

**Lake Superior State University
BANNER System
Data Standards, Security Rules and Guidelines**

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PURPOSE

These guidelines establish measures for the protection, access, and use of the University and LSSU Foundation (herein after referred to as University) data that is electronically maintained on the BANNER system. The guidelines also define the responsibilities of users who input and access that data. The account administrator may have individual guidelines that supplement, but do not replace or supersede these guidelines.

ADMINISTRATIVE RESPONSIBILITY

By law, certain data is confidential and may not be released without proper authorization. Users **MUST** adhere to any applicable federal and state laws as well as University policies and procedures concerning storage, retention, use, release, and destruction of data.

Academic department heads and administrative directors will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document.

Data is a vital asset owned by the University. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of the University. Access to data is not approved for use outside a user's official University responsibility. Data will be used only for legitimate University business.

Academic department heads and administrative directors will ensure a secure office environment with regard to all University data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a BANNER Access Request Form.

As a general principle of access, the University's data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although the University must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of University business. To gain access to the University's data, all employees will be required to sign a confidentiality statement. This confidentiality statement will be part of the BANNER Access Request Form. This form is located on the O:Drive in the BANNER Data Standards folder.

All procedures and data systems owned and operated by the University will be constructed to ensure that:

1. All data is input accurately.
2. Accuracy and completeness of all data is maintained.
3. System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
4. Breaches of security can be controlled and promptly detected.

ACCESS TO UNIVERSITY AND FOUNDATION DATA

Below are the requirements and limitations for all University colleges, schools and departments to follow in obtaining permission for inquiry and update access to the University's data. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult their supervisor or the appropriate Data Custodian. (See Data Custodian section.) Users **MUST** protect all University data files from unauthorized use, disclosure, alteration, or destruction.

Users are responsible for the security, privacy, and control of data in their control. They are responsible for all transactions occurring during log-in under their identification (ID) and password. USERS ARE NOT TO LOAN OR SHARE THEIR ACCESS CODES WITH ANYONE. If it is found that users are loaning or sharing their access codes, they are subject to disciplinary action, up to and/or including termination.

Academic department heads and administrative directors must request access authorization for a user under their supervision by completing and submitting a *BANNER Access Request Form* to the required Data Custodian. The Data Custodian will review the request and may approve or deny it. Once the request is approved, the request form will be forwarded to the BANNER Security Administrator for processing. If the request is denied, the academic department heads and administrative directors may follow the established organization "chain of command" to appeal such a decision.

The *BANNER Access Request Form* and instructions for completing it can be obtained on the O:Drive in the Banner Data Standards folder. **Your signature** on the BANNER Access Request Form signifies **your agreement** to abide by all Data Standards - Data Integrity, Security Rules, Guidelines and Confidentiality. The signed and approved *BANNER Access Request Form* will reside in the employee's personnel file in the

Human Resource Office. A copy will be provided to the employee and the appropriate data custodian(s).

Upon termination of employment, the Director of Human Resources will send the *BANNER Access Request Form* to the BANNER Security Administrator. The BANNER Security Administrator will remove the employee's access to the BANNER system.

DEFINITIONS

- “Inquiry-only” access enables the user to view, analyze, **but not change**, University data. If data is downloaded to a personal computer or other device that data **must not** be altered. Downloaded data **must** be used and represented responsibly and accurately. If any data is downloaded for purposes of generating reports, the report must be clearly labeled identifying the author of the report and the department or office that the author is employed in. University policy dictates that any information to be released to the public must be reviewed by the LSSU Institutional Research Office.
- “Update” access provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.
- “BANNER Trainer” is an individual responsible for the coordination of continued BANNER training.
- “Module Trainer” is an Individual responsible for continued training on a specific BANNER module.
- A Data Custodian is the director of a University office or department. The Data Custodian may make data within their charge available to others for the use and support of the office's or department's functions.

EMPLOYEE ID AND PASSWORD ESTABLISHMENT & MAINTENANCE, TRANSFER OR TERMINATION

The following procedures will be used to establish an ID and password for use in the BANNER system:

1. The employee is added to the General Person module of BANNER.
2. The employee will participate in BANNER training. At the completion of training, the BANNER Trainer will send a memo or email to the BANNER Security Administrator indicating who has completed what type of training. The trainer will

give the employee a *BANNER Access Request Form* to be filled out by the employee's College/school/department supervisor.

