	Pub.
Representative	Rep.
Scholarship	Schlp.
School	Sch.
Seminary	Sem.
Service (s)	Svc./Svcs.
Society	Soc.
Technology	Tech.
Township	Twp.
University	Univ. (or U.)
Volunteer	Vol.

ADDRESSES

College-wide conventions are critical for shared data such as addresses; we need to be mindful of the purposes for which the data are entered. For example, units with marketing responsibility (such as Admissions) must be able to produce individualized correspondence conforming to formal addressing rules. These standards must balance three considerations:

- Banner system requirements;
- Accepted standards for formal communications;
- U.S. Postal Service guidelines.

Address Types

- BU - Business Address:** This is the primary address type for company vendors. This initial address can serve as the remittance address. Maintained by Purchasing.
- DP - Diploma Address:** Address to which diploma is mailed if other than permanent. Maintained by Student.
- PR - Permanent Address:** This is used for the initial address at the time of first entry. Every student, faculty, staff, employee applicant, in Banner must have a "PR" address. This is not used for vendors. Maintained by AR, Student, AL and FA.
- MA - Mailing Address:** A local address or address in community while attending college. Maintained by Student or AL.
- LC - Campus Address:** Campus post office or Housing units. Maintained by Student, Housing or AR.
- EM - Emergency Address:** This is used for the address of a person's emergency contact. Maintained by student.
- PA - Parent Address:** Parents permanent address. Maintained by AD, AL and Student.
- TE - Temporary Address:** This is used for seasonal addresses. Maintained by Alumni and AD.
- SR - Second/Dual Residence Address:** Second residence. Maintained by Alumni.

Street Address:

All information is typed in upper/lower case format; never use all uppercase or all lowercase letters. Street names will be spelled out in their entirety whenever possible. This field has a maximum length of 30 characters.

Punctuation (hyphens, periods, slashes, commas, and apostrophes) will be used if space permits. With the exception of the hyphen in the zip+4 configuration, punctuation in the delivery address block may be omitted if necessary and according to the following hierarchy for modifications:

When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

1. When secondary delivery information, e.g., Apt. or Suite, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

Example: Ms. Jane Doe
 Building 14-100
 14200 East Mississippi Parkway
 Aurora, CO 80111-1111

2. Abbreviate addresses, using standard postal abbreviations described herein.

Example: Ms. Jane Doe
58000 E. Happy Canyon Blvd.
Englewood, CO 80110

3. Remove punctuation.

Example: Ms. Jane Doe
5800 E Martin Luther King Blvd
Denver, CO 80010

Symbols will never be used in the first position of an address field.

The ampersand "&" will only be used in place of "and" if it is used on individual or business letterhead.

The percent symbol "%" will never be used.

The pound sign "#" will never be used.

The designation for "in care of" will be abbreviated as "c/o" when necessary and will be entered on the first street address line.

The preferred format is to spell out all address suffixes or street designators such as Road, Street, Avenue, etc.

The only standard exception to this rule is Boulevard, which can always be abbreviated as Blvd.

Other designators will be abbreviated **ONLY AS NECESSARY** to fit the address on one line.

All acceptable abbreviations are listed below:

Alley	Aly.
Arcade	Arc.
Avenue	Ave.
Beach	Bch.
Boulevard	Blvd.
Branch	Br.
Bridge	Brg.
Bypass	Byp.
Canyon	Cyn.
Causeway	Cswy.
Center	Ctr.
Circle	Cir.
Cliff	Clf.
Corner	Cor.
Corners	Cors.
Course	Crse.
Court	Ct.
Courts	Cts.
Cove	Cv.
Creek	Crk.
Crescent	Cres.
Crossing	Xing.
Drive	Dr.
Estate (s)	Est.

