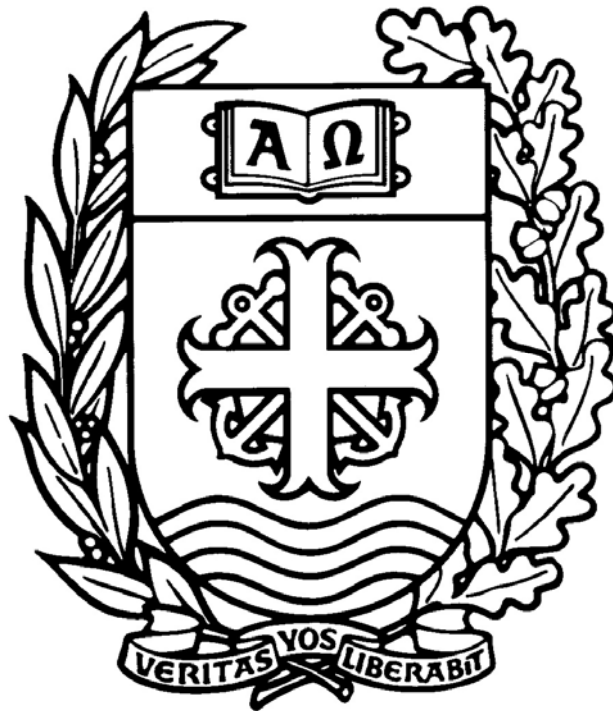

Data Standards for the University of Portland

Version 1.0



Approved by the Chief Information Officer on June 1, 2005
Annual Review Due: June 2006

Data Standards

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EXECUTIVE SUMMARY

The University's adoption of Sungard SCT Banner over a decade ago set the stage for a standards-based technology environment that requires a planned, coordinated, and cooperative approach to the identification and promulgation of data standards. This interdependence is a natural and desirable outcome of adopting a system that truly integrates the various functions of administrative management—an interdependence that requires data standards be followed very closely by all who utilize the Banner system.

To that end, the Information Systems Directorate within the Office of the Chief Information Officer encouraged and facilitated functional users to document University data standards. As a result, the University Data Standards Committee, a sub-committee of the Banner User's Group, labored long and hard to create a living data standards document that will be reviewed and updated on an annual basis. The contributors and collaborators included members from the Registrar's Office, Office of Admissions, Office of Personnel and Administration, Office of Student Accounts, Controller's Office, Office of Alumni, Office of Development, School of Education, Office of Institutional Research, Office of Residence Life and Office of the Chief Information Officer.

The purpose of this document is to record University data standards so as to ensure data integrity, consistency, and completeness. This document directly supports the strategic themes and guiding principles in the Information Technology Strategic Plan for 2004 – 2009, most notably, that information technology should enable administrators, faculty, students, and staff to execute appropriate administrative processes and generate strategic information more directly and more effectively.

Successful collaboration among the functional and technical departments who utilize and support the Banner system is key to obtaining the vision set forth in the Information Technology Strategic Plan—a vision that supports access, standards, and interface on the front end and efficiency, knowledge, and decisions on the back end. It is also worth noting that the data, and the information that the data represents, is one of the most valuable and irreplaceable assets the University of Portland has at its disposal.

//Signed//
Bryon Fessler
Chief Information Officer

► INTRODUCTION

All Banner Systems, Alumni/Development, Finance, Financial Aid, Human Resources, and Students share data. The standards in this manual address the data entry standards for that shared data. A record at the University could belong to more than one system. For example, the record of a person who received an undergraduate degree, who is currently pursuing a graduate degree, and is an employee of the University, would have general person data shared by three different systems: Alumni/Development, Student and Personnel & Administrative Services.

Banner is modular, meaning that there are modules for different functional areas. There is a General module, Alumni-Development module (not in use currently), a Finance module, a Financial Aid module, a Human Resources/Payroll module and a Student module. The General module ties all of the functional modules together. A person's ID number, name, address, etc. would be contained within the General module and would be shared by the other modules.

Banner is a collection of forms with imbedded instructions used to enter, modify, delete, and query data. Banner simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database. It is a relational database, meaning that tables are linked together by an internal identification number and therefore data redundancy is limited. One table might have a student's ID number and the course numbers in which he/she is enrolled. A separate table would have the course numbers in which he/she is enrolled, and the course descriptions. The course numbers would link the two tables together providing a course number in its description. There are over 1,200 tables in the Banner system.

Banner offers the University a tremendous increase in the quantity and quality of information it can maintain as well as increased accessibility of that information, enhanced data security and compatibility across functional areas of responsibility.

➤ DATA ETHICS

Supervision

Distribution of this document will be made to all individuals who currently have access to Banner. The link to this document will be given to new Banner users at the same time login ID's and passwords are issued. This document is currently maintained on the Web. Coordinating the Data Standards training for employees who are granted access to Banner and assuring the policies and standards are followed, will be the department administrator's responsibility. The administrator is also responsible for the controls and processes used by their employees to enter data into the system. Administrators who are made aware of breaches of these standards must respond quickly to correct any such problems.

Banner users are reminded of their legal obligations to data access and disclosure. Users have the obligation to be aware of federal regulations (FERPA), State of Oregon regulations, and University of Portland's policies applicable to data under the jurisdiction of their offices. Certain information is the responsibility of specific or custodial departments. Disclosure of information is restricted to these custodians or their representatives. Contact a custodian or direct representative (for example: the Registrar or a direct representative of the Registrar) prior to disclosure of information.