3. The *BANNER Access Request Form* is filled out with the first name, middle initial and last name. These fields are required in order to receive a BANNER ID. After the employee's College/school/department supervisor has determined the appropriate classifications the user is to be assigned, the form is sent to the Data Custodian(s) for approval. Data Custodians do not need an authorizing signature for access to their own data. The College/school/department supervisor sends the *BANNER Access Request Form* to the BANNER Security Administrator.
4. The BANNER Security Administrator verifies the employee is in the General Person module and creates a unique ID for the employee.
5. The BANNER Security Administrator notifies the employee of their BANNER ID and requests a password. Passwords must be a minimum of four characters, cannot begin with a number, and cannot contain special characters.
6. If a user forgets his/her password, he/she must contact the BANNER Security Administrator. Since the passwords are encrypted, the BANNER Security Administrator cannot read the old password and must issue a new one.
7. A copy of the *BANNER Access Request Form* will be kept with the employee's personnel file at the Human Resource Office. Upon transfer, termination or resignation of an employee, the Human Resource Office will immediately notify the BANNER Security Administrator to modify/remove the former employee's access to the administrative system.

DATA CUSTODIANS

Before granting access to data, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to University data, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data Custodians also are responsible for the maintenance and control of the BANNER validation and rules tables. These tables, and processes related to their use, define how business is conducted at the University.

AREA OF RESPONSIBILITY	DATA CUSTODIAN
Alumni/Foundation	Executive Director – LSSU Foundation
Finance	Director of Business Operations
Financial Aid	Director of Financial Aid
Human Resources	Director of Human Resources
Student	Registrar
Student Loan	Director of Business Operations

DATA CHANGE RULES

The following rules govern which office makes changes to **address, and/or telephone numbers** coded as **Permanent (PR), Current/Local Mailing (MA), and Emergency (EM)** in BANNER. These rules are subject to change as new procedures are defined and implemented.

IF THE PERSON IS A/AN	THEN
Alumni (non-enrolled student) and Friends of the University & Foundation	Alumni/Foundation Office makes changes. Note: if an Alum becomes an enrolled student again, the Registrar's Office makes the change.
Donor or other constituent	Alumni/Foundation Office makes the change.
Enrolled Student	Registrars Office makes the changes.
Employee	Human Resources Office makes the change.
Student Inquiry/ Non-Enrolled Applicant	Admissions Office makes the change.
Vendor Only	Purchasing or Accounts Payable Office makes the change.

NAME AND ID CHANGE STANDARDS

The following rules govern which office makes changes to **Name and ID Number** in BANNER. These rules are subject to change as new procedures are defined and implemented.

IF THE PERSON IS A/AN	THEN
Current and Former Student	Registrars Office makes the changes with requisite documentation.
Donor or other constituent (non-student and non-employee)	Alumni/Foundation Office makes the change.

Employee	Human Resources Office makes the change with requisite documentation.
Student Inquiry/ Non-Enrolled Applicant	Admissions Office makes the change with requisite documentation.
Vendor Only	Purchasing or Accounts Payable Office makes the change

Previous names will NOT be removed from the system, unless they are the result of erroneous data entry. Records may only be removed by the appropriate data custodian.

RULES FOR CLEAN and ACCURATE RECORDS

- **SEARCH FIRST!** Before you create a new record for a person or organization, you **MUST** conduct an ID and name search to make sure that person or organization has not already been entered in the BANNER database. **Each user in every office MUST conduct a thorough search to prevent entering a duplicate record.**
- **ABBREVIATION APPENDIX.** When entering data using abbreviations, you **MUST** comply with the standards shown in appendices.
- **DATA CHANGES.** Make data changes **ONLY** when you have that authority and when you follow the procedures established by the Data Custodian of that data you want to change.
- **REMEMBER!** Some data fields have specific data entry rules. See the specific section under General Person Information for those rules.
- Be sure you are entering data in the **right place.**
- Do not enter data in any place that you have not been **trained** to enter data or have **security rights** to.

NAMING CONVENTION

We will use the following naming convention on all shared tables to allow for easy identification of ownership:

Office	1 st 3 Characters
Academics	ACD
Admissions	ADM
Advising/Ret	ARO
Accts Rec	ACR

Alumni	AFD
Athletics	ATH
Business Off	BUS
Campus Loan	CLM
Finance	FIN
Financial Aid	AID
Foundation	AFD
Housing	HSG
Human Res	HRS
Miscellaneous	MSC
Provost	PRO
Purchasing	PUR
Recruiting	REC
Registrar	REG
Student Life	STU

GLOBAL NAME STANDARDS

These standards will be used as guiding principles for the creation of the LSSU General Person Records.

1. Do not create a new ID number unless you have performed a minimum of 2 detailed searches. Search by Name and ID. If a person has a known former name, search by it as well. Do **not** create a new record for someone already in the system.
2. Enter all data in mixed case (upper and lower case) and standard capitalization rules.
3. Do not use the following punctuation and symbols:

Punctuation	Symbol
Backslash	\
Colon	:
Comma	,
Double quotation	“ ”
Parentheses	()
Percent sign	%
Period	.
Pound sign	#
Semi-colon	;
Slash	/ (exceptions listed below)