Expressway	Expsy.
Extended	Ext.
Extension	Ext.
Forest	Frst.
Fort	Ft.
Freeway	Fwy.
Garden	Gdn.
Gardens	Gdns.
Gateway	Gtwy.
Green	Grn.
Ground	Grd.
Grove	Grv.
Harbor	Hbr.
Heights	Hts.
Highway	Hwy.
Island (s)	Is.
Junction	Jct.
Lake	Lk.
Lakes	Lks.
Landing	Lndg.
Lane	Ln.
Light	Lgt.
Lobby	Lbby.
Lock	Lck.
Locks	Lcks.
Lodge	Ldg.
Lower	Lowr.
Manor	Mnr.
Meadow	Mdw.
Meadows	Mdws.
Mission	Msn.
Mount	Mt.
Mountain	Mtn.
Orchard	Orch.
Park	Pk.
Parkway	Pkwy.
Peninsula	Pnsla.
Place	Pl.
Plaza	Plz.
Point	Pt.
Prairie	Pr.
Rapid	Rpd.
Rapids	Rpds.
Ridge	Rdg.
River	Riv.
Road	Rd.
Shore	Shr.
Shores	Shrs.
Spring	Spg.
Springs	Spgs.
Square	Sq.
Station	Sta.
Stream	Strm.
Street	St.
Summit	Smt.
Terrace	Ter.

Trafficway	Trfy.
Trail	Trl.
Trailer	Trlr.
Turnpike	Tpke.
Union	Un.
Valley	Vly.
Viaduct	Via.
View	Vw.
Village	Vlg.
Villa	Vi.
Vista	Vis.

Secondary address identifiers or unit designators are generally spelled out if there is space. The most common unit designators are Building, Floor, Room, Suite, Unit, and Apartment.

The only standard exception to the rule is Apartment, which will always be abbreviated Apt.

Other secondary identifiers are abbreviated ONLY IF NECESSARY to fit the address on one line. List of acceptable abbreviations:

Basement	Bsmt.
Bottom	Btm.
Building	Bldg.
Department	Dept.
Floor	Fl.
Penthouse	Ph.
Room	Rm.
Suite	Ste.
Tower	Twr.

The pound (#) sign is never used anywhere in the address. If an address is received with just a number at the end of the street, it can most often be assumed it is an apartment number. Use the abbreviation No. for number when necessary (i.e., Lodge No. 123).

Compass Directions: (South, East, North West) will always be spelled out unless it is a double directional (Southwest).

Examples:

149 North Street (not 149 N. Street)
234 Jackson Street North
1222 SW Morris Street

An exception to the above rule is when the street name itself is East, West, North or South and includes a directional; the directional will be abbreviated without periods.

Examples:

15 N East River Road (the street name is East River Road, runs N & S)
876 N West End Avenue

For addresses where the house number or street name is a number from 1-10, the number will be spelled out. For numbers 11 and above, the number itself will be used with the appropriate suffix (i.e., the "nd" in 42nd).

Examples:

One First Avenue
Two 68th Street
123 Fifth Avenue
11 42nd Street

The third line of the street address is usually used only for international addresses or business addresses that won't fit on two lines.

Rural Route addresses are entered as RR__ Box__ with a space between each part.

Example:

RR 21 Box 1023

Addresses received as RFD or RD will be entered as RR.

A Box number in an address will always be preceded by another postal indicator, most often RR or PO. If an address is received with just a Box number, assume it is a PO Box unless the address indicates that it is a school or college address. Then the Box number will go above or at the end of the school address.

Other types of Boxes include PMB (for a rented Personal Mail Box). Some schools may also use initials for student campus mail boxes. No punctuation is used in these acronyms.

ADDRESS FORMATTING – U.S. ADDRESSES

There are 3 lines of addresses of 30 characters each provided by Banner – the first line must always be entered. The data on the address lines will contain delivery data only – do not include city, state, and zip data on the address lines for U.S. addresses. For foreign addresses see separate guidelines.

When making decisions about what to enter on what line, remember that the U.S. Post Office delivery standards read the address data from the bottom up and that if necessary, the Banner Label Program will delete lines of the address from the top down if it is not able to fit the address data on five lines (examples are provided below).