Training includes, but is not limited to Banner navigation training, training on the specific Banner module that the employee will be using, and a thorough review of this policy. If some formal training event is not available on these subjects, then the administrator must provide the training to the employee by some other means before the employee can start the work of entering data or information into the Banner system.

Individual Responsibilities

It is the responsibility of the individual to take proper care for the quality and accuracy of the data and information that is entered into the Banner system. The individual must study and fully understand these standards and work as a responsible member of the University information and data entry community.

When an employee is made aware of a problem with respect to this policy, the employee must take immediate corrective action to eliminate the problem and to repair or correct problems or inaccuracies created by the individual's actions.

If a problem is detected and identified with an employee's work, the employee's administrator should then be contacted and advised of the problem. The administrator is to then discuss the problem with the employee and define the steps to take to correct the problem and the affected data and information. A deadline for this action is to be given.

If the employee does not correct the problem in a timely and urgent manner, the administrator must provide, in writing, a summary of the problem and the corrective action that has been requested. This letter is to be in the form of a letter of reprimand or censure and a copy is to be placed in the employee's personnel file. If the employee cannot or will not take the appropriate corrective action at this point, the employee must be denied access to the Banner system.

Basic Standards of Work

All data entry should include a follow up check to assure that the data entered is correct and that it complies with these standards.

Name searches to avoid duplicated records are absolutely essential for the entry of any new name or company into the Banner system.

Any uploads into the Banner system must be accompanied by appropriate checks or edits to assure accuracy and compliance with these standards. The administrator of the area doing the upload is responsible for this.

When financial data is entered into Banner, an appropriate control total check should be made to assure the accuracy of the entered financial data.

It must be recognized that many others within the University use data entered into Banner and each employee must be a constructive member of that community.

➤ FERPA

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington DC 20202-4605

(Please see the University Bulletin under Records or the Student Handbook under FERPA for additional information. For more information on FERPA information visit the FERPA website at:

www.ed.gov/offices/Oll/fpco/ferpa

Back to "[Supervision](#)"

Confidential Information

According to the federal Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), most student data is confidential and may not be released to any outside person or organization without the student's written authorization. Some data may be released without prior student consent at the discretion of the institution (usually via the Registrar's Office), and these data items are known as [Directory Information](#).

When a person is marked confidential on **SPAIDEN**, a comment will be created on **SPACMNT** to provide information about the nature of the confidentiality request as well as the department placing the confidentiality indicator on the record. This information is to be changed **ONLY** by the department originating the confidentiality flag. (For resident students, the local address is their PO Box number and residence hall. For commuting students, if no local address is available, the permanent address applies.) A request form to prevent disclosure of directory information is available at the Registrar's Office. Upon receipt of this form by the Registrar's Office, the Confidentiality box will be checked on **SPAIDEN**.

Directory Information

The University has designated the following elements of the education record as Directory Information:

- Name
- Address
- Telephone number
- E-mail address
- Name(s) and address(s) of parent(s)
- Country of citizenship
- Major field of study
- Participation in recognized activities and sports
- Weight and height of members of athletic teams
- Photographs
- Dates of attendance
- Degrees, honors and awards received
- Class-year in school
- Previous educational institutions attended

➤ **DATA SECURITY PROCEDURES**

These security guidelines were developed in conjunction with the Banner team leaders and Campus Coordinators. The goal of setting up a Banner Security structure is to provide maximum reliability of data, reliable audit trails and effective work environments. Any individual who has a Banner account must also have a Network Account.

Every individual must log into the Network server and into Banner with his/her own Network and Banner accounts. There are a few exceptions, which use general accounts but NEVER another employee's account.

The Banner database will be monitored to ensure that individuals are logging into the Network account and Banner with the same user name. If any discrepancy is detected (e.g., the Network log in name is JSMITH, but the Banner log-in name is JGREEN), both accounts will be revoked, and possible termination could result.

Banner passwords will not be issued over the telephone, or via email. Individuals who forget their passwords will have to show picture identification to the Support Center to obtain a new password. If there is any trouble accessing a Banner account, the Local Security Administrator should be notified. Supervisors must notify their Local Security Administrator anytime changes to an employee's position affect the type of Banner access required or when either the individual and /or the University terminates employment.

Requesting a Banner Account

Upon hiring an employee, the Director or Dean will Email the Systems Administrator to set up a new Banner account for the new hire. The Systems Administrator will then set up a Banner account according to job position and the level of access allowed. The Systems Administrator will then email the account number and password back to the Director to give to the new hire. The new hire will then be prompted to set up a personal password. If an employee forgets his password, he should contact the Support Center to have the account reset. The employee will then enter a new password.

Requesting a Network and Email Account

New Hires will be instructed to go to The University of Portland's Support Center located in Buckley Center, room 12 and will fill out the Technology Account Request form with the assistance of the Support Center Administration. The Support Center Administrators will then contact the employee within 24 hours. The employee will return to the Support Center and receive network, email and password information. The employee will be prompted to change the password the first time logging into the network. It also requires that the individual requesting the account signs a policy statement agreeing to abide by the University's account directives.

To see more information on The University of Portland security policies go to the OCIO Website. <http://lewis.up.edu>.

➤ PIDM GUIDELINES

Within the Banner system, it is absolutely critical that each person (or vendor) only has one PIDM (Person Identification Master). The first time a person is entered into the Banner system, Banner automatically generates both a unique identification number (ID) and a unique PIDM for the person. The person's ID is a nine-digit number that appears in the "ID" field on Banner forms that pertain to that person's record. The person's PIDM, however, is stored internally in Banner and is not visible on Banner forms. Each person's assigned PIDM serves as a unique identifier that Banner uses to associate all of the person's records with that person.

