Jackson State Community College
Guidelines for
Data Standards, Data Integrity and Security

This Data Standards Document is a work in progress and is subject to change. It will be added to the JSCC website at www.jscc.edu.

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Introduction

BANNER is the integrated software system purchased from SCT Corporation to replace certain components of the non-integrated systems currently in use at all Tennessee Board of Regents institutions.

BANNER offers the institutions an increase in the quantity and quality of information that can be maintained as well as increased accessibility to that information, enhanced data security, and compatibility across functional areas of responsibility.

Within BANNER there are separate modules for different functional areas. The system has purchased the Finance and Human Resources, Financial Aid, Student and Advancement modules. Integration is achieved via a general module that ties the functional modules together. A person's ID number, name, address, etc. are housed within the general module and shared by the other modules. The data itself is stored in tables residing in an Oracle database. The Oracle database is relational; tables are linked together by means of an internal identification number, thereby limiting data redundancy. There are more than 1,200 tables in the BANNER system.

The Jackson State Community College Data Standards Teamwas formed to develop standards and guidelines and help make decisions regarding maintenance of data in the system. The Data Standards team has the authority to:

- Develop data standard policies
- Insure accuracy and consistency of data within the administrative systems
- Provide collaboration among the functional areas for data usage issues
- Define formatting and definition for all data elements within Banner

The team is composed of representatives from the functional areas of the college who have the responsibility to maintain records in BANNER and other cross-functional campus constituencies. If you have questions regarding the use or update of these standards, please contact any member of the Data Standards Team.

The members of the Teamare:
Admissions Director
Banner Project Manager
Business Services Director
Continuing Education Director
Director of Institutional Research
Financial Aid Director
Foundations Director
Interim HRS Director
Interim OIT Director
Purchasing Director
Registrar
SIS Programmer
Representatives from:
- Accounting
- OIT
- Records

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Data Integrity

Purpose

These guidelines define the responsibilities of everyone accessing and managing data. Offices may have individual guidelines that supplement, but do not supplant or contradict, this statement. Data entrusted to the institution by other organizations (e.g., Foundations and Governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document.

These guidelines were developed to ensure database integrity and achieve the goals of efficient, professional, and cost-effective communication for the Jackson State community by:

avoiding creation of duplicate records for a single entity;
providing complete name/address information in a timely manner, with an audit trail of changes;
using standard entry to facilitate consistent reporting and searches;
sharing effective processing discoveries and problem-resolution scenarios; and
Taking advantage of the database capabilities functionality.

Administrative Responsibility

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

Electronic data is a vital asset owned by Jackson State Community College. All institutional data, whether maintained in the central database or copied into other data systems (e.g., personal computers) remains the property of Jackson State Community College Access to data is not approved for use outside a user's official University responsibility. Data will be used only for legitimate Jackson State Community College business. A policy governing access to Jackson State Community College records is located on the Jackson State Community College website.

As a general principle of access, Jackson State Community College 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 Jackson State Community College must protect the security and confidentiality of data, the procedures allowing access to data must not unduly interfere with the efficient conduct of Jackson State Community College business.

Division/department heads 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.

Division/department heads will ensure a secure office environment with regard to all Jackson State Community College data systems. Division/department heads shall validate the access requirements of their staff according to their job descriptions before submitting a **Banner Data Access Request Form. {current SCT Plus form needs to be updated}**

All procedures and data systems owned and operated by Jackson State Community College will be constructed to ensure that:

All data is entered accurately.

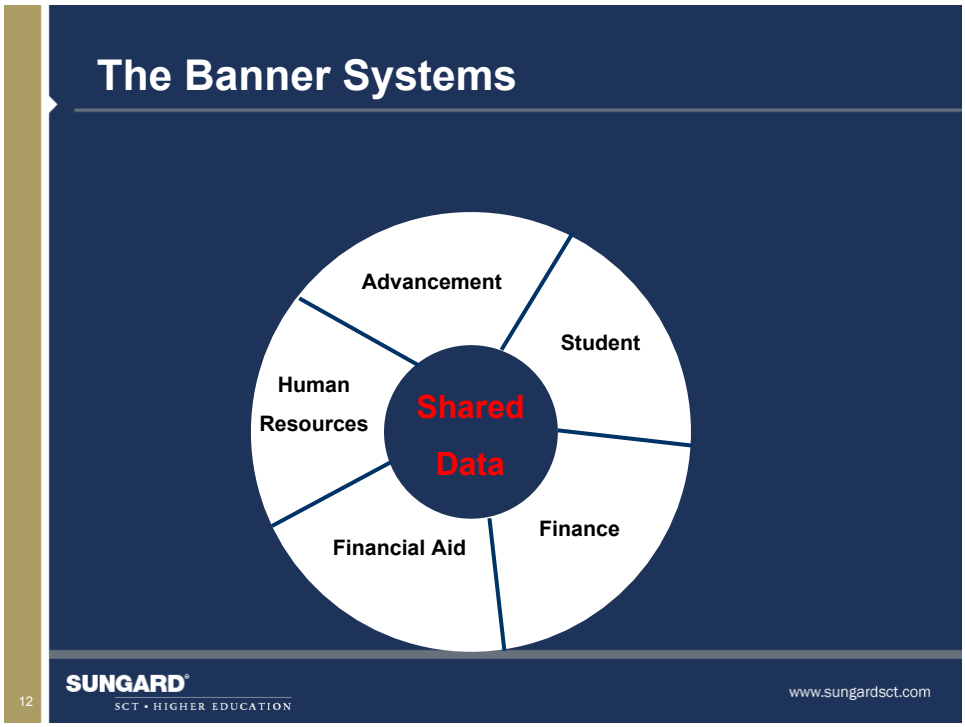
Data accuracy and completeness is maintained.

System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.