1. **One Address Line:** If there is one line of address, enter it on Line 1:

123 Main Street ————This is the primary delivery data and is entered on Line 1.

Dunley, PA 15432

2. **Two Address Lines:** If there are two lines of address, the secondary data will be entered on Line 1 and the primary address data on Line 2:

16 Willow Drive ————This is the secondary delivery data

RR 1 Box 68A ————This is the primary delivery data

Dunley, PA 15432

3. **Three Address Lines:** If there are three lines of address, the tertiary data is entered on Line 1, secondary data on Line 2 and the primary data on Line 3:

Willow Farms ————This is the tertiary delivery data

16 Willow Drive ———This is the secondary delivery data

RR 1 Box 68A ———This is the primary delivery data

Dunley, PA 15432

4. **Post Office Boxes:** When entering a PO Box and a street address, the PO Box is considered the primary delivery data and entered on Line 3:

Willow Farms ———This is the tertiary delivery data

16 Willow Drive ———This is the secondary delivery data

PO Box 1224 ———This is the primary delivery data

Dunley, PA 15432

5. **Apartments:** When entering an apartment number it is entered at the end of the street address on Line 1. If the address doesn't fit all on one line, then the apartment number is entered above the street address on Line 1 with the street address entered as the primary delivery data on Line 2:

Apt. 135 ———This is the secondary delivery data

1101 Alexander Hamilton Ave. ——— This is the primary delivery data

Dunley, PA 15432

6. **Business:** When entering the business address for a person, the department is entered on Line 1, the business or firm name on Line 2, and the delivery data on Line 3. If the delivery data requires more than two lines the department data will be omitted.

Public Relations ———Department

American Heart Association ———Company/Firm Name

1660 Duke Street Suite 1234 ———Street and Office Suite

Washington, DC 22134

OR

American Heart Association ———Company/Firm Name

Suite 1234 ———Suite

1660 NW Frontier Street ———Street

Washington, DC 22134

Business/Organization Address Lines:

The guidelines for business/organization address (non-person record) will be followed for all corporations, organizations, foundations and vendors. The same general rules as described in the previous sections apply to these records.

Corporate Address for an Organization:

Address Line 1: Skyline Towers Buildings Suite 100 —Secondary delivery data*

Address Line 2: 365 Boylston Street —Primary delivery data

City, State, Zip: Boston, MA 02134

*Note: As a general rule, suite numbers, building names, etc. will appear on line 2 and the street address, PO Box and such data will appear on line 3.

City:

The city name is always entered in the city field. The name is entered in upper/lowercase letters. Never use all uppercase or all lowercase letters. This field has a maximum length of 20 characters.

U.S. cities will automatically be entered in the city field when the zip code is entered in the zip code field. After entering the zip code, the city information will be reviewed to see that is accurate and conforms to the preferred standards. In some cases one zip code may be used for more than one town and the default city name will have to be changed. The city field can be changed and corrected after the zip code information has been entered.

The general rule is that city names will be spelled out. A standard exception is when the city name includes St. for Saint and Ft. for Fort, then always use that format (see list below). Compass directions in a city name are never abbreviated, (Examples, North Boston, East Bend).

The only exception to these general rules is when the city name needs to be shortened to fit the field. In those cases refer to the list of examples below or to the lists of accepted abbreviations found in the street address or the non-person field sections for guidelines. Punctuation may be left out in order to fit the field size.

Examples:

Aberdeen Proving Grd.	Palos Verdes Pnsla.
Channel Is. Harbor	Port Jefferson Sta.
Eielson AFB	Randolph AFB
Ft. Benj. Harrison	Research Triangle Pk.
Frederksted St. Crx. (VI)	Rolling Hills Est.
Hartland Four Cors.	St. Petersburg Beach
Hot Springs Natl. Park	Shelter Island Hts.
Loring AFB	White Sulphur Spgs.
Marine on St. Croix	USAF Academy
Natural Bridge Sta.	Washington Ct. House
Yellowstone Natl Park	

In some rare exceptions there are not obvious abbreviations to make. For those city names either leave out a word (often the word "the") or drop the necessary letters at the end of the name so it will fit in the line.