- Use “c/o” for “In care of”
 - Slashes are used in addresses only when noting fractions (1020 1/3 Daisy Street)
 - Periods are never used in abbreviations
 - No periods in “PO Box”
 - “Sault Ste Marie” is the standard way of spelling this city (no period)
 - Never use “#” for apartments, room, suite, or lot numbers
 - Generally use spaces to separate names, i.e., Mary Lou, Anna Marie, etc. as directed by the person.
4. Use only approved abbreviations for prefixes, suffixes, compass directions and states or provinces. No periods. Note pages 13 & 15.
 5. Street designations will be spelled out as field length permits (Street not ST or St.; Avenue not AVE or Ave.) except as noted on page 16.
Note the Appendix 3 on page 28 for additional information.
 6. Hyphens may be used to separate names.
 7. Avoid using ampersand (&) unless part of corporation or business name.
 8. Use the number keys to enter numeric data. (0 not O [upper case letter O]; 1 not l [lower case L].)
 9. Enter all vendors, businesses, companies, foundations, trusts, estates as non-persons. Living Trusts are persons until they become estates. Enter as much of the name as the space allows.
 10. Apostrophes may be used in the name fields when part of the person’s or non-person’s legal name.

GENERAL PERSON INFORMATION - DATA STANDARDS

PERSON/NON-PERSONS

All records in the general person information area are either persons or non-persons. A person is defined as someone who is alive. A non-person is every other entity that could include vendors, businesses, companies, corporations, foundations, trusts, estates, governments and jurisdictions in all forms, charities, faith communities, social organizations, fraternal benefit societies, military units, institutions, non-profit organizations, etc. A Living Trust is a person until the initial trustees die and then it is an estate.

IDENTIFICATION NUMBER STANDARDS

All person and non-person records will be assigned a BANNER generated identification (ID). All BANNER generated IDs will be nine characters. All generated IDs will start with the letter "A". The first BANNER generated ID will be **A00000100**.

The Campus Wide IDs (CWID) in the legacy SIS system will be migrated over into BANNER as the students alternate ID.

The Social Security Numbers (SSN) in the legacy systems will be migrated over into BANNER as social security numbers and as alternate IDs. This practice will continue when entering any new records into BANNER when the SSN is known.

NAME STANDARDS

LAST NAME

- All information is to be entered using upper and lower case letters. Enter the **legal spelling and format** of the last name as supplied by the person.
- 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). However, if there are two last names unhyphenated (e.g., Monica Lou Creton Quinton), Monica would be input as the first name; Lou would be input as the middle name; and Creton Quinton would be input as the last name.
- Spaces **ARE** permitted if the legal spelling and format of the name includes spaces.

Examples: Mc Donald, Mac Phearson, La Pine, St John, Van Husen, De La Rosa, Van der Linden, Copper Smith, Anderson Johnson.

- Do **NOT** use titles, prefixes, and suffixes in the last name field.
- If a person is legally known by just one name (legally not having a first, middle, or last name), this information should be entered in the last name field.

Note: When a new person is being entered, and that new person has a previous name to be recorded, enter the previous name into the system **FIRST**, then change the name.

FIRST NAME

- All information is to be entered using upper and lower case letters. Enter the legal spelling and format of the first name as supplied to you by the person. If no first name exists, leave the field blank.
- Any person with a single character first name should be entered **WITHOUT** a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field.
- Hyphens **MAY** be used to separate double first names.
- Spaces **ARE** permitted if the legal spelling and format of the name includes spaces
Examples: Mary Ann, Bobby Joe, Ann Marie
- Do **NOT** use titles, prefixes, or suffixes in the First Name field.

MIDDLE NAME

- All information is to be entered using upper and lower case letters. Enter the legal middle name or middle initial as supplied by the person. If no middle name exists, leave the field blank.
- Hyphens **MAY** be used to separate double middle names.
- Spaces **ARE** permitted if the legal spelling and format of the name includes spaces.
- Do **NOT** use titles, prefixes, or suffixes in the Middle Name field.

ALTERNATE NAMES

- Alternate Names (or “aliases”) may be created whenever additional name information will aid in identifying or searching for a record. Birth, former marriage names and nicknames will be stored as alternate names using the following codes.

Code	Purpose
MAID	Maiden or birth name
PREV	Previous name (either from a previous marriage or other change)
NICK	Nickname (only appropriate names should be entered)

PREFIXES

- Prefixes are required when known including **military rank**. In the absence of other information, Mr and Ms will be used. Prefixes are to be entered using upper and lower case letters with no periods. Enter the prefix in its own field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes that will be used. Additional military rank abbreviations can be obtained by going to <http://jade.theostrohfamily.com/rank.htm>.

Code	Title
Amb	Ambassador
Brother	Member of Brotherhood
Dean	Dean; College
Est of	Estate of
Mr	Mr.
Miss	Miss
Ms	Ms.
Mrs	Mrs.
Dr	Doctor
Prof	Professor
Hon	Honorable
Rev	Clergy: Protestant
Rabbi	Rabbi
Rev Father	Priest
Sister	Member of Sisterhood
Msgr	Monsignor

SUFFIXES

- All suffix codes are to be entered using upper and lower case letters without periods. Enter the suffix in the suffix field, not in the last name field.