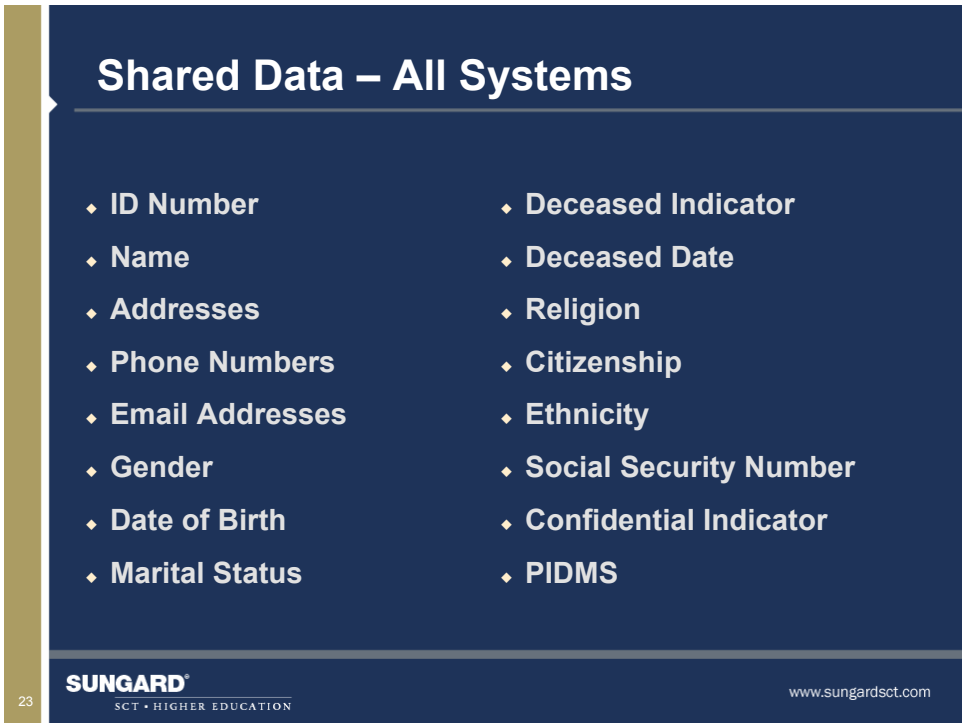
Actual or attempted security breaches can be controlled and promptly detected.

Shared Data Model in SCT Banner

The data model for Banner is to share information from a relational database across various functional areas. The following “Banner doughnut” illustration explains the strategy:



There are several elements from the Banner database that are shared across all functional areas. The following slide outlines data that is shared:



Definition of PIDM (Personal Identification Master) and Duplicate Record Issues

In Banner, duplicate records are a serious problem. The PIDM (Personal Identification Master) is a system-assigned, unique number used to connect all data associated with a Banner ID number. The Banner ID number can represent a student, employee or vendor. Duplicated PIDM's may occur for any number of reasons, including user error (failure to search before creation of a record), input error when entering data or external data feeds (conversion of legacy data). Every effort should be taken by users authorized to create data to prevent entering duplicated records. Purging or deletion of duplicate records is difficult and complex, so identification of duplicate PIDM's should occur on a regular basis to prevent further use of a record that is not valid.

Data Custodian Responsibilities

A Data Custodian should be a director of a Jackson State Community College office or department or the director's representative. The Data Custodian may make data within his/her charge available to others for the use and support of the office or department's functions.

Before granting access to data, the Data Custodian must be satisfied protection requirements have been implemented and a "need to know" is clearly demonstrated. By approving user access to Jackson State Community College 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 assigned to their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data Custodians are also responsible for the maintenance and control of BANNER validation and rules tables. These tables, and processes related to their use, define how business is conducted at Jackson State Community College.

Jackson State Community College Data Custodians

Area of Responsibility	Data Custodian
Finance System (Budgets)	Director of Business Services
Human Resources System	Director of Human Resources
Procurement and Contracts (Receiving)	Director of Purchasing
Student Financial Aid System	Director of Financial Aid
Student System	Registrar

Data decisions concerning Continuing Education and the TN Technology Centers have not been finalized; therefore, they are not included at this time.

Individual Responsibilities

Individuals to whom Data Custodians grant access are accountable to the Data Custodians for their use of the data. Any individual granted access to data resources is required to acknowledge by signature that they understand all policies related to data access and usage of electronic information resources.

Users MUST protect all Jackson State Community College data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data to which they have access. The user is responsible for all transactions occurring during the use of their log-in identification (ID) and password. ***Employees are not to loan or share their access codes with anyone***. Student workers who require access to data must be approved by the data custodian and have a unique ID assigned.

If it is discovered that access codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action, up to/or including termination.

Access to Jackson State Community College Data

Data security is every user's responsibility. BANNER classifications will be established based on job function such as personnel representative, fiscal assistant, faculty, cashier, etc. Specific capabilities will be assigned to each classification. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s). Please refer to the **Jackson State Community College Banner System Security Guide** for greater detail. {Needs to be created} **WILL JSCC CREATE?**

People can request an id and password to access Banner by following the process for requesting access outlined in the **"How Do I Get Access to Banner?"** document. {Needs to be created} **WHAT WILL JSCC USE?**

The Banner System Security Guide and "How Do I" documents can be found on the Banner Project Website or in the Jackson State Community College Knowledge Base. **WILL JSCC HAVE THIS??????**

Data Change Rules

Staff should consult GUASYST to determine what modules are used.

The following table describes the office which makes name, identification number, address and/or telephone number Banner data changes to a student, employee or vendor. These rules are subject to change as new procedures are identified and implemented.

If the person is a/an:	Then:
Prospective Student	
Student Recruit or Student Applicant	Admissions Office
Financial Aid Applicant Only	Financial Aid Office
Matriculated Student	
Matriculated Student only	Registrar
Matriculated Student and Financial Aid Recipient	Registrar, with documentation and notification to Financial Aid when name or SS# changes
Matriculated Student and Vendor and/or Financial Aid Recipient	Registrar, with documentation and notification to Financial Aid when name or SS# changes
Matriculated Student and Employee	Human Resources
Matriculated Student, Employee, Alumni and Vendor	Human Resources
Employee	
Employee or employment applicant only; former employee	Human Resources
Employee, Alumni and/or Vendor	Human Resources

Vendor	
Vendor Only	Business Services & Purchasing
Vendor and Alumni	Business Services

Alumni Only	Advancement Office

Make data changes ONLY if you have that authority and if you follow the procedures established by the Data Custodian of the data you want to change.

Remember – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.

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The pound sign (#), ampersand (&), and percent sign (%) should not be used in any data field because they may have other functions in Oracle.

Data Standards – General Guidelines

Search, search, search first---before creating a new record. You must query the files at least three (3) times for data already entered before entering a new record. Use the "Alternate ID" as one of the three searches you perform. [See the General Guidelines for Searching section.]

Duplicate records (the same person or vendor created in the Banner system under more than one ID number) can create serious problems and every effort should be taken to prevent them

Be aware of the forms and the fields within the forms that you are allowed to enter data into.

To provide accurate and pristine records, the following steps should be taken. Use proper keyboard characters when entering numeric data. Use a numeric 1 (one) not a capital "I" (I) or lowercase "l" (L). Use a numeric 0 (zero), not a capital "O" (o).

Changes to data may only be made if you have authority to do so and follow explicit directions outlined by the Data Custodian. [See Data Changes Rules section.]

Specific processing entry rule definition—Drop down boxes are to be used whenever possible. Some fields are associated with rule validation processing.

Enter data using mixed case (uppercase and lowercase), following appropriate capitalization rules.

The pound sign (#), percentage sign(%),underscore(_), left or right square bracket ([ ]) in any field should not be used because they have other functions in Oracle. the asterisk (*), the ampersand (&), the brackets ([ ]), the braces ({ }), and the question mark (?) in creating a record; these characters have special meaning with the Oracle TEXT product.