Examples

For:	Use:
Manchester-by-the-Sea	Manchester-by-Sea
Lauderdale-by-the-Sea	Lauderdale-by-Sea
Rancho Santa Margarita	Rancho Santa Margar
Truth or Consequences	Truth or Consequence

Periods are used for actual abbreviations.

Punctuation is allowed. (Examples: Croton-on-Hudson, Dingman's Ferry).

State:

The state field is used for U.S. and Canadian Addresses only. Enter the two-letter standard abbreviation for U.S. states, U.S. territories or military destinations, or for Canadian provinces/territories. See the Canadian addresses for the complete list of province/ territory abbreviations.

AL - Alabama	MO - Missouri
AK - Alaska	MT - Montana
AZ - Arizona	NE - Nebraska
AR - Arkansas	NV - Nevada
CA - California	NH - New Hampshire
CO - Colorado	NJ - New Jersey
CT - Connecticut	NM - New Mexico
DE - Delaware	NY - New York
DC - District of Columbia	NC - North Carolina
FL - Florida	ND - North Dakota
GA - Georgia	OH - Ohio
HI - Hawaii	OK - Oklahoma
ID - Idaho	OR - Oregon
IL - Illinois	PA - Pennsylvania
IN - Indiana	RI - Rhode Island
IA - Iowa	SC - South Carolina
KS - Kansas	SD - South Dakota
KY - Kentucky	TN - Tennessee
LA - Louisiana	TX - Texas
ME - Maine	UT - Utah
MD - Maryland	VT - Vermont
MA - Massachusetts	VA - Virginia
MI - Michigan	WA - Washington
MN - Minnesota	WV - West Virginia
MS - Mississippi	WI - Wisconsin
	WY - Wyoming

State Abbreviations for territories that are considered U.S. addresses. Use state code instead of a nation code

American Samoa	AS
Guam	GU
Northern Mariana Islands	CM
Puerto Rico	PR
Virgin Islands (U.S. only)	VI

The zip code validation system will add the state information for U.S. addresses (not Canadian). It is important to verify that the information was pulled in accurately.

Military Address Standards:

Military addresses are treated as U.S. addresses and have U.S. zip codes.

Enter the APO or AFO code into the city field.

The following codes are considered "military states" and are entered into the state field.

AE - Armed Forces Europe, Middle East, Africa, Canada

AP - Armed Forces Pacific

AA - Armed Forces American (excluding Canada)

County:

New York State counties will automatically be entered in the county field when the zip code is entered in the zip code field.

County codes will not be entered for non-New York State addresses.

Zip Code:

Zip codes MUST be entered for all U.S. and Canadian addresses.

The zip code field is NOT to be used for any other international addresses.

There is a zip code validation program. When the five-digit zip is entered, the program will automatically validate and enter the correct city, county, and state names in those fields based on the information in the program. Once the program has validated and entered the information, the city, county, state and zip fields can be edited.

After entering the zip code, remember to review the city, county and state information to see that it is accurate and conforms to the preferred standards. Be aware of those places where one zip code is used for more than one town. Sometimes the default city name from the validation program will have to be changed. The city field can be edited after the zip code information has been entered.

If the zip+4 information is available, enter it in the zip field. The hyphen must be used when entering the entire nine-digit ZIP code.

NOTE: The validation program will not work if something has already been entered in the city or state fields. Entering the full nine-digit zip code initially will not activate the validation program, so the city and state information will have to be entered manually. You can enter the five-digit zip code to validate the city and state fields, then go back and add the hyphen and last four digits to the zip code.

Nation Code:

The nation code field is used **ONLY** for international addresses. It is always left blank when a U.S. zip code is used. This includes military addresses and addresses in U.S. territories, such as Puerto Rico, Guam and the Virgin Islands. See separate standards on international addresses for more information on using this field.

INTERNATIONAL ADDRESSES

Canadian Addresses:

Canadian street addresses and city names follow the same guidelines used for entering U. S. addresses.

The province or territory is entered in the state field using the two-letter abbreviation from the table below:

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

The Canadian postal code is entered in the zip/postal code field. The format is always a letter-number combination, e.g., B3C 4A7. The space after the third character is always included.