Examples:

Sr, Jr, II, III

PREFERRED FIRST NAME

- Preferred first name should be entered into the preferred first name field
Example: Christopher Paul Smith prefers to be called Paul, then Paul would be entered into the preferred name field.
- All information is to be entered using upper and lower case letters.
- Enter the legal spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

- Common sense and proper etiquette should be used in entering preferred names.

NON-PERSON NAME/VENDOR

- All information is to be entered using upper and lower case letters. Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor. Do not abbreviate unless field space requires it.
- Hyphens **MAY** be used to separate double names.
- Spaces **ARE** permitted if the legal spelling and format of the name includes spaces.
- **ACRONYMS** - Companies who are recognized by their acronyms should be entered using their acronym. *Example: IBM, ITT*
Use no spaces or punctuation between letters. Acronyms that are not commonly recognized should not be entered into the corporate entity name. The long version of the company name can be entered as an alternate name to allow for searches using either name.
- The **AMPERSAND (&)** can be used only when part of a formal name.
Example: Baltimore & Ohio Railroad
Use "and" in all other cases.
- **ABBREVIATIONS** are allowed for Co, Corp, Ltd, or Inc when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name.
- **NUMERALS** should be used if part of a company name
Example: 3D Design
- **GOVERNMENT OFFICES** – State and County departments and agencies should be entered with the State or County as the vendor. Each department or agency should be listed as a separate address sequence.
Example:
Non-person Name is State of Michigan
Address Line 1: Department, Office, Center
Address Line 2: Agency Name or Contact Person
Address Line 3: Building Name
Address Line 4: Building Address or PO Box
City, State, Zip in appropriate fields

ADDRESS SOURCE CODES

Codes	Description	Explanation
ALMF	AlumniFinder	Information from Alumni Finder Service (Alumni/Foundation)
CALL	Phone Call	Information exchange by telephone
EMAL	Email	Information exchange by email
PERS	Personal Contact	Information given in person
PNTH	Phonathon	Information from a Phonathon
POST	Post Office	Returns from Post Office
RELT	Relative	Information from relative
TAPE	Tapeload	Information downloaded from tape
WRIT	Written Verification Document	Written document
WWEB	World Wide Web	Information from internet sources

ADDRESS STANDARDS

Multiple addresses can be entered for a person or vendor by using different address types. Follow the procedures established by your department for address entries. Use the appropriate address type code from **STVATYP**.

STREET STANDARDS

- All information is to be entered using upper and lower case letters.
- Do not abbreviate unless limited by space. Street designators will be spelled out unless limited by space. When abbreviations must be used, standard postal abbreviations (see Appendix 4 on page 29) should be used. See page 16 for list of exceptions.
- Directional indicators should be abbreviated as: N, S, E, W, SW, SE, NW, and NE.
- Street numbers are personal preference, example Fourth Avenue or 4th Avenue.
- Hyphens and slashes **MAY** be used when needed for clarity or designated fractions.
- **DO NOT** leave blank lines between street lines. See appendices.
- The **AMPERSAND** (&) should be used. **DO NOT** spell out the word “and”.

- “**IN CARE OF**” should be entered as “c/o”. **DO NOT** use the percent sign (%) or spell out “in care of”.
- See Appendix 3 on page 28 for UNIT NUMBERS abbreviations.

The address format allows three lines of street address information. If both street address and PO Box number need to be maintained separately, enter the street address under the permanent address and the PO Box number under the mailing address.

Example:

Information Given	Mailing Address	Permanent Address
John F Smith	John F Smith	John F Smith
PO Box 2351, 1379 NW Pine	PO Box 2351	1379 NW Pine
Portland, OR 97203	Portland OR 97203	Portland OR 97203

If both the street address and the PO Box need to be maintained in 1 information block, enter them as the permanent address.

Dual Address Example 1:

Mr John Smith	Mail will be delivered to:
100 Major Street	PO Box 200 Morgan Station
PO Box 200 Morgan Station	New York NY 10001
New York NY 10001	

Dual Address Example 2:

Mr John Smith	Mail will be delivered to:
PO Box 200 Morgan Station	100 Major Street
100 Major Street	New York NY 10001
New York NY 10001	

Exceptions to Street Standards:

Use this:	Always for:
Apt	Apartment
Blvd	Boulevard
Ste	Suite
No	Number
Mt	Mount
Hwy	Highway

MILITARY ADDRESS STANDARDS

Enter the address as supplied to you by the person.

CITY STANDARDS

All information is to be entered using upper and lower case letters. Do **NOT** abbreviate unless limited by space except when the city has an abbreviation in its name and is commonly used, i.e. St Ignace, Mt Pleasant, St Paul. (No period following abbreviation)

Sault Ste Marie is always spelled this way. (No period following Ste)

STATE STANDARDS

See the correct code from STVSTAT. (Use standard Postal Codes)

ZIP CODE STANDARDS

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

U.S.