Duplicate PIDM

A serious problem occurs when a person has two different PIDMs, and thus two distinct sets of records. When a person has more than one PIDM, it will be impossible to maintain accurate records for that person. Duplicate PIDMs for a person can lead to disastrous situations, e.g., a person has employee records under one PIDM and payroll records under another PIDM, or academic history records under both PIDMs and an incomplete transcript for both PIDMs.

A potential duplicate PIDM is identified if one of the following is true:

- Two persons have the same Name and Birth-date
- Two persons have the same SSN and Name and Birth-date
- Two persons have the same SSN and Birth-date
- Two persons have the same SSN and Name
- Two persons have the same SSN

Employees should strive to prevent the creation of duplicate PIDMs. Duplicate PIDMs could affect how students are reported, affect a student's registration status, or have ramifications for Accounts Receivable or Financial Aid. If an employee creates or discovers a duplicate PIDM, he/she must notify his/her department administrator and the Office of Information Systems by logging the problem on the work calendar immediately. Further changes should not be made until the problem has been resolved.

Avoiding Duplicate PIDM Numbers

Duplicate PIDM's are usually created when proper searching was not followed and a new record was created even though the person is already in Banner.

Before creating a new record for a person, a minimum of FOUR searches must be performed. Search to see if there is a match for the person's:

Name (maiden, phonetic)	Address
SSN	Class year
Date of Birth	UP Archives

If there is no match (i.e., the person does not show up in any of the searches above), then proceed to create a new record for the person.

If there is a match, review the person's data in Banner to verify that the match is correct. Do not create a new record for a person who is already in the system.

Note: When left in the default mode, searches in Banner search forms are case sensitive. To minimize chances of error when searching, be sure to select "No" in the "Case Sensitive Query?" option at the bottom of the forms.

➤ [DATA STANDARDS](#)

[Data Change Policy](#)

The System Identification Form **GUASYST** indicates in which of the Banner modules a person has data and determines which office has authority to make the above data changes.

The **SPAIDEN** form contains personal information that is shared across all of the BANNER modules. Data changes are entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). Written request is required before the Registrar's Office will make a name or address change. Students may make name or address changes on the Web or by Email. No address will be deleted from the system: when an address is updated, the previous address should be inactivated, and an ending date must be entered in the (To) box, and saved. A new address change may then be made.

A user can view/update information for all people when having access (update or view only) to the GUASYST form.

The following data elements on this shared form are:

- Social Security Number (SSN)
- Name
- Address
- Date of Birth
- Gender
- Date of Birth
- Confidentiality Indicator
- Citizenship
- Ethnicity
- Marital Status
- Religion

[Navigating the Banner Forms](#)

For helpful tips on navigating the Banner forms, see: [Navigational Tips](#).

For keyboard navigating see: [Keyboard Commands for Banner](#)

[Wildcard Symbols](#)

A wildcard is a special character that represents one or more other characters. Use wildcard symbols in the search criteria to locate an individual or vendor.

See [Wildcard Examples](#)

[Keyboard Command Alternatives](#)

There are many combinations of keyboard functions that can save you time in navigating forms, windows blocks and fields in Banner.

See [Keyboard Commands for Banner](#)

Name Standards

Every identifier (ID) in Banner has a name associated with it. The name is either the name of the person or the name of a non-person. Names are entered on the General Person form **SPAIDEN**. The name for a person has six (6) separate parts. These are:

- Last Name
- First Name
- Middle Name
- Prefix
- Suffix
- Preferred First Name

Search Procedures-Person/Vendor

The first priority of the data entry person is to verify the person or vendor being put into the system does not already exist there. A thorough search using all search engines is mandatory before generating a new ID number. There are **FOUR** name search procedures which should be performed to avoid creating duplicate records

- Name Search
- Flashlight Search
- Form Search **SOAIDEN**
- Alternate ID Search

Name Search Name

The **FIRST** search (**NAME SEARCH**) is performed by using the last name of a person or vendor.

1. Go to the **SPAIDEN** Form.
2. Tab to blank name field. Type the last name of person (and first name, if known, with a comma between the last name and first name with no space between. If the first name initial is known, type initial with a % sign after it.) Example: T%.
3. Press the ENTER key on keyboard and another window (dark grey) will pop up.
4. In the box on the right of the "Search Results" box a number will appear. This is the number of results that the search provided.
5. In the "Search Results" box click the **down arrow** on the right to see the names and ID numbers that the search produced.
6. If the person being searched for is there, verify that it is the same person (or not) by looking at the address, date of birth, or other identifying information. You can verify the address and other information by clicking the "next block" icon on the toolbar.

Name Search-Flashlight- Person or Vendor

The **SECOND** search (**FLASHLIGHT SEARCH**) is performed by using the flashlight option.