The nation code for Canada (CA) must also be entered in the nation code field so that the word **CANADA** is printed at the bottom of the address.

International Addresses Other than Canada

The following guidelines apply to all foreign countries other than Canada.

Street Address:

In general, international addresses follow most of the same guidelines used in entering U.S. addresses. All information is to be entered using upper/lowercase letters. Never use all uppercase or lowercase letters (except for acronyms or if used for company names). As much as possible, use the abbreviations and formats provided in the section about street address lines. If possible, keep the information on lines 1 and

150	Cayman Islands
155	Central African Republic
160	Chad
165	Chile
170	China
180	Colombia
185	Comoros
190	Congo
195	Costa Rica
197	Croatia
200	Cuba
205	Cyprus
210	Czechoslovakia
220	Denmark
223	Djibouti
225	Dominica
230	Dominican Republic
235	Ecuador
240	Egypt
245	El Salvador
250	Equatorial Guinea
251	Eritrea
253	Estonia
255	Ethiopia
257	Fiji
260	Finland
265	France
280	Gabon
285	Gambia
287	Georgia
290	Germany
300	Ghana
310	Greece
315	Greenland
320	Grenada
325	Guadeloupe
330	Guatemala
335	Guinea
340	Guinea-Bissau
345	Guyana
350	Haiti
355	Heard and McDonald Islands
360	Honduras

365	Hong Kong
370	Hungary
375	Iceland
380	India
385	Indonesia
390	Iran
395	Iraq
400	Ireland
405	Israel
410	Italy
415	Ivory Coast
420	Jamaica
425	Japan
430	Jordan
433	Kazakhstan
435	Kenya
437	Kiribati
450	Kuwait
453	Kyrgyzstan
455	Laos
457	Latvia
460	Lebanon
465	Lesotho
470	Liberia
475	Libya
480	Liechtenstein
483	Lithuania
485	Luxembourg
490	Macao
497	Macedonia
500	Madagascar
505	Malawi
510	Malaysia
515	Maldives
520	Mali
525	Malta
535	Mauritania
540	Mauritius
545	Mexico
583	Micronesia, Federated States
549	Moldova
550	Monaco
555	Mongolia

560	Montserrat
565	Morocco
570	Mozambique
575	Nauru
580	Nepal
585	Netherlands
595	New Zealand
600	Nicaragua
605	Niger
610	Nigeria
440	North Korea
615	Norway
620	Oman
625	Pakistan
630	Panama
632	Papua New Guinea
635	Paraguay
640	Peru
645	Philippines
650	Poland
655	Portugal
665	Qatar
175	Republic of China
445	Republic of Korea
680	Romania
683	Russia
685	Rwanda
700	Saint Lucia
715	San Marino
720	Sao Tome and Principe
725	Saudi Arabia
730	Senegal
733	Serbia
735	Seychelles
740	Sierra Leone
750	Singapore
752	Slovenia
753	Solomon Islands
755	Somalia
760	South Africa
910	South Yemen
770	Spain
780	Sri Lanka

124	St. Kitts and Nevis
705	St. Pierre and Miquelon
710	St. Vincent and Grenadines
785	Sudan
790	Suriname
795	Swaziland
800	Sweden
805	Switzerland
810	Syria
813	Tajikistan
815	Tanzania
820	Thailand
54	The Gambia

825	Togo
830	Tongo
835	Trinidad and Tobago
840	Tunisia
845	Turkey
847	Turkmenistan
850	Turks and Caicos Islands
853	Tuvalu
855	Uganda
857	Ukraine
865	United Arab Emirates
870	United Kingdom
157	United States of America

880	Uruguay
882	Uzbekistan
883	Vanuatu
885	Vatican City
890	Venezuela
895	Viet-Nam
905	Western Samoa
925	Zaire
930	Zambia
675	Zimbabwe

SOURCE OF INFORMATION:

To be used when updating or correcting an address:

- INFR – Information provided by a relative
- BIOF – Information self reported on Biographical Data form
- POST – Information provided by the Post Office.
- CRCT – Correction
- TRAN - Self reported on transcript request