- Enter the 9-digit zip code when available; place a hyphen between the first 5 and the last 4 digits.

Examples:

97203-5798, 97203

Canadian

- Enter the six digit postal code with a space between the third and fourth digit.

Examples:

P6A 6K4, P6B 3M7

CANADIAN POSTAL STANDARDS

Effective December 1, 2004, rev. 9.4 for Lettermail. (Canada Post Corporation)

- Address is left aligned and all in capital letters **Note: Always enter BANNER information in mixed case. Use report writer or other computer program to translate address information data into the upper case requirement in Canada.**
- No punctuation
- Place the city, province (2 letter) and postal code on next to last line

- Place a space between city and province, 2 – 4 spaces between province and postal code, 1 space between third and fourth character on postal code
- Place CANADA in last line
- Leave space around address clear and without colored borders, frames, or any other graphics
- Return address must have name, address, city, state, zip, and USA or United States. Place USA or United States on last line of address.

Other considerations: (United States Postal Service, Postal News, October 20, 2004)

- All postal items(except for postcards) that do not display the complete name and address of both sender and recipient – in roman letters (A, B, C) and Arabic numerals (1, 2, 3) are being denied entry into Canada.
- Addresses to Canada should be printed in ink or typewritten in capital letters, and the last line of the address must show only the country name, written in full, and capital letters.
- Customers are reminded that complete and legal custom declarations – along with required import documentation – must be provided to specifically identify contents of any package. General descriptions such as “gift” or “present” are not acceptable.
- More information on mailing to Canada available at:
<http://www.canadapost.ca/tools/pg/standards/default-e.asp> or Campus Mailroom Ext. 2200

FOREIGN ADDRESS STANDARDS

Enter the international address as supplied to you by the student or person.

Examples:

Cheng Li	Bader H Al-Khalifia
7-301 Houji	c/o Aramco
Guang Zhou 510240	Dhahram 31311
GuangZhou	Saudi Arabia
China P R C	

GENDER CODE STANDARDS

All employees must be classified as male or female. Gender for students may be shown, as 'N' until the correct gender is determined.

Code	Description
F	Female
M	Male
N	Not Available

DATE STANDARDS

Dates may be entered in the formats of mmddyyyy, mm/dd/yyyy, or mm-dd-yyyy. (All dates will be displayed as dd-mmm-yyyy). Examples: 01171993 becomes 17-JAN-1993 and 11011992 becomes 01-NOV-1992.

BIRTH DATE STANDARDS

Enter the date of birth according to the **DATE STANDARDS**. If no birth date is given, leave the field null until a date is known.

CONFIDENTIAL INFORMATION INDICATOR STANDARDS

For students and employees, this field will be entered as 'N' unless a student requests the Registrar or an employee requests Human Resources to not release any Directory Information (see Requests for Information in catalog) at which time it will be entered as 'Y'. If 'Y' is marked, no Directory Information is to be released. If the Confidentiality Indicator is marked 'N', only Directory Information can be released. Directory Information is limited to:

- Name
- Address
- Telephone number
- E-mail
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Date of attendance
- Major field of study

- Most recent previous educational agency or institution attended by student
- Degrees awarded
- Honors and awards received, including scholarships
- Place/date of birth
- Height/weight of members of athlete team
- Participation in officially recognized activities/sports

In keeping with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended and any other current or future federal and state laws, a person has a right to withhold the disclosure of any or all of the categories of "Directory Information" listed above.

CITIZEN TYPE STANDARDS

Code	Description	Explanation
NR	Nonresident/Alien	A person who is not a citizen of the United States and who is in this country on a visa, temporary, or illegal basis; they do not have the right to remain indefinitely. (B-1, B-2)
PR	Permanent Resident/ Resident Alien	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.
RE	Refugee/Asylum	
SV	Student Visa (F-1 or M-1 Visa)	
TR	Temporary Resident	
US	U.S. Citizen	A citizen of the United States, owing service to it, and having attendant political rights.

ETHNIC CODE STANDARDS

Code	Description	Explanation
Blank	Not Specified	No ethnic designation identified
A	Asian	A person having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.

B	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
C	Canadian First Nation	Canadian Native Indigenous person
F	Non-resident Alien	Includes Canadians and other non-U.S. citizens who do not permanently reside in United States
H	Hispanic	A person of Central or South America, or other Spanish culture or origin, regardless of race.
I	American Indian/ Alaskan Native	A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition. (Self Identified)
N	Native American	Certified at least one-quarter Indian
O	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii or other Pacific Islands
P	Puerto Rican living on Mainland	A person of Puerto Rican origin whose permanent home is on the mainland United States
R	Puerto Rican	Puerto Rican living in Puerto Rico
W	White	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

NATIVE AMERICAN AND FIRST NATION TRIBAL STANDARDS

This standard will be developed as there is clarification on the location and format of this information in LSSU Banner General Person.