Hyphens may be used.

Use the word "and " instead of ampersand.

Slashes may be used to clarify or designate a fraction. For example, 'in care of" should be entered c/o. Do not use the percent sign (%) or spell out 'in care of.'

Due to the integration of Luminis with Banner and creating logons automatically we have found a need to change the special characters in the name fields within the demographic data.

The following characters should NOT be used :

, - a comma
/ - forward back slash
\ - backslash

updated 08/25/08

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Duplicate PIDM Procedure - Adopted August 2008

Finding duplicate PIDMS

A duplicate pidm is having a duplicate record in the system but with a different PIDM (person identification master) which is assigned by the system.

To identify a duplicate pidm for a **person** record you must query for

Duplicate SSN.
Similar last name, similar first name, same birthdate, and same address.
Similar last name, similar first name, same birthdate.

To identify a duplicate pidm for a **nonperson** record you must query for

Same federal tax number.
Same last name, changing case to upper, lower, and mixed case.
Same last name, removing\comparing abbreviations like TN, Tenn, Mid, etc (abbreviations that are common for the region).
Similar last name and same address.

Action to take on a duplicate PIDM

When a duplicate pidm is found:

The person who finds the duplicate needs to check the **GUASYST** form to see if either pidm has a check attached to it. If it is marked as **vendor or HR** more than likely it has a check in those areas. If it has **HR**, then that pidm is the one we will use as the **good** pidm. If **both** pidms have **vendor checks** under them you will contact **Bud Hoffmann**. If **neither** pidm is marked with vendor or HR then you will use the pidm that was created **first**.

Once the good pidm is determined:

Please mark the other pidm space – space Do Not Use. (ex. – Do Not Use)
Put WRNG in the type field.
Send out the information of the good and bad pidm to the **Duplicate Pidm email distribution list.
Add the information to the duplicate pidm list.

Records will:

Remove the alternate id information and take the social off the biographical tab.
Inactivate the ID on GOATPAC so the student cannot register under the wrong id.
Mark the master list in the comments field whether there is a vendor or HR check attached to the bad pidm.

Admissions will:

Resend the letter notifying the student of their J# and other information.

Ways to assure avoiding a duplicate PIDM

Use Alternate IDs.
Check SPAPERS for SSN.
Check name and birthdate.
Check FTMVEND for FEIN, name and address.
Check for name using wildcards on search screens.
Use Common Matching.

General Person Information

The following guidelines should be followed by all persons with the authorization to create records in Banner.

Clean and Accurate Records

Search, search, search First: Before you create a new record for a person or vendor, you MUST conduct three (3) ID and name searches to make sure that person or organization has not already been entered in the BANNER database. Use the "Alternate ID" as one of the three searches you perform. Each user in every office MUST conduct a thorough search to prevent entering a duplicate record.

Enter all new vendors as non-persons.

Date Standards

Dates will be entered in mm-dd-yyyy format. Two digits must be used for the month designation, so if the month is January through September, the month entry must be prefaced with "0". The day entry must be a two digit number, so the first 9 days of any month will be prefaced with "0".

Use hyphens ("-") to separate month, day and year Banner converts the date format to appear as dd-mmm-yyyy. When a date is required but not available, the date 11-11-1911 will be used asa place holder. All records will be scanned once each quarter and replaced with accurate information if available.

Example: February 4, 1967 would be entered 02-04-1967 Banner will display 04-Feb-1967
October 19, 2003 would be entered 10-19-2003 Banner will display 19-Oct-2003

Month Name	Month Number Designation
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

When a date is required in a field but is not available, the defined date 11-11-1911 will be used. This entry wll be reviewed once each quarter and replaced with the correct date if available.

Birth Date Standards

A birth date must be entered for all employees and students. If no birth date is given, enter it as 11-11-1911 until the correct date is determined. It will display as 11-NOV-1911. This field will be reviewed once each quarter and updated with accurate information if available. This information for students will be maintained by the Admissions Office, and for employees, Human Resources.

Identification Number Standards

The following identification numbers will be used: (Each institution should pick a 1 character default)

Person	Use the system generated ID number on any **Identification Form** (xxxIDEN). [This is a nine-byte Person Identification Number {ID} and is automatically generated when a new person is added.]
Non-Person	For corporate vendors, the ID number will be the **EIN** [Employee Identification Number]. For non-corporate vendors, the ID will be system generated**.**

Veteran File Number

This field is required for veterans.

The Veteran File Number field is used to maintain a person's veteran identification number. A person's veteran file number is entered on the **General Person Form**. For the majority of people, this is their SSN. This information is collected and maintained for students by the Financial Aid Office. This information is not collected or maintained for employees by Human Resources at this time.

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Name Standards

The only punctuation allowed within any name field will be the hyphen or apostrophe. No periods are to be used within any name field.

Last Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the last name as supplied by the person and using standard capitalization rules.

If the name exceeds the field length , enter as much of the name as possible, do not abbreviate

If only one name exists (Prince, Madonna, etc), enter this name in the last name field

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 that are not hyphenated (e.g. Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

Apostrophes may be used in such names as O'Leary, O'Connor, etc., but do not enter punctuation if none exists

Spaces are permitted if the spelling and format of the names includes spaces. (e.g., Mc Donald, Mac Pherson, St John, Van der Linder). Periods may be permitted if supplied by the person (St. John).

Titles, prefixes and suffixes in the last name field are not to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.,).

Special characters: The pound sign (#), ampersand (&), and percent sign (%) should not be used because they may have other uses in Oracle.

Note: When a new person is being entered into BANNER and that new person has a previous name that is deemed necessary to be archived, enter the previous name into the system FIRST and save the record. Change the name using BANNER's name change procedure on the xxxIDEN form.

The legal name field is not used or maintained. Do not add, delete or modify any data in this field. In Banner, the Legal Name field is a single, free-formatted field that is not automatically updated if the person officially changes his/her name. The Legal Name field cannot be used as the basis for name searches.

First Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the first name as supplied by the person and using standard capitalization rules.

If only one name exists (Prince, Madonna, etc), since Banner requires an entry for first name, enter a period (.)

Any **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. However, if there are two first names that are not hyphenated (e.g. Mary Ann Louise Smith), Mary Ann would be input at the first name, Louise would be input as the middle name and Smith would be input as the last name.

Apostrophes may be used in such names as O'Leary, O'Connor, etc.

Spaces are permitted if the spelling and format of the names includes spaces. (e.g., Bobby Jo, Mary Kate)

Titles, prefixes and suffixes in the first name field are <u>not</u> to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.,) .

Special characters: The pound sign (#), ampersand (&), and percent sign (%) should not be used because they have other uses in Oracle.

Middle Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the middle name as supplied by the person and using standard capitalization rules and eliminating punctuation except for hyphens and apostrophes.