1. Go to the **SPAIDEN** Form.
2. At top of screen, Click BLOCK and then CLEAR to clear field.
3. Click on the FLASHLIGHT icon.
4. This will bring up "OPTION LIST". On this list there are three options to choose from:
 - Person Search – takes the user to the **SOAIDEN** Form (Person Search) - All or part of a last name, first name, or middle name may be used to query. If a partial name is all that is known, a percent sign (%) will be the wildcard character to assist in the search. Ex: If the first four letters of the last name are known, ie. Smit, enter Smit% into the last name field and hit F8 to run the query. This will pull up all names starting with Smit, such as Smith, Smithfield, Smith-Jones, etc.
 - Non Person Search – brings up the **SOACOMP** form (Non Person Search) – Enter all or part of non person name, using "%" if needed. Ex: Collin% would be entered to find Collins & Aikman Corporation. Press F8 to execute query.
 - Alternate ID Search – Type in GUIALTI to bring up the (SSN/SIN Alternate ID Search form). Information may be entered in one or more fields to perform this search. For example, if only the Social Security number is known, enter it into the SSN field and press F8 to execute query. If the person is in Banner, the information will appear.

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Name Search-Form

The **THIRD** search (**FORM SEARCH**) is performed by going to the **SOAIDNS** Form or **FOAIDEN** (Finance) You may search on all or part of an ID number, last name, first name, or middle name. Use the percent sign (%) as a wildcard character to allow for partial information to be used in the search.

1. Go to the **SOAIDEN** form.
2. Enter the ID number and press F8 to execute query. This will bring up the person with this ID number or tab to the Last Name field, and enter the last name. Press F8 to execute query.
3. Continue the same procedure in the First Name field or Middle Initial field.

Name Search-Alternate ID- Person/ Vendor

The **FOURTH** search (**ALTERNATE ID SEARCH**) is performed by going to the **GUIALTI** form. The user may search on any of the fields, including date of birth, entity, or change indicator. The (%) is used as the wildcard also.

1. Go to the **GUIALTI** form.
2. Type information in any of the fields. Press F8 to execute query.

Adding a Person Identification Number

Before adding a person, make sure all the following information is provided:

- Full legal name (last, first, and middle name).
- US Social Security Number and/or Date of Birth (the SSN is required for employees, Financial Aid students and Financial Aid applicants).
- If a SSN is not provided, then a date of birth is required.
- PR Address.

After the search is completed and the person in question is not in the database, a generated ID will be created. To generate new ID:

1. Go to the **SPAIDEN** form.
2. To generate an ID for a person, click on the Generate ID button at the top of the screen and the ID field will say GENERATED.
3. Control- Page Down (Next Block) to the Current Identification block.
4. Enter the last name, first name, and middle name, prefix (if available) and suffix (if needed and available).
5. After the name information has been entered, save the form and it will create the ID and insert it into the two ID fields. Press "Next Block" to go to alternate identification, fill in appropriate information and save. Press Next Block again and fill in address information. Save.

Adding a Vendor Identification Number

ONLY USERS WITH SPECIAL ACCESS ARE PERMITTED TO ADD VENDOR ID'S.

Vendor ID numbers also consists of 9 digits, except that they are not GENERATED like the PERSON ID numbers. They are created manually by Banner users who have access to perform this task. They are created using the first three letters of the company's name, followed by ZZZ and then 001. If the numeric part (001) of the number is already used, the Banner system will give a prompt to try 002, or 003 etc. until there is an available number that can be used.

Example: Freightliner: FRIZZZ001 or 002 if 001 is being used.

The minimum Information needed for adding a Vendor:

- Name
- Business address

If the Company has TWO names, such as Red Lion, the first three letters of the name would be used (RED), the first three of the second name (LIO) the ZZZ is omitted, and 001 would be the final three digits. Again, the system will alert the user if 001 is not available, and to try 002, 003, etc.

Example: Red Lion: REDLIO001 or REDLIO002 if 001 is being used.

Only individuals necessary for the use of the Grants Module will be inputted as "Persons" by the Office of Financial Affairs.

Person and Vendor Name Punctuation Tips

- Commas, periods, and the # sign are NEVER used in any name field.
- Use the same spacing and capitalization as the legal name.
- Hyphens and spaces may be used to separate multiple-part names, (e.g. Smith-Jones or Van Der Veen) However, if there are two last names (unhyphenated i.e., Monica Lou Creton, Quinton Lou Creton would be input as the Middle name and Quinton would be input as the Last name.
- Apostrophes may be used in such names as O'Leary, O'Connor, etc.
- Do NOT use titles, prefixes, and suffixes in the First, Middle or Last Name field.
Examples: Dr, Mr, Mrs, III, Jr.
- Former and Current Names: When a new person is being entered, and the new person has a previous name which is deemed necessary to be registered, enter the former name **FIRST** and then immediately correct it.
- A person's name is entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). All name information is typed in (upper/lower) case format.

Person: Last Name

If the person has only one name, put an asterisk (*) in the First Name field and place the name in the Last Name field.

Example: Madonna

First Name: *

Last Name: Madonna

Always omit spaces between syllables (i.e., Mc, Mac, La, etc. and the main portion of the name.

However, if the portion of the name is an abbreviation rather than a syllable (i.e., Saint = St), a space is maintained between the name elements (i.e., John R St Pierre).

NOTE: Individuals may request that their name be entered in a format other than outlined above.

Person: First Name

In those cases where the person's legal name has a single character designated as a first name and followed by a middle name, place the single character in the FIRST name field, the middle name in the MIDDLE Name field and LAST name in the LAST name field.

Example: R Maureen Jones.

- R is entered into the FIRST Name field.
- Maureen is entered into the Middle Name field.
- Jones is entered into the LAST Name field.

Single Character First Name

This should be entered without a period. In those cases where a single character is designated as first name, place the single character in the name field.

Preferred First Name

The preferred first name should be entered in the preferred name field, i.e. S Paul Smith would like his 'preferred name to be Paul". S would be entered into the first name field, and Paul would be entered into the preferred name field.