MARITAL CODES STANDARDS

When needed by Student Financial Assistance and/or Human Resources the following codes will be used:

Code	Description	Explanation
D	Divorced	Once married but now legally divorced
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Never legally married
W	Widowed	Legally married and spouse is deceased

RELIGION CODE STANDARDS

No religious code will be recorded in the Banner system.

LEGACY CODE STANDARDS

Legacy means family members who attended before the present student. See correct code from STVLGCY.

VETERAN FILE NUMBER STANDARDS

This information is collected and maintained by the campus Veterans Administration certifying official.

DECEASED INFORMATION

This information will only be entered by the Registrar's Office for current students, Human Resources for employees, and the Alumni/Foundation for all others. Please contact the Registrar's Office, Student Loan Office, Alumni/Foundation and Human Resources (employees only) when you receive the notification of a person's death.

APPENDIX 1 - ADDRESS TYPES

BACKGROUND INFORMATION

A Note about Address Types

Address information is shared by all Banner systems, and a well-defined process for determining address codes and data entry standards will greatly increase the functionality of the system.

Banner allows a person or organization to have an unlimited number of addresses as long as there is only one *active* address per Address Type (User defined on STVATYP).

- An address is active when the inactive indicator is blank AND the To-Date field is blank or has a date in the future. An address is inactive when the inactive indicator is checked OR the To-Date field has a date prior to the current date.

The most common reasons to have an inactive address are:

To store past address information when a person changes addresses (including prior business addresses)

To indicate the active and inactive periods for temporary addresses.

To indicate the active and inactive periods for seasonal addresses. In these cases, since Banner stores address effective dates with the year included, a script is provided (ASEASON) to update address years based on address type and to-date parameters.

For example, John Doe might have the following:

- An active Mailing address (The current mailing address)
- An inactive Mailing address (A previous mailing address, stored for historic purposes)
- An active Seasonal Address (With From and To Dates to indicate the active time period)
- An active Business Address
- An inactive Business Address

Address information is updated on SPAIDEN or APAIDEN, and displayed in a layered display (one at a time). They are displayed in alphabetical order by Address Type Code (Unless the address has been coded as the *Preferred* Address on form APACONS in the Alumni/ Development system, in which case it is displayed first). Addresses can also be viewed 3 to a screen on form APCADDR.

The key to making the most out of this Banner functionality is to clearly define the different Address Types and ownership, so that they are used accurately and efficiently. For example, if the Permanent Address Type Code is defined as “the permanent address of a person”, and updates to this address type are allowed by all systems, then the chances that the address is current for all users is greatly enhanced. Some address types can be restricted to certain systems (i.e. a W2 Address Type for Human Resources meets their need for a verified address for mailing tax information to employees that do not want their W2 sent to their permanent address, and should not be modified by other systems). However, listing too many restricted address types defeats the purpose of an integrated system – to benefit from the collective knowledge of the institution.

Identical addresses should not be keyed in different address types!

PREFERRED ADDRESS (Alumni Foundation Module)

When a person becomes a constituent, Banner requires that one address be identified as the preferred address. This requirement allows Alumni Development mailings to be directed to the preferred address, regardless of how it differs in type from person to person. On form APACONS, a preferred address type is selected from all the available addresses for a constituent.

ADDRESSES AND LETTER GENERATION

Address Hierarchy:

Banner Letter Generation allows a user to define an “address hierarchy” as part of the process. To define this hierarchy, at the prompt “address effective date:” the user enters the date to be used to determine if an address is effective. At the prompt “Address Type:” the user enters address types in the order they should be used. For example, a hierarchy of S1, TP, MA, PR would instruct the system to look first for an effective seasonal address (S1). If none were found, the system would look next for an effective temporary address (TP). If none were found, it would then look for an effective mailing address (MA), and finally for an effective permanent address (PR). **The system will not generate a letter if there is no effective address for a person.**

Preferred Address (Alumni/Foundation):

Variables can also be created that will produce the Preferred Address data. Using these variables in a letter will insure that the preferred address is used, regardless of the address hierarchy stated during the process.

SPECIAL CONSIDERATIONS

These address types will be reviewed by Data Standards Team as modules are brought on-line.

Identical addresses should not be keyed in different address types!