If **no middle name** exists, leave the field blank – skip or tab to the next field. Do not use a space.

Any **single character** middle name should be entered without a period. In those cases where there are two initials (e.g., John A H Smith), put both in without periods.

Hyphens may be used to separate double middle names.

Apostrophes may be used.

Spaces are permitted if the spelling and format of the names includes spaces.

Titles, prefixes and suffixes in the middle name field are not to be used.

Special characters: The pound sign (#), ampersand (&), and percent sign (%) should not be used because they have other uses in Oracle.

Prefixes

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the prefix as supplied by the person and using standard capitalization rules.

See Appendix 7 for a listing of Prefix Abbreviations.

Enter only the prefix in the prefix field. Do not put the prefix in the first, middle or last name fields.

Suffixes

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the suffix as supplied by the person and using standard capitalization rules.

Both a prefix and suffix are used when there is an inherited suffix (e.g. Mr John Doe Jr). Both a prefix and suffix can be used for individuals who are in the military, are retired military, or in religious orders (e.g. Gen Frank Smith USA(Ret)).

A suffix indicating an academic or medial 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 is used. For example, do not enter a prefix of Dr and suffix of MD; rather, enter the prefix only (Dr Susan Smith, not Dr Susan Smith,MD).

See Appendix 8 for a listing of Suffix Abbreviations.

Do not enter academic degrees or professional designations as a suffix unless specifically requested by the individual.

Enter only the suffix in the suffix field. Do not put the suffix in the first, middle or last name fields.

Examples:

Sr	Senior
Jr	Junior
II	The Second

Preferred First Name (Optional)

If a person wishes to be known by something other than his/her legal first name, enter this name into the preferred first name field (e.g., Joyce Elizabeth Smith). If 'Betsy' were what this person goes by, then 'Betsy' would be entered into the preferred name field.

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the spelling and format of the preferred name as supplied by the person and using standard capitalization rules.

There should be no punctuation entered for Preferred Name. For example, if the preferred name is "BJ" do not use periods between the two letters.

Non-Person Name/Vendor

Vendors can be companies or organizations doing business with Jackson State Community College. This includes suppliers, banks, individuals, corporations or government entities. Vendors and non-person entities should be entered using the FTMVEND form in the Banner system. Generally you would not abbreviate these names unless space limitations required it. If abbreviations are necessary, use the guidelines set forth by the US Postal service in USPS Publication 28.

Vendor Data Entry Guidelines

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Enter the spelling and format of the name as supplied by the vendor and using standard capitalization rules. Acronyms are an exception. [See the Acronym section below.]

Hyphens may be used to separate double names.

Apostrophes may be used in such names as O'Charley's, O'Sullivan, etc.

Periods are permitted only if it is a part of the legal name – for example "amazon.com"

Use 'and' instead of ampersand (&) in all cases.

Abbreviations are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity.

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT). Do not use a spaces or periods between the letters of an acronym unless it is a part of the company's legal name.

Spaces are permitted if the legal spelling and format of the names includes spaces.

Special characters: The pound sign (#), ampersand (&), and percent sign (%) should not be used because they may have other uses in Oracle.

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Address Standards

All addresses should meet U.S. Postal Service standards. For additional information on address standards required by the U.S. Postal Service, check their Web site at www.usps.gov/ncsc. The most comprehensive publication from the Postal Service for address standards is Publication 28. This document is available in PDF format at:
http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf

One person or entity may have several addresses associated with their information or vendor may use different address types. An example of address type would be mailing, billing or permanent address. Address standards have been established cooperatively so that address types are used consistently. Please see Appendix 5 for Address and Phone type designations.

Before entering a new address, set the "to" date and check the inactive address box. This is not necessary when making corrections to an existing address.

Address Types

Addresses are entered on the **General Person Form** in the address information blank.
(See Appendix 1 for a list of address types)

Address Change Source

The address change source type indicates the source of an address which comes from the batch load of data or is self-reported. Valid values are in Appendix 11.

Street Standards

All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

Hyphens and slashes may be used when needed for clarity or designated fractions.

Punctuation (periods) are not permitted.

Do NOT leave blank lines between street lines.

Street address is limited to 30 characters per line. There are three address lines.

The pound sign (#), ampersand (&), and percent sign (%) should not be used because they have other uses in Oracle.

'In care of' should be entered as 'c/o'. Do NOT use the % sign or spell out 'in care of'.

Whenever possible, street address should be spelled out. When abbreviations are necessary because of length (greater than 30 characters), do not use periods. See Appendix 2 for Street Address Abbreviations.

For addresses where the street name is a number, enter the street name as supplied by the person. Numbered streets will usually be entered as a number – for example – "1202 42nd Street". On occasion, numbered streets are spelled out, for example "150 Fifth Avenue"

The address format allows three lines of street address information. If a separate street address and PO Box number address need to be maintained, enter them as two separate address types

Information Given	Mailing/Primary Address	Local 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

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Unit Numbers for Apartments, Houses, Buildings, Suites, etc.

The pound sign (#) and percent sign (%) should not be used because they have other uses in Oracle.

Use numbers for all house or building numbers except for the numeral 1 which should be spelled out "One"

Secondary Address Unit Designators - If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided, and only a pound sign (#) along with the number is provided; i.e., 3454 N. Jones #4., remove the (#) and leave a space. **NEVER** use the # sign. See Appendix 3 for the Secondary Address Unit Designators, and Compass Direction abbreviations.

Street Address and PO Box - Non-person BANNER address format allows three lines of street address information. Three address lines cause a problem when printing one-inch labels. Do not enter data into the second address line until data has been entered into the first address line. Do not use both the street **and** PO Box for an address; choose one. See the Appendices for Street Address abbreviations.

Post Office Boxes

Post Office boxes should be entered as "PO Box" followed by the number. If a post office box and a street address are given, the post office box is entered on the line after street address

Example:
Line 1: 6000 Merry Lane
Line 2: PO Box 1250
City State Zip Detroit MI 39990

City Standards

All information is to be entered using mixed case (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. City names are to be entered without periods.

County Codes

See Appendix 12 for the table of valid county codes for Tennessee counties and counties in adjacent states.

Rural and Highway Contract Routes

For rural routes, enter "Route" and the route number, a comma and "Box" and the box number on the same line.
Example: Route 1, Box 12-N
Columbus, OH 39387

State & Province

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to the Appendix 4 for the appropriate U.S. states and Canadian provinces codes.

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Zip Code Standards

All US addresses must have a five or nine digit (with a dash) ZIP code.
Please note the hyphen is required

US Postal Example: 38401
38401-1944

Canadian addresses must have a six character postal code entered with a space after the first three characters.

Canadian Postal Example: T2T 2Y5
R2L 1N4

United States	Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits.
Canadian	Enter the six character zip code without hyphens or spaces.
International Postal Code	Enter the international address as supplied. The Postal Code would be entered on the same line as the city.