Person: Middle Name

- Enter middle name or middle initial in the Middle name Field.
- If there is no middle name, leave the Middle Name field BLANK.

Hyphenated Names

See [Hyphenated Name Examples](#) in the Data Dictionary.

Address Standards

Addresses are entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). No address will be deleted from the system. When an address is updated, the previous address should be inactivated, and a close (To) date entered for the address being replaced. When possible, attempt to get a phone number change along with the address change. Banner users with the proper security access will be able to modify the Person/Vendor Address fields. (All current students and employees must have an active address. Persons may also provide the University with additional address types but all persons must have a permanent residence (PR) address. The PR address is used to establish residency.

Address Custodianship

To ensure that a person's data is updated in a timely manner, it is crucial that data change forms get forwarded to the appropriate office or office' as soon as possible.

Original Input (Student)	Office of Admissions
Vendor Information	Controllers Office
Current Faculty and Staff	Office of Personnel and Administrative Services
Campus Address (Student)	Office of Residence Life
Student Billing Address	Office of Student Accounts and Loans
Past Students	Office of Alumni
Friend, Non-Solicit Friend	Office of Development
Student Permanent and Local	Registrar's Office

Street Address and PO Box Guidelines

The BANNER address format allows three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address under the PR address and the PO Box under the mailing address (MA). The PR address is the default mailing address, unless a PO Box address exists. Use only the first two lines. Exception: Foreign addresses will often use all available lines. To save space, use abbreviations whenever possible in addresses. When abbreviating the street designators, use U.S. Postal Service abbreviations. To see the correct codes to use when changing various addresses, such as Campus, Permanent, etc, see [Address Type Codes –Person](#)

NOTE: There are times when the zip code for the street address is different from the zip code for the PO Box. If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address on line one. Do not enter data on to line two until data has been entered on to line one. If there is insufficient space in the field to place the secondary unit address on the same line as the street address, enter the secondary unit address on line two of the address field. See: [Secondary Unit Address Codes](#)

Example:

Roger Brown
55 Sylvan Blvd Rm 18
Portland OR 97232

If the address has "In care of", place individual's name on line one, place C/O Roger Brown on line two, and the street address to line three.

Example:

Ms Rose White
C/O Roger Brown
55 Sylvan Blvd Rm 18
Portland OR 97232

See [Address Format Examples](#)

If it is a business address, place the individual's name on line one, name of the company on line two, street address on line three, and city, state, zip on line four.

Example:

Brown and Associates
Roger Brown
55 Sylvan Blvd Rm 18
Portland OR 97232

See: [State/Province Abbreviation Codes](#)

[Address Punctuation Tips](#)

- The # sign is NEVER used. Use Apt or Rm for apartment or room number. Although the Post Office prefers this sign, Oracle does not. Use No in place of this sign.
- Commas, periods, apostrophes, and the % sign are NEVER used in the street address fields.
- Use proper spacing and capitalization. Addresses are upper/lower case.
- Hyphens and slashes may be used when needed for clarity or designated fractions in street addresses.

Example: 101 ½ Main St or 289-01 Montgomery Ave

Punctuation is seldom used in address fields.

Use "C/O" instead of "In Care of" (% should NEVER be used).

Use the symbol "&" rather than spelling out "and."

[Entering New STREET Address](#)

- Change the "TO" date on the existing address of same type to the current date.
- Click inactive.
- Save changes.
- Record Insert or press the down arrow to access a blank record.
- Enter the new address. See below on entering address standards.
- Do not enter a phone number on this form.
- Save changes.

[Entering New CAMPUS Address](#)

Line one: Department Name

Line two: Number and Building Name

Line three: Title

Line four: "Campus:

State and Zip Code are left Blank.

Country code must be entered.

* On the **SPAIDEN** form "arrow down" 3 times to get to "CAMPUS" address.

[Department Name Standards](#)

Go to [Standardized Department Names](#) to see the University of Portland's standards on department naming. When entered into Banner, however, the "Office of" and "Dept of" are omitted. "School of," and "College of", will remain.

[Vendor Address Changes](#)

Use the **SOACOMP** form in Banner to make Vendor address changes. For appropriate coding, go to: [Vendor Address Type Codes](#)

[Zip Codes](#)

Zip codes MUST be entered for all US and Canadian addresses.

US - When the entire nine-digit ZIP code is available for a US address, a hyphen must be entered between the 5th and 6th digits. Do not enter spaces.

CANADA - Enter all 6 digit zip code omitting spaces.

Example:

US
97203-5798

CANADA
V2A4P9

US Military Addresses

See [Address Examples US and Foreign](#)

Enter the APO or AFO code into the CITY field.

Enter the state code (i.e., MI, WI) into the State field.

APO (AA, AE, AP) Nine-digit Zip code-09815-55859

FPO (AA, AE, AP) Nine-digit Zip code-09508-88421

AE for mail going to EUROPE, the MIDDLE EAST, AFRICA, and CANADA (090 thru 098)

AP for mail destined to the Pacific (962 thru 966)

AA for units in the AMERICAS other than CANADA (340)

For Air Force - Enter Name of city into the City Field followed by AFB (All CAPS)

Note: In most cases when the zip code is used to retrieve city, state and county information, the AFB info will be displayed

Foreign Military Addresses

See [Address Examples US and Foreign](#)

Enter the APO or AFO code into the CITY field.