Address Types for All Users (see page 7 for Data Change Rules)		
Code	Description or Type	Explanation
EM	Emergency	The address of an emergency contact for a person.
MA	Mailing/Local Address	A local address or mailing address for a non-vendor. Created ONLY if different than Permanent address.
PR	Permanent	Every non-vendor record must have this address type. Primary mailing address for all communication and legal documents.
Admissions		
Code	Description or Type	Explanation
CU	Current	Current address. Used by Admissions only.
Finance		
Code	Description or Type	Explanation
AP	Check	Maintained by Accounts Payable only. An AP address will only be created for a student if the student requests that his/her checks be sent to an address that is different than his/her PR or MA address.
BL	Billing	Maintained by Accounts Receivable & Registrar's Office. Created if the student's billing address is different than their permanent address. Used to mail invoices and statements.
LR	Loan Reference	Maintained by Loan Program only. An LR address will only be created for a student if it is different than their Permanent address.
PO	Purchase Order	Maintained by Purchasing only.
TX	Tax	Created if student requests his/her tax information be sent to address that is different than their permanent address.
Human Resources		
Code	Description or Type	Explanation
CA	Campus	Campus address of an employee. Used for intercampus mailings.

EC	Employee Check	Maintained by Payroll only. Address where payroll check is addressed (if different than PR or MA)
W2	W-2	Address where W-2 is mailed (if different than PR or MA)
Housing		
Code	Description or Type	Explanation
CR	Campus Resident	Maintained by Housing. Resident Hall Address.
Alumni Foundation		
Code	Description or Type	Explanation
EP	Employer	Maintained by Alumni Foundation only. Address of employer of a person
MG	Matching Gifts	Maintained by Alumni Foundation only. Address of match gift program of employee
S1	Seasonal 1	Seasonal home address. Used for individuals who have specific dates for seasonal changes in their permanent or mailing address
S2	Seasonal 2	Second seasonal address. Used for individuals who have a second seasonal home
Registrar		
Code	Description or Type	Explanation
DP	Diploma	Maintained by Registrar's Office. Address where diploma is sent
P1	Primary Parent	Maintained by Admissions, Registrar's Office or Accounts Receivable. Parent Address
P2	Parent (Secondary)	Maintained by Admissions, Registrar's Office or Accounts Receivable. Parent Address created if needed beyond Primary Parent
SD	SEVIS Dependent	Maintained by Registrar. Dependent Address
SF	SEVIS Foreign	Maintained by Registrar. Foreign Address
SU	SEVIS US	Maintained by Registrar. United States address
Information Technology		
Code	Description or Type	Explanation
BI	Banner	Required by Banner. Do not use
E9	E 911 Location	911 location tied directly to phone extension
XX	TGRFEED	Required by Banner. Do not use

APPENDIX 2 - PHONE TYPES

These phone types will be reviewed by Data Standards Team as modules are brought on-line.

Phone Code	Description or Type	Address Type	Explanation
AP	Accounts Payable	AP	Maintained by Accounts Payable only.
BI	Banner	BI	Required by Banner. Do not use
BL	Billing	BL	Maintained by Accounts Receivable & Registrar's Office.
C1	Cell 1		Primary cellular phone contact number for person
C2	Cell 2		Secondary cellular phone contact number for person
CA	Campus	CA	Campus phone number of employee
CR	Campus Residence	CR	Maintained by Student. Student on-campus phone
CU	Current	CU	Maintained by Admissions Only
E9	E 911 Location	E9	911 location tied directly to phone extension
EM	Emergency	EM	Phone of emergency contact.
EP	Employer	EP	Main employment contact number for person
FX	Fax		Primary facsimile number for person or non-person
LR	Loan Reference	LR	Maintained by Loan Program only.
MA	Mailing/Local	MA	Local phone number for person
MG	Matching Gifts	MG	Maintained by Alumni Foundation only. Phone number of contact person of matching gift program of employee
P1	Parent Primary	P1	Maintained by Admissions, Registrar or Accounts Receivable. Parent phone created if different from Permanent.
P2	Parent Secondary	P2	Maintained by Admissions, Registrar or Accounts Receivable. Parent phone created if different from Parent Primary.
PG	Pager		Pager number for individual
PO	Purchase Order	PO	Maintained by Purchasing Only
PR	Permanent	PR	Permanent contact phone number
S1	Seasonal 1	S1	Seasonal home phone. Used for individuals who have specific dates for seasonal changes in their primary phone
S2	Seasonal 2	S2	Second seasonal home phone. Used for

			individuals who have a second seasonal home
SD	SEVIS Dependent	SD	Maintained by Registrar. Dependent phone number
SF	SEVIS Foreign	SF	Maintained by Registrar. Foreign phone number
SU	SEVIS US	SU	Maintained by Registrar. United States address
TX	Tax	TX	Maintained by Business Office
XX	TGRFEED	XX	Required by Banner. Do not use

APPENDIX 3 – E-Mail & Web Types, Unit Numbers

E-mail & Web types

Code	Type	Explanation
AL	Alias	Person's alias email: wildthing@hotmail.com
AP	Accounts Payable	Business Accounts Payable Email address: companyname@sault.com
BU	Business	Person's Business Email: jsmith@company.com
BW	Business Website	Person's business website: www.companyname.com
CA	Campus	Person's Campus Email: jsmith@lssu.edu
FA	Financial Aid	Person's email as noted on FAFSA feed.
PO	Purchase Order	Vendor Contact email
PR	Personal	Person's personal Email: jsmith@30below.net
PW	Website	Person's website: www.jsmith.com