International Examples:

Cheng Li
7-301 Houji/ Middle of JiangNan Road
Guang Zhou 510240
China P.R.C.

Bader H Al-Khalifia
c/o Aramco
Dhahram 31311
Saudi Arabia

Compass Directions and Postal Abbreviations

Compass directions should be spelled out unless it represents a double direction (Southwest SW, etc). If space prohibits, other compass directions may be abbreviate as found in Appendix 5. An exception to this is when the street name itself is East, West, North or South and includes a direction. When abbreviated, do not use periods.

Examples 12 S East Applegate Road
42 N West End Ave

Nation Code Standards

A NATION code is required for all non-U.S. addresses. Do **NOT** enter a NATION code for U.S. addresses. Use the FIPS 10-4 county code designations which can be found at:

http://www.fincen.gov/country_and_state_codes.pdf

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International PIN Numbers

Enter the six-digit international pin number (without hyphens) to the right of the city on the second address line. Do NOT enter the PIN number in the zip code field. In the event the PIN number will not fit to the right of the city because of space, enter the city on the third address line and enter the PIN number in the city line.

Example: Petko Metodiev Kitano
PO Box 140
Balgoevgrad Hyderab 270011
Bulgaria

Military Standards

Air Force Base (AFB)

Enter the City into the City Field followed by AFB (all CAPS) for Air Force Base.

EXAMPLE: 5 202A 2nd St
Elmendorf AFB
AK 99506-1207

Sample Address	Data Entry Format
Larry R. Adams	123 E Fir St Apt 6
123 East Fir Street, Apartment #6	CA 93942
CA 93942	

Foreign Military Address

Enter the APO or AFO code into the CITY field.
In the State Field enter:

AE - Europe, Middle East, Africa, Canada	[ZIP=09mnn]
AP - Pacific	[ZIP=96mnn]
AA - The Americas (excluding Canada)	[ZIP=34mnn]

Example: Alice VanFrogulemen
HHB 6th Battalion 43rd Box 72
Air Defense Artillery CMR 417
APO AE 09602-8802

See the Appendix 4 for the Overseas Military abbreviations.

Telephone Number Standards

General Telephone Number Guidelines

A person (student, employee) or vendor may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data available. Supplemental information for international phone numbers may be added in the international access code field. There are several forms in Banner for maintenance of telephone numbers. APATELE, FOATELE, PPATELE, REPATELE AND SPATELE. [Must find definitions for when each form is used)

Telephone Types

A telephone type distinguishes each telephone number entered in the Banner system. Telephone types are defined by the characteristics of the telephone, not by the office that uses the number. There are two categories of telephone types:

General Telephone Types
This is a telephone number associated with a person or non-person that is not related to a specific address. See Appendix 6 for the table of valid general telephone types.

Address Telephone Types
This is a telephone number associated with each specific address of the same type. Each address type defined in General Person will have a like Address Telephone Typed defined. (Address types are defined in Appendix 1).

Telephone Numbers

Telephone numbers are presented in a three-field format:

Area Code

The three-digit area code must be entered for all phone numbers including local areas (931, 615)

Phone Number

Enter as a seven digit number with NO hyphen (Example 5402500)

Extension

If an extension number is provided, enter only the digits of the extension – do not enter “X” as a preface to the number (Example 4305). Extension is currently a four character field. If you have an extension number exceeding four characters use the “Comment” field. If numbers appear in the first 10 characters of the “Comment” field, it will be assumed to be an extension. The same data entry rules apply; use digits only without a hyphen or “x”. Example (if the extension is 5-3440, the entry would be 53440).

North American Numbering Plan

This agreement among North American countries (Mexico is not included) establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The following countries listed in this table are countries considered to be part of the NANP and can be dialed by using 1+3 digit area code. The table below outlines the countries and the dialing information for those areas:

Country	Area Code
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Virgin Islands	284
Canada	Multiple
Cayman Islands	345
Dominica	767
Dominican Republic	809
Grenada	473
Guam	671
Jamaica	876
Montserrat	664
Northern Marianas Islands	671
Puerto Rico	787
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Calicos Islands	649
US Virgin Islands	340

International Telephone Number Guidelines

There is a sixteen character limit in the international phone number field. Enter all three parts of an international number in this field using NO parentheses or hyphens. Do not enter the “011” standard code for international dialing.

For example, a telephone number in Japan consisting of country code 81, city code 03, and 8841222 for the telephone number is entered 8138841222. The leading zero for the city code is omitted.

Electronic Mail Address Type

The electronic mail type “CAMP” is required for TBR reporting. Any other values can be selected by the institution. Institutions may add locally defined values to Appendix 10.

Bank Routing Number

Bank routing numbers may be downloaded from the Federal Reserve Web Site.

Religion Codes

Religion codes are institutionally defined.

General Guidelines for Searching

Record Creation Considerations

Make sure you are not duplicating an existing record. It is very difficult to effectively align all subsequent transactions under the proper single ID once duplicate records are created. Please conduct three (3) searches prior to creating a record to avoid duplicate entries. **Use the "Alternate ID" [GUIALTI] as one of the three (3) searches you perform**.

Searching

It is important that no one be entered into the BANNER database more than once. Before entering information about a person or non-person/vendor, search the database to see if the record already exists.

The steps for performing a name search differ from module to module, using different forms to look for existing records and others to check address information. The following information applies to all modules:

If you have a person's social security number, search that. If that brings up any records, you can be sure the person is already entered into the system.

If you do not have a person's social security number or if the social security number search reveals no records, search for the person (or vendor) name using the first few letters of each name followed by the wild card (%).

Wild Card Searches

In searching for a name, you should use the BANNER wild card. Using the wild card allows you to enter part of the name, search for a name with and without spaces, or search for a name that might have been spelled differently in an earlier entry.

The BANNER wild card is the symbol %. To BANNER, this symbol stands for any letter, number, or symbol; or any group of letters, numbers and symbols.

e.g., To search for a name which may be Griffith or Griffin, you can type in Griff% in the last name field and execute query. This causes BANNER to display all names with Griff.

To search for an employee named MacDuff whose name might begin with Mc or Mac and might include a space or not, search %uff.

Case and Space Sensitivity

Some screens in BANNER allow you to choose a case sensitive search or a case insensitive search. Case sensitive searches distinguish between upper-case letters and lower-case letters entered as search criteria. For example, a case sensitive search for %Beth would return MacBeth but not Macbeth. ***When you have a choice, always choose to do a case insensitive search.*** Generally, this is accomplished by clicking the "No" radio button under the "Case Sensitive Query" label. In doing case insensitive searches, you will increase the likelihood of finding the person or organization of interest. Moreover, you will reduce the possibility that the same person or organization will be entered more than once into the system.