In the STATE field enter:

AE = Europe Middle East, Africa, Canada (ZIP=09nnn)

AP = Pacific (ZIP=96nnn)

AA = The Americas (excluding Canada) (ZIP=34nnn)

Foreign Addresses

Foreign addresses are to be entered as closely as possible in the format provided. In some cases the person entering the data will need to impose some formatting in order to accommodate the address.

Other foreign addresses will enter the city name followed by postal code (if any) in the city field. See

[Address Examples US and Foreign](#)

Example:

Creek House, Fishery Road	street line 1
Bray Street	line 2
Berkshire SL6 1UN	city and postal code in city field
UK	nation code for United Kingdom

4 Parhtasarathy Nagar 8 Street	street line 1
Madras	city
IN	nation code for India

706 Moostrasse	street line 1
Salzburg A 5020	city and postal code in city field
AU	nation code for Austria

Do not use the street line 3 area if at all possible.

Canadian Addresses

Canadian addresses must include the City in the City Field and the Province in the State Field. Enter the postal code in the first four positions of the Zip Code field. Punctuation is NEVER used in the CITY field. Canadian Provinces and Territories are entered into the STATE field, Enter CA (Canada) in the Nation Field. The zip code is 6 digits with no spaces.

State Code **MUST** be entered for all US and Canadian Addresses.

See [Address Examples US and Foreign](#)

See also: [State/Province Abbreviation Codes](#)

Example:

1234 Montage Drive	street line 1
Apt C	street line 2
Mississauga	city
ON	state code for Ontario
L6K1B3	postal code in zip code field
CANADA	Nation Field

Email Standards

E-mail addresses are maintained in **SPAIDEN** (all modules). E-mail types describe the type of e-mail addresses entered. See the [Email Type Codes](#) in the "Banner Dictionary". The UP e-mail type can only be designated to a person's UP assigned e-mail (user@up.edu). However, a person can have several other e-mail addresses labeled as non UP e-mail type. (Listed below) Students, faculty and staff are eligible to receive internet access, e-mail services, and UNIX system access. Use of these privileges requires establishing an account with the Technology Services. Registered students automatically receive Individual Computer Accounts, which include a University specific e-mail address. This University specific e-mail (up.edu) is used for sending student related materials to the student only. Personal e-mails will not be used for this for the benefit of the student's security. If information is to be sent via e-mail other than UP e-mail, then encrypting should be used.

Telephone Standards

Telephone numbers are entered in **SPAIDEN** (Student/FA modules), **PPATELE** (HR module) or **FOAIDEN** (Finance module). The [Telephone Type Codes](#) validation table lists the types of telephone numbers to use in Banner. There should be only one primary telephone number. The primary number is the only number that can be updated via the web. For example, a person may have multiple Residence Telephone numbers, but only one primary PR Telephone number. Telephone records can exist that are not associated with any address. See [Telephone Hierarchy](#) for more information. If you need to make a former telephone number the active primary telephone number, remember to add the number as new number, so that the active telephone number has the highest sequence number. However, please do not remove any old telephone numbers. Banner can store up to 99 former telephone numbers. The telephone number is entered in a three-field format: **area code, exchange and number**.

Telephone Area codes

The three-digit area code must be entered for all phone numbers.
Example: **503** 761 8888

Telephone Number Changes

Bring up **SPAIDEN** and update the phone number associated with the previous address. Save changes. To save CURRENT telephone numbers, type over the phone number, and save.

Telephone Exchange and Number

Enter the three digit exchange number and four digit number without inserting a hyphen.
Example: 503-691-7300 is entered as: 503 6917300.

Telephone Extension

If an **extension** number is provided, enter only the digits of the extension. Otherwise leave this box blank. Do NOT enter EXT or X into the extension field. Use the unlisted checkbox to indicate a phone number is unlisted. This allows unlisted numbers to be omitted when producing reports.

Telephone Numbers-International

Enter phone number sequences into the International area as provided by person. Omit dashes, hyphens, and parentheses. Ex: 813759311 would be entered for a telephone number in Japan consisting of 81 for the country code, and 03 for the city code and 7599311 for the phone number.
Examples:

44 1713710173
82 27669704
44 0765620203
59 82962929

Citizen Code Information

A person's Citizen Type Code information is entered in the **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). Whether this field is used for Payroll/HR since the Financial Aid module has an additional citizenship field, is yet to be determined. This additional field is used for receiving the citizenship information provided by the federal government. Additional follow up is needed to determine if this information affects Payroll.

Cohort Coding Standards

The Banner system has a procedure to follow groups of students through their time at The University of Portland, ie: First time freshman, in the School of Education. To see information on this feature see the STVCHRT form.

Currency Standards

Commas and the \$ sign are NOT used in currency fields.

Example:

Enter 1296 for \$1,296

Date of Birth Standards

A Date of Birth is required if:

- The SSN is not provided to the University.
- The person is an employee.
- The person wishes to use the Banner Web modules where the user's initial PIN is the date of birth.

If a person's date of birth is not known, leave the Date of Birth field on the General Person **SPAIDEN** form blank. Do NOT use a fake birth date or all zeros for date of birth.

If change does not affect the year of birth, no documentation is required (.ie typographic error, transposed digits). If update requires year of birth to be modified, the person must provide documentation prior to change. Acceptable documentation includes passport, birth certificate or driver's license.

Date Standards

All dates **MUST** be entered in the format of dd-mm-yyyy, or using the Banner Shortcut provided. Hyphens must be used between Day-Month and Month-Year. Do NOT use slashes.