TELEPHONE NUMBERS

Telephone Types

- PR - **Permanent Telephone:** This is used for the initial telephone number at time of first entry and will not change. Every student, faculty, staff, employee applicant, or other entity in Banner must have a "PR" telephone.
- MA - **Mailing Address Telephone:** This is used if the "PR" telephone for a person has changed. This telephone may be changed at any time.
- EM - **Emergency Contact Telephone:** This is used for the telephone of a person's emergency contact.
- CL - **Cellular Telephone:** Cellular telephone number.
- FX - **Fax:** Fax number.
- BU - **Business:** Business – Alumni Development.
- TE - **Temporary:** Temporary telephone number.

Telephone Numbers:

The telephone number is presented in a three-field format.

Area Code:

The three-digit area code must be entered for all phone numbers including the local (315) area.

Phone Number:

Enter the seven-digit number without inserting a hyphen.

Example:

5875555

2761234

Extension:

If an extension number is provided, enter only the digits of the extension; do NOT enter EXT or X into the extension field. The field has a maximum length of four characters.

Example: 2603, 2000

INTERNATIONAL TELEPHONE NUMBERS

There is a 16 character limit in the international phone number field. Enter all three parts in the appropriate international phone number field, using no parentheses or hyphens. Do NOT enter the "011" standard code for international dialing.

Example:

A telephone number in Japan, consisting of country code 81, city code 03 and 7599311 for the telephone number, would be entered as 8137599311.

The city code consists of one to three digits, but not all countries utilize city codes. The code is often reported with a zero (0) in front of it (as in the above example). Do NOT enter the zero.

E- MAIL

All e-mail addresses entered need to be evaluated for case sensitivity and spelling. Some e-mail systems are case sensitive before the @.

E-Mail Address Types

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
CAMP	Official SUNYIT E-Mail Address (must be entered as the preferred e-mail address)	Used for student, faculty or staff addresses.
BUSI	Business E-mail Address	Used for student, faculty or staff employment email address.
PERS	Personal E-mail address	Used for prospects or applicants e-mail addresses.
PAR	Parents E-mail address	Used to maintain parent email addresses for students.

One e-mail address can be marked as the preferred e-mail address; this will be the SUNYIT e-mail. If e-mail is stored, then the preferred indicator must be checked to indicate the preferred e-mail address. If the preferred indicator is not checked then the e-mail address may be omitted from selection.

The college intends to use SUNYIT e-mail addresses to communicate with students and employees. Most e-mail applications for students and employees will use SUNYIT e-mail addresses and ignore the preferred indicator.

ADDING AN E-MAIL ADDRESS

Be aware that e-mail addresses follow a standard format. E-mail addresses consist of a login name followed by the @ sign, followed by the domain name. A domain name contains between two and four elements separated by periods. For example, helpdesk@sunyit.edu is the address where SUNY Institute of Technology computer support questions can be sent. All incoming students as well as faculty and staff are provided with a college e-mail address.

Examples:

An e-mail address for a college employee:

smithj@sunyit.edu

An e-mail address for a student:

jqs1@sunyit.edu

An e-mail address for a vendor or a guardian's business:

custserv01@corpexpress.com
smithj@transport.strong.com

CALENDAR DATES

All dates will be entered MM-DD-YYYY format. The entry month (MM) must be the month's two-digit number in the calendar year using a preceding zero (0) if the number is less than 10 (October). The entry day (DD) must be the two-digit day date using a preceding (0) if the number is less than ten. The year must be entered with all four digits of the year.

The Banner system will convert the entered dates to a DD-MON-YYYY format. The month (MON) format is abbreviated to the first three letters of the month's name.

Examples:

April 15, 2003: enter as 04-15-2003 and the date is converted to 15-APR-2003 in Banner.

November 2, 1986: enter as 11-02-1986 and the date is converted to 02-NOV-1986 in Banner.

Note: When a date is required but none is available, use the holder date of 01-01-1900 to allow processing to proceed. This date, January 1, 1900, represents a holder flag date. Twice a year, records containing this date will be identified and corrected by the owner departments.