Prefix Searches

When searching for a prefix name (such as McDonald or Da Vinci), use the wild card and no space in place of the prefix to check for all possible versions of the name. %onald will find MacDonald, Mac Donald, McDonald, and Mc Donald.

Multiple Records

BANNER maintains all versions of a person's name and ID. When a person changes their name or ID, BANNER registers the change but keeps the old information in the database. This makes it possible to find someone using the old name or ID information.

Only the record with the most recent name and ID information is current. To determine the current record, see the change indicator in the Change Field **[CHG],** the farthest right column of the search form.

No entry in the Change Field indicates the current record for that person.

I in the Change Field indicates that the ID in this row has been changed. This row shows the old ID.

N in the Change Field indicates that the name in this row has been changed. This row shows the old name.

Note: Although BANNER displays names and IDs which are not current in query results, it always returns an individual's or organization's current name and ID when that individual or organization is selected for further processing or review.

Common Names

In the case of a common name, a duplicate entry may not indicate another record for the same person. (For example, there may already be a different Jennifer Smith in the system.) To determine whether a name belongs to the person you are searching for, check the person's address or other available information.

Instructions for Searches

ID Search

Select an identification number: (i.e., IDEN or VEND) form in the BANNER module.

Person Name Search

Note: Searches MUST be completed from an IDEN form because these are in ALL general person records. FTIIDEN or FOAIDEN displays both Person and Non-person records. For IDEN screens, LIST of VALUES searches for Person records; COUNT QUERY HITS searches for non-person records. Searches from other screens restrict the information to records associated with the module.

Type in the name to be searched using the % (wildcard) to broaden the search.

Example: record = Larry Bird

Query as: Last Name – Bird First Name – L%

Note: Some names have unique spellings. Search on all possibilities by broadening the wildcard search.

When a list of possible names is retrieved for a person, verify social security number, student ID number, birth date, previous names, and any other information available. REMEMBER TO SEARCH FOR BOTH FULL AND COMMON VERSIONS OF NAMES. For example: William as well as Bill; Lawrence as well as Larry.

The underscore (_) key can be used to replace one character at a time. For example, to search for Anderson that may actually be Andersen use: Anders_n --- This will find both AndersOn and AndersEn records.

See the Basic BANNER Navigation Guide for explicit instructions on searching.

Appendix 1- Address Type

Code	Description	Explanation
AP	Address to send vendor checks – remit to address	Used by Finance
B2	Second billing address	Used either for third party for student billing or second billing address for a vendor.
BI	Billing	Required
BU	Business	Required for Finance
CA	Campus Address	Used for mailing faculty, staff or students.
CB	Campus Box	From Student Prototype 02/2006
EM	Emergency Address	Used to enter an address for an emergency contact
LO	Local	Used for address in vicinity of the campus.
MA	Mailing (Perm home address)	Required for data import processing. Also used for loading student information into Advancement.
NK	Next of Kin	Used to enter NOK or second parent if necessary
PA	Parents	Required value for clients to use on SOAFOLK when entering parent address.
PO	Address to mail purchase orders and change orders	Used by Finance
PR	Permanent	From Student Prototype 02/2006
RF	Student Refund – Do Not Modify	Refund (Temporary) – From Student Prototype 02/2006
TF	Temporary Forwarding	Used to enter a seasonal or other temporary forwarding address
XX	TGRFEED	Required by TGRFEED which is an accounts receivable process?

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Appendix 2 -Street Addresses Abbreviations

Address	Abbreviation
Alley	Aly
Annex	Anx
Apartment	Apt
Arcade	Arc
Avenue	Ave
Basement	Bsmt
Bayou	Byu
Beach	Bch
Bend	Bnd
Bluff	Blf
Bluffs	Blfs
Bottom	Btm
Boulevard	Blvd
Branch	Br
Bridge	Brg
Brook	Brk
Brooks	Brks
Building	Bldg
Burg	Bg
Burgs	Bgs
Bypass	Byp
Camp	Cp
Canyon	Cyn
Cape	Cpe
Causeway	Cswy
Center	Ctr
Centers	Ctrs
Circle	Cir
Circles	Cirs
Cliff	Clf
Club	Clb
Common	Cmn
Commons	Cmns
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts
Cove	Cv
Coves	Cvs
Creek	Crk
Crescent	Cres
Crest	Crst
Crossing	Xing
Crossroad	Xrd
Crossroads	Xrds

Address	Abbreviation
Department	Dept
Divide	Dv
Drive	Dr
Drives	Drs
Estate	Est
Estates	Ests
Expressway	Expy
Extension	Ext
Extensions	Exts
Falls	Fls
Ferry	Fry
Field	Fld
Fields	Flds
Flat	Flt
Flats	Flts
Floor	Flr
Ford	Frd
Fords	Frds
Forest	Frst
Forge	Frg
Forges	Frgs
Fork	Frk
Forks	Frks
Fort	Ft
Freeway	Fwy
Front	Frnt
Garden	Gdn
Gardens	Gdns
Gateway	Gtwy
Glen	Gln
Glens	Glns
Green	Grn
Greens	Grns
Grove	Grv
Groves	Grvs
Hangar	Hngr
Harbor	Hbr
Harbors	Hbrs
Haven	Hvn
Heights	Hts
Highway	Hwy
Hill	Hl
Hills	Hls
Hollow	Holw
Inlet	Inlt
Island	Is

Address	Abbreviation
Keys	Kys
Knoll	Knl
Lake	Lk
Lakes	Lks
Landing	Lndg
Lane	Ln
Light	Lgt
Lobby	Lbby
Lock	Lck
Locks	Lcks
Lodge	Ldg
Lower	Lowr
Manor	Mnr
Manors	Mnrs
Meadow	Mdw
Mill	Ml
Mills	Mls
Mission	Msn
Motorway	Mtwy
Mount	Mt
Mountain	Mtn
Mountains	Mtns
Neck	Nck
Number	No
Office	Ofc
Orchard	Orch
Overpass	Opas
Parks	Park
Parkway	Pkwy
Parkways	Pkwy
Passage	Psge
Penthouse	Pths
Pine	Pne
Pines	Pnes
Place	Pl
Plain	Pln
Plains	Plns
Plazza	Plz
Point	Pt
Points	Pts
Port	Prt
Ports	Prts
Prairie	Pr
Radial	Radl
Ranch	Rnch
Rapid	Rpd

Address	Abbreviation
Ridges	Rdgs
River	Riv
Road	Rd
Roads	Rds
Room	Rm
Route	Rte
Shoal	Shl
Shoals	Shls
Shore	Shr
Shores	Shrs
Skyway	Skwy
Space	Spc
Spring	Spg
Springs	Spgs
Square	Sq
Squares	Sqs
Station	Sta
Stravenue	Stra
Stream	Strm
Street	St
Streets	Sts
Suite	Ste
Summit	Smt
Terrace	Ter
Throughway	Trwy
Trace	Trce
Track	Trak
Trafficway	Trfy
Trail	Trl
Trailer	Trlr
Tunnel	Tunl
Turnpike	Tpke
Underpass	Upas
Union	Un
Unions	Uns
Upper	Uppr
Valley	Vly
Valleys	Vlys
Viaduct	Via
View	Vw
Views	Vws
Village	Vlg
Villages	Vlgs
Ville	Vl
Vista	Vis
Well	Wl