Examples:

January 17 1993 becomes 17-JAN-1993

November 1 1992 becomes 01-NOV-1992

The month abbreviations are three characters, all uppercase, as follows:

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Deceased Information

Deceased information should flow from the point of origin starting with The Office of Student Services and on to Office of Personnel & Administrative Services. When a person is deceased, the information is indicated on the **SPAIDEN** (Student Module), **PPAIDEN** (HR Module) or **FOAIDEN** (Finance Module). The deceased indicator or date of death information is updated when proof of death is provided, (death certificate, or obituary); The Alumni and Development office update deceased information from obituaries, or information from family, friend etc. Office of Personnel & Administrative Services and Registrar's Office require a copy of the death certificate for staff and students, respectively. When a person is deceased, the information is indicated on **SPAIDEN**.

Approved by the Chief Information Officer on June 1, 2005
Annual Review Due: June 2006

Emergency Information

In case of emergency, see the **SPAIDEN** form for family or other designated persons listed as contacts.

Employment Information

To see an individual's Employment information see the **APAEHIS** Business Employment form in Banner.

Frozen Data

Registration information is extracted from the database two weeks after the first day of classes each semester. This data is the official census data for the University.

FTE, Full Time Equivalent

A calculation which adjusts all the full time and part time student enrollment into a single number which would be how many students are attending if they all were carrying a full time load. There are many different methods for calculating FTE. The preferred method at UP for undergraduates is total credit hours produced by student enrollment in courses divided by 15. The calculation for graduate students would be total credit hours produced by student enrollment in courses divided by nine.

Legacy Standards

A Legacy Code identifies a relative or friend with whom the College had or has a relationship. For example, if your mother is an alumnus of the College, your legacy would be mother. This can be added on the **SPAIDEN** Form. See: [Legacy Type Codes](#)

Marital Status

A person's marital status is entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). Marital status codes are maintained in **STVMRTL** (all modules). A marital status change will be done only after the data entry person has determined under which systems this person has information using the **GUASYST** form. If the person in question has the employee box checked on the **GUASYST** form, the data entry person will contact the person and explain that the appropriate documentation required by HR/Payroll must be presented in order to make the marital status change. See: [Marital Status Type Codes](#)

Prefix Standards

Prefixes will not be used for students. Normally, prefixes will not be used for employees.

See: [Prefix Codes](#)

See also: [Prefixes – Combined Mailing Name \(Only\)](#)

Relationship Standards

Relation codes are maintained in **STVRELT** (Student/HR modules). Relation codes are used for emergency contact information and are entered in **SPAIDEN** (Student module) or **PPAIDEN** (HR module). See: [Relation Type Codes](#)

Social Security Number Standards

Social security numbers are entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module).

If the information is unavailable, leave blank. Do NOT enter 000000000 or 999999999 or any other type of "holder" number. Example: 544905332

NOTE: The Social Security Number is not to be confused with or used as an individual's Banner ID. A generated ID must be assigned by the system in the "ID" field while only the social security number is entered in the SSN field.

Employees and Office of Financial Aid applicants or students are required to provide their SSN to the University. Other students are not required to provide their SSN until they become an actual student. The SSN is needed for federal and state reporting, therefore, it must be correct.

A SSN may need to be corrected if the SSN or Entity Tax ID was mistyped, or if the person provided incorrect information to the college. If the user is allowed to change the SSN:

(See [Data Change Policy](#) in the Data Standards section), verification of the authenticity of the new SSN or Entity Tax ID number is required.

Suffix Standards

Normally, suffixes will not be used unless the suffix is a required part of a person's legal name (i.e., Jr II, III). If a suffix is required, use the guidelines below.

See: [Suffix Type Codes](#)

Time Standards

Use the 24-hour clock. For afternoon hours, add 12 to the time.

Examples:

For 2:00 PM, enter 1400 For 5:00 enter 1700

Veteran File Numbers

NOTE: This code is used by Office of Financial Aid for Veteran's Enrollment Certification. This information will not be collected or maintained for the Office of Personnel & Administrative Services.

➤ [DATA DICTIONARY](#)

<u>Academic Standing</u>	
Found on SHAINST Form	
0	Good Standing
D	Academic Dismissal
H	Academic Honors
L	Beans List
1-P4	Probation 1-4

<u>Address Examples US And Foreign</u>	
<u>Back to US Military Addresses</u>	
Sean O O'Leary c/o Mary Smith 123 SE Fir St Portland OR 97221 503-225-5585	Phankuatangka Thanaklangda 345-234 Bandemung Road Boonload Phenjuklarka 237 224-9765 2 Pahrimsa Bangkok 783-V2 THAILAND
Janice Kelly Mac Fadden 1643 Apt B Chestnut Ave The Dalles OR 97231-1324	Lawrence L Leverman 7922 229 th RR 6 Langley BC V3A4P9 CANADA