Abbreviations for Unit Numbers

Unit	Code
Apartment	Apt
Building	Bldg
Number	No
Room	Rm
Space	Sp
Suite	Ste
Unit	Unit

APPENDIX 4 – Street Designators

Abbreviations for Street Designators (Street Suffixes) USE ONLY WHEN LIMITED BY SPACE

Alley	Aly	Fork	Frk	Pines	Pnes
Annex	Anx	Forks	Frks	Place	Pl
Arcade	Arc	Fort	Ft	Plain	Pln
Avenue	Ave	Freeway	Fwy	Plains	Plns
Bayou	Byu	Gardens	Gdns	Plaza	Plz
Beach	Bch	Gateway	Gtwy	Point	Pt
Bend	Bnd	Glen	Gln	Port	Prt
Bluff	Blf	Green	Grn	Prairie	Pr
Bottom	Btm	Grove	Grv	Radial	Radl
Boulevard	Bldv	Harbor	Hbr	Ranch	Rnch
Branch	Br	Haven	Hvn	Rapids	Rpds
Bridge	Brg	Heights	Hits	Rest	Rst
Brook	Brk	Highway	Hwy	Ridge	Rdg
Burg	Bg	Hill	Hl	River	Riv
Bypass	Byp	Hills	Hls	Road	Rd
Camp	Cp	Hollow	Holw	Row	Row
Canyon	Cyn	Inlet	Inlt	Run	Run
Cape	Cpe	Island	Is	Shoal	Shl
Causeway	Cswy	Islands	Iss	Shoals	Shls
Center	Ctr	Isle	Isle	Shore	Shr
Circle	Cir	Junction	Jct	Shores	Shrs
Cliffs	Clfs	Key	Ky	Spring	Spg
Club	Clb	Knolls	Knls	Springs	Spgs
Corner	Cor	Lake	Lk	Spur	Spur
Corners	Cors	Lakes	Lks	Square	Sq
Course	Crse	Landing	Lndg	Station	Sta
Court	Ct	Lane	Ln	Stravenue	Stra
Courts	Cts	Light	Lgt	Stream	Strm
Cove	Cv	Loaf	Lf	Street	St
Creek	Crk	Locks	Lcks	Summit	Smt
Crescent	Cres	Lodge	Ldg	Terrace	Ter
Crossing	Xing	Loop	Loop	Trace	Trce
Dale	Dl	Mall	Mall	Track	Trak
Dam	Dm	Manor	Mnr	Trail	Trl
Divide	Dv	Meadows	Mdws	Trailer	Trlr
Drive	Dr	Mill	MI	Tunnel	Tunl
Estates	Est	Mills	Mls	Turnpike	Tpke
Expressway	Expy	Mission	Msn	Union	Un

Extension	Ext	Mount	Mt	Valley	Vly
Fall	Fall	Mountain	Mtn	Viaduct	Via
Falls	Fls	Neck	Nck	View	Vw
Ferry	Fry	Orchard	Orch	Village	Vlg
Field	Fld	Oval	Oval	Ville	VI
Fields	Flds	Park	Park	Vista	Vis
Flats	Flt	Parkway	Pky	Walk	Walk
Ford	Frd	Pass	Pass	Way	Way
Forest	Frst	Path	Path	Wells	Wells
Forge	Frg	Pike	Pike		

CURRENT FILE LOCATION:

O:\Banner 2004\Data Standards Document

APPROVAL TO PROCEED

LSSU Vice President of Business and Finance/Executive Sponsor hereby approves the BANNER Data Standards Guidelines.

Name William E. Becker, Ph.D.
Title Vice President of Business and
Finance/Executive Sponsor
Date

The Steering Committee (identified below) hereby approves the BANNER Data Standards Guidelines.

Name Bruce T. Harger, Ph.D.
Title Vice President of Academic
Affairs and Provost
Date

Name Mark A. Jastorff
Title Vice President of Student Life
and Alumni Relations
Date

Name Susan Camp
Title Director of Admissions
Date

Name Michael P. Donovan, Ph.D.
Title Associate Provost
Date

Name Dave Eitland
Title Executive Director of the
Foundation
Date

Name Deborah Faust
Title Director of Financial Aid
Date

Name Joe Herbig
Title Director of Business Operations
Date

Name Holly Johnson
Title Director of Housing and
Residential Life
Date

Name Arlene MacPherson
Title LSSU Banner Project Manager
Date

Name Nancy Neve
Title Registrar
Date

Name Jenny Peterman
Title Director of Purchasing/Steering
Committee Chair
Date

Name Susan H. Ratwik, Ph.D.
Title Professor
Date

Name Neill F. Sanders, Ph.D.
Title Dean of Enrollment Services
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Name Jay Schupp
Title Director of Information
Technology
Date

Name Beverly White
Title Director of Human Resources
Date