Address	Abbreviation
Curve	Curv
Dale	Dl
Dam	Dm

Address	Abbreviation
Islands	Iss
Junction	Jct
Junctions	Jcts

Address	Abbreviation
Rapids	Rpds
Rest	Rst
Ridge	Rdg

Address	Abbreviation
Wells	Wls

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Appendix 3 –Secondary Unit Designators

Description	Abbreviation
Apartment	Apt
Basement	Bsmt*
Building	Bldg
Department	Dept
Floor	Flr
Front	Frnt*
Hangar	Hngr
Key	Key
Lobby	Lbby*
Lot	Lot
Lower	Lowr*
Number	No
Office	Ofc*
Pier	Pier
Rear	Rear*
Room	Rm
Side	Side*
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit
Upper	Uppr*

* Does not require a secondary number to follow.

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Appendix 4 –States, Canadian Provinces & Overseas Military

Description	Abbreviation
Alberta	AB
Australian Capital Territory	AC
Alabama	AL
Alaska	AK
American Samoa	AS
Arkansas	AR
Arizona	AZ
British Jackson	BC
California	CA
Northern Mariana Islands	CM
Canal Zone	CZ
Colorado	CO
Connecticut	CT
Delaware	DE
District of Jackson	DC
Florida	FL
Federated Micronesia	FM
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Labrador	LB
Maine	ME
Manitoba	MB
Mariana Islands	MP
Marshall Islands	MH
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
New Brunswick	NB
Nebraska	NE
Newfoundland	NF
New South Wales	NW
Nevada	NV

Description	Abbreviation
New Hampshire	NH
Norfolk Island	NI
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northwest Territories	NT
Nova Scotia	NS
Ohio	OH
Oklahoma	OK
Ontario	ON
Oregon	OR
Palau Islands	PW
Pennsylvania	PA
Prince Edward Island	PE
Puerto Rico	PR
Quebec	QE
Queensland	QL
Rhode Island	RI
Saskatchewan	SK
South Australia	SA
South Dakota	SD
Tasmania	TA
Tennessee	TN
Texas	TX
Trust Territories	TT
Utah	UT
Vermont	VT
Victoria	VIC
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Western Australia	WU
Wyoming	WY
Yukon Territory	YK
Military APO/AFO—Americas	AA
Military APO/AFO—Europe, Middle East, Canada, Africa	AE
Military APO/AFO—Pacific	AP

Appendix 5- Compass Directions, Address Changes & Person Address Types

Compass directions used to identify the geographic area of a city are always abbreviated.

DIRECTIONS ABBREVIATIONS

Code	Description
E	East
W	West
N	North
S	South
NE	Northeast
SW	Southwest

Appendix 6 - Telephone Types

Code	Description	Address Type	Explanation
AP	Remit To	RM	Maintained by PC.
B1	Billing 1	B1	Maintained by AR. Created if the billing address is different from the BI address. **NOT IN STUDENT PROTOTYPE 02/2006**
B2	Billing 2	B2	Maintained by AR. Created if the billing address is different from the B1 address.
BI	Billing	BI	Maintained by Accounts Receivable (AR). Created if the billing number is different from Permanent.
BU	Business	BU	Maintained by AR, PC, and/or Alumni (AL). The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CA	Campus Location	CA	Maintained by Student, AR, Human Resources (HR), Campus Switchboard, and Residential Life.
CB	Campus Box		**In Student Prototype 02/2006**
CELL	Cellular Phone		Maintained by all offices.
EM	Emergency	EM	Maintained by HR and Student. It is the number of an emergency contact for a person.
FAX	Fax Number		Maintained by all offices.
LO	Local		**In Student Prototype 02/2006**
MA	Mailing	MA	Maintained by HR, Student and/or AL. A local number or temporary number created if different from Permanent.
NK	Next of Kin		**In Student Prototype 02/2006**
P1	Parent 1	P1	Maintained by Student. Parent number created if different from PA. **NOT IN STUDENT PROTOTYPE 02/2006**
P2	Parent 2	P2	Maintained by Student. Parent number created if different from P1. **NOT IN STUDENT PROTOTYPE 02/2006**
PA	Parent – Primary	PA	Maintained by Student and/or AR. Parent number created if different from Permanent.
PAGE	Pager		Maintained by all offices.
PO	Purchase Order	PO	Maintained by PC.
PR	Permanent	PR	Maintained by AR, Student, AL, HR and/or FA. Every non-vendor record should have this number type.
RF	Refund (Temporary)		**In Student Prototype 02/2006**
SERV	Service Phone		Maintained by Procurement and Contracts (PC) and AP. Used to contact vendors for service or product issues.
TF	Temporary Forwarding		**In Student Prototype 02/2006**
TOLF	Toll-Free		**In Student Prototype 02/2006**

Additional telephone numbers not associated with an address type are listed on page 34.

These types are for use for telephone numbers that are not associated with an address type.

Code	Description	Explanation
CELL	Cell Phone/Mobile	
FAX	FAX	
SERV	Customer Service	Used to contact vendors for service or product issues.
PAGE	Pager	
TOLF	Toll-Free	

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Appendix 7-Prefix Abbreviations

Title	Abbreviation		Title	Abbreviation
Adjutant	Adj		Lieutenant Governor	Lt Gov
Adjutant General	Adg		Lieutenant (Junior Grade)	Lt JG
Admiral	Adm		Madam	Mdm
Ambassador	Amb		Mademoiselle	Mlle
Attorney General	Atg		Major	Maj
Brother	Bro		Miss	Miss
Bishop	Bishop		Monsignor	Msg
Captain	Capt		Mister	Mr
Chancellor	Chn		Married	Mrs
Chaplain	Chp		Ms	Ms
Chief Warrant Officer	CWO		Major	Maj
Commander	Cmdr		Major General	Maj Gen
Commandant	Cmdt		Master Sergeant	M Sgt
Colonel	Col		Monsieur	Msr
Corporal	Cpl		President	Prs
Count	Ct		Professor	Prof
Countess	Cts		Rear Admiral	Radm
Dean	Dean		Reverend/Priest	Rev
Doctor	Dr		Second Lieutenant	2nd Lt
Ensign	Ens		Sergeant	Sgt
Estate of	Est		Senator	Sen
Father	Fr		Señor	Sr
First Lieutenant	1st Lt		Señora	Sra
General	Gen		Senior Master Sergeant	SM Sgt
Governor	Gov		The Right Reverent	Rtr
Honorable	Hon		Vice Consul	Vc
Judge	Jud		Vice Admiral	VAdm
Lieutenant	Lt		Vice President	VP
Lieutenant Colonel	Lt Col			
Lieutenant Commander	Lt Cmdr			
Lieutenant General	Lt Gen			