<p>Dr Susan Marie Cooper-Smith c/o Larry's Paper and Box Co 2989 SW Oak St Vancouver WA 98123 360-981-6532 X34</p>	<p>Capt Alice St John HHB 6th Battalion 43rd-Box 72 Air Defense Artillery CMR 417 APO 09602-8802</p>
<p>Wa Li Li PO Box 456 745 Maple Ct Corvallis, OR 97321 503-362-3334</p>	<p>John Jacob Smith II 289-01 Montgomery Ave Apt 7 PO Box 5445 St Augustine Beach, FL 34377</p>
<p>Rosetta Cantura R Del La Rosa Lewis and Clark College 01946 SW Palatine Hill Rd Evergreen Dorm Portland OR 97219 503-721-9999 503-721-10000</p> <p>Ms Carol Ann Gardner RR 4 Box 237 Canby OR 97334</p> <p>Alice VanFrogulemen HHB 6th Battalion 43rd Box 72 Air Defense Artillery CMR 417 APO AE 09602-8802</p>	<p>S Steve Lai 121-1 Floor No 54 Fu Hsing N Rd Taipei 10440 TAIWAN</p> <p>Mr Chuck K Dalvert PSC 91 Box 32144 APO AP International 96230 JAPAN</p> <p>Mr Chen Yap Tsu Nuygen 1-16-24 Minami-gyotoku Ichikawa-shi Chiba 272-0138 JAPAN</p> <p>Sgt. Robert Brown 5 202A 2nd St Elmendorf AFB AK 99506-1207</p>

Address Format Examples

Traditional Format	Data Input Format
Larry R. Adams 123 East Fir Street, Apartment # 6 Portland, OR 97212	Larry R Adams 123 E Fir St Apt 6 Portland OR 97212
Betty Lou O'Malley The Acme Box and Paper Co. 145 SW 5 th , 17 th Floor Portland, OR 97204-2113	Betty Lou O'Malley Acme Box & Paper Co 145 SW 5 th 17 th Floor Portland OR 97204-2113
S. William Mac Bride 245-H SW Elm Drive Portland, OR 97201	S William MacBride 245 SW Elm Dr H Portland OR 97201
Alicia Roderiquez-Hernandez Rural Route 12. Box 42 Astoria, OR 97233	Alicia Roderiquez-Hernandez RR 12 Box 42 Astoria OR 97233
Aiko Ohshima 279 Fir Street Gresham, OR 97030	Aiko Ohshima 279 Fir St Gresham OR 97030
M. Iwao Kanamori 3-20-18 Kita, Tomio Nara, City, 631 Japan Japan	M Iwao Kanamori 3 20 18 Kita Tomio Nara City 631 JAPAN
J. James Lai 12-1 Floor, #62 Fu Hsing N. Rd. Taipei, 10440 Taiwan Taiwan	James Lai 12 1 Fl 62 Fu Hsing N Rd Taipei 10440 TAIWAN
Lawrence J. Leverman 7977 229 th , Rural Route 6 Langley, BC V3A4P9 Canada	Lawrence J Leverman 7977 229 th RR 6 Langley BC V2A4P9 CANADA
Alice Van Frogulemen HHB, 6 th Battalion 43 rd -Box #72 Air Defense Artillery "CMR 417" APO 09602-8802	Alice VanFrogulemen HHB 6 th Battalion 43 rd Box 72 Air Defense Artillery CMR 417 APO AE 09602-8802

<u>Address Source Type Codes</u>		
found on the APAIDEN and STVASRC form		
back to " Address Standards "		
CODE	DESCRIPTION	EXPLANATION
OTH	ost and Undeliverable	ost and Undeliverable
CALL	hone Call	nformation exchange by telephone
CONV	onversion Process	omputerized changes
EDI	lectronic	lectronic Data Exchange
EMAIL	mail Notification	nfo given via Email
FAX	ax Information	nformation given by Fax
FR	y Relative	nformation given by relative
WN	ndividual Written Notice	otification in writing
OST	address is Lost	address is lost or incorrect
HON	hone-a-thon	gathered through phone-a-thon process
POST	ost Office Change	eturns from US Postal Service
REGS	egistrar	nfo given by Registrar
RESL	esidence Life	oad from Residence Life
STFF	taff/Faculty	nformation from Staff/Faculty
TAPE	ape Load	Magnetic Tape Load
UNDL	address is Undeliverable	Only coded by Computer Services
VEND	endor Notice	nformation given by Vendor
WEB	World Wide Web	nformation given from the Internet

Address Hierarchy

Back to "Address Standards"	
Student Accounts: While school is in session	I, CA, PR, MA, LO, P1, P2
On Break	I, PR, MA, LO, P1, P2, CA
Summer Invoices –Students not in class	I, MA, PR, LO, BU, CA
Summer Invoices – Students in class	I, CA, MA, PR, LO, BU
Controller	R, BU, LO, CA, MA
Business	U, RE, LO, MA
Admissions	IA, PR, P1, P2
Registrar	IA, PR, LO, CA, BU
Residence Life	CA, MA, PR
Office of the CIO	CA, LO, MA, PR, BU, P1
Graduate School	R, MA
Engineering	R, BU
OBA	CA, LO, MA, PR, BU
Financial Aid	R

<u>Address Type Codes – Person</u>	
found on the APAIDEN and STVATYP Form	
anner permits multiple addresses to be entered for a person or vendor. The use of each address type must be strictly defined so that conflicts do not arise among the various functional areas (Admissions, Financial Aid, AR/AP, Human Resources, Payroll, Purchasing, etc.) Because all areas share name and address data, procedures must be followed to ensure areas make address changes only under certain conditions based upon the classification of the person or vendor. See Street Address and PO Box Guidelines	
ack to Business Employment Information	
L	lumni Home Address
B	lumni Business Address
D	lumni Development Address
I	illing Address
U	usiness Address/ For Vendors, this address is maintained solely by Purchasing Accounting and Payroll
A	ampus Address
U	ddress of a custodian of an individual
E	lectronic mailing address
M	mergency Contact
A	inancial Aid
N	nactive Address
O	ocal /Campus address
MA	mailing address