TERM DATES

The academic term dates shall consist of YYYYSS where YYYY is the calendar year and SS is the two digit code for the semester. Semester codes shall be as follows:

- 01 – Spring semester
- 06 – Summer semester
- 09 – Fall semester

For example:

Fall 2005 semester would have the code 200509 in STVTERM

Summer 2005 semester would have the code 200506 in STVTERM

GENDER

The following are the valid values for gender within the Banner system:

- | | | |
|---|---------|--|
| F | Female | A female person, woman or girl |
| M | Male | A male person, man or boy |
| N | Unknown | The gender information is not available and the gender cannot be determined by the name, i.e., Chris, Pat, Terry, etc. |

SOCIAL SECURITY NUMBER/COLLEGE WIDE IDENTIFICATION NUMBER

Enter the entire (nine) 9-digit number, omitting dashes and spaces between numbers (e.g. 555491133).

For employees, only the Human Resources department will maintain this information. For students, only the College Admissions, Financial Aid, and Registrar's offices will maintain this information. For vendors, Finance will maintain.

College wide identification numbers will be a nine character system generated number, the first character will be the letter U followed by eight digits. The system will use a one up process starting with the CWID of U00000001.

DATE OF BIRTH

The Date of Birth must be entered as MM-DD-YYYY. When a birth date is required and none is available use the holder date of 01-01-1900. Twice a year, records containing this date will be identified and corrected by the owner departments.

For employees, only the Human Resources department will maintain this information. For students, only the college Admissions, Financial Aid, and Registrar's offices will maintain this information.

MARITAL CODE

Code	Description
M	Married
S	Single
D	Divorced
W	Widowed

It is acceptable to leave this field blank if marital status is unknown.

RACE/ETHNICITY

This field **MUST** be entered for students and employees who are U.S. Citizens or U.S. permanent residents. This field has a maximum length of two characters.

Ethnicity is based on the following categorization:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

Race is based in the following five categorizations:

1. ***White:*** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2. ***Black or African American:*** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
3. ***Asian:*** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
4. ***Native Hawaiian or Other Pacific Islander:*** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. ***American Indian or Alaska Native:*** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

The above racial/ethnic codes should be entered citizenship blind. That is, nonresident aliens who provide racial/ethnic information should have their data entered. The National Center for Education Statistics (NCES) and other federal agencies require that nonresident aliens must be removed from the racial/ethnic category counts of U.S. residents. Therefore when reporting racial/ethnic information, the racial/ethnic codes (SPBPERS_ETHN_CODE) must be cross-referenced with the citizenship indicator (SPBPERS_CITZIND) to separate the nonresidents from the U. S. residents.

CITIZENSHIP CODE:

- Y - U.S. Citizen
- N - Nonresident Alien

DECEASED INFORMATION

For employees, only the Human Resources department will enter this information. For students, only the Registrar's/Alumni Development office will enter this information. When a date is required and none is available use the holder date of 01-01-1900.

VETERAN

The Registrar's Office keeps and maintains the veteran's file number information for students. The field may be populated by the Human Resources Office for employees. This field has a maximum length of ten characters.

VISA TYPE:

This field has a maximum length of two characters.

Code	Visa Type	Description
B1	B-1	Visitor for Business
B2	B-2	Prospective Student or Exchange Visitor
F1	F-1	Student (academic or language institution)
F2	F-2	Dependent of F-1
H1	H-1B	Temporary Worker (specialty occupations)
H4	H-4	Dependent of H-1
JP	J-1	Professor or Research Scholar
JC	J-1	Short-term Scholar
JL	J-1	Specialist
JT	J-1	Trainee
J2	J-2	Dependent of J-1
M1	M-1	Student (vocational, nonacademic)
M2	M-2	Dependent of M-1
O1	O-1	Worker with extraordinary ability in sciences, arts, education, athletics, film, and television
O2	O-2	Worker accompanying O-1 who assists with artistic or athletic performance
O3	O-3	Dependent of O-1
PR	PERMANENT RESIDENT	Permanent Resident
TN	TN	Professional Under NAFTA (from Canada and Mexico only)