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Appendix 8-Suffix Abbreviations

Description	Abbreviation		Description	Abbreviation
Certified Public Accountant	CPA		Chartered Life Underwriter	CLU
Doctor of Chiropractic	DC		Doctor of Divinity	DD
Doctor of Dental Medicine	DMD		Doctor of Dental Surgery	DDS
Doctor of Education	EdD		Doctor of Laws	LLD
Doctor of Medicine	MD		Doctor of Optometry	OD
Doctor of Osteopathy	DO		Doctor of Philosophy	PhD
Doctor of Veterinary Medicine	DVM		Esquire	Esq
Incorporated	Inc		Junior	Jr
Juris Doctor	JD		Limited	Ltd
Past Commander, Police Constable, Post Commander	PC		Registered Nurse	RN
Registered Nurse Clinician	RNC		Retired	Ret
Senior	Sr		The Second	II
The Third	III		The Fourth	IV
United States Air Force	USAF		United States Air Force Reserve	USAFR
United States Army	USA		United States Army Reserve	USAR
United States Coast Guard	USCG		United States Marine Corps	USMC
United States Marine Corps Reserve	USMCR		United States Navy	USN
United States Navy Reserve	USNR			

Appendix 9 Ethnicity Codes

Not clarified by Student Prototype

Ethnicity codes are used in TBR reporting. Ethnicity must be entered for all employees and students to meet regulatory requirements. Institutions may develop more detailed specifications if desired. For example, category 50 for Hispanics could be broken into these additional categories:

51 Cuban American
52 Mexican American
53 Puerto Rican living in Mainland US
54 Puerto Rican living in Puerto Rico

The TRB required codes are:

Code	Description
00	Not Specified
10	Alaskan Native
20	American Indian
30	Asian or Pacific Islander
40	Black, not of Hispanic Origin
50	Hispanic
60	White, not of Hispanic Origin

Appendix 10 Email Codes

Code	Description
CAMP	Campus assigned email address. Required for TBR.
PERS	Personal Email **Delivered in Student Prototype 02/2006**

Appendix 11 Address Change Source Type

Code	Description	Explanation
EDI	Electronic Data Interchange	Information provided through electronic transfer of data
POST	Post Office Change	Returns from US Postal Service
SELF	Individual Self Reported	Notification from the person
WEB	Self Reported – WEB	Address corrected through the WEB by student
CONV	Conversion	**Recommendation made in Student Prototype to use this code for converted data 02/2006**

Appendix 12 – County Codes

A complete list of FIPS-6 county codes is available at

http://www.itl.nist.gov/fipspubs/co-codes/states.htm

A table showing Tennessee and selected counties from adjacent states is attached.

01071	AL-Jackson
01089	AL-Madison
05035	AR-Crittenden
05093	AR-Mississippi
13047	GA-Catoosa
13083	GA-Dade
13111	GA-Fannin
13213	GA-Murray
13295	GA-Walker
13313	GA-Whitfield
21003	KY-Allen
21047	KY-Christian
21075	KY-Fulton
21083	KY-Graves
21105	KY-Hickman
21141	KY-Logan
21213	KY-Simpson
21219	KY-Todd
21221	KY-Trigg
28033	MS-DeSoto
28093	MS-Marshall
29069	MO-Dunkin
29155	MO-Pemiscot
37115	NC-Madison
37121	NC-Mitchell
37189	NC-Watauga
47001	TN-Anderson
47003	TN-Bedford
47005	TN-Benton
47007	TN-Bledsoe
47009	TN-Blount
47011	TN-Bradley
47013	TN-Campbell
47015	TN-Cannon
47017	TN-Carroll
47019	TN-Carter
47021	TN-Cheatham
47023	TN-Chester
47025	TN-Claiborne
47027	TN-Clay
47029	TN-Cocke
47031	TN-Coffee
47033	TN-Crockett
47035	TN-Cumberland
47037	TN-Davidson
47039	TN-Decatur
47041	TN-DeKalb
47043	TN-Dickson
47045	TN-Dyer
47047	TN-Fayette
47049	TN-Fentress
47051	TN-Franklin

47053	TN-Gibson
47055	TN-Giles
47057	TN-Grainger
47059	TN-Greene
47061	TN-Grundy
47063	TN-Hamblen
47065	TN-Hamilton
47067	TN-Hancock
47069	TN-Hardeman
47071	TN-Hardin
47073	TN-Hawkins
47075	TN-Haywood
47077	TN-Henderson
47079	TN-Henry
47081	TN-Hickman
47083	TN-Houston
47085	TN-Humphreys
47087	TN-Jackson
47089	TN-Jefferson
47091	TN-Johnson
47093	TN-Knox
47095	TN-Lake
47097	TN-Lauderdale
47099	TN-Lawrence
47101	TN-Lewis
47103	TN-Lincoln
47105	TN-Loudon
47107	TN-McMinn
47109	TN-McNairy
47111	TN-Macon
47113	TN-Madison
47115	TN-Marion
47117	TN-Marshall
47119	TN-Maury
47121	TN-Meigs
47123	TN-Monroe
47125	TN-Montgomery
47127	TN-Moore
47129	TN-Morgan
47131	TN-Obion
47133	TN-Overton
47135	TN-Perry
47137	TN-Pickett
47139	TN-Polk
47141	TN-Putnam
47143	TN-Rhea
47145	TN-Roane
47147	TN-Robertson
47149	TN-Rutherford
47151	TN-Scott
47153	TN-Sequatchie
47155	TN-Sevier
47157	TN-Shelby
47159	TN-Smith
47161	TN-Stewart
47163	TN-Sullivan
47165	TN-Sumner
47167	TN-Tipton
47169	TN-Trousdale
47171	TN-Unicoi
47173	TN-Union
47175	TN-Van Buren

47177	TN-Warren
47179	TN-Washington
47181	TN-Wayne
47183	TN-Weakley
47185	TN-White
47187	TN-Williamson
47189	TN-Wilson
51105	VA-Lee
51169	VA-Scott
51191	VA-Washington

Appendix 13 – Marital Status

Code	Description	FA Equiv	EDI Equiv	
D	Divorced	D		**From Student Prototype 02/2006**
M	Married	M		**From Student Prototype 02/2006**
N	Domestic Partner	D		**From Student Prototype 02/2006**
O	Other	O		**From Student Prototype 02/2006**
P	Separated	P		**From Student Prototype 02/2006**
S	Single	S		**From Student Prototype 02/2006**
U	Unknown	U		**From Student Prototype 02/2006**
W	Widowed	W		**From Student Prototype 02/2006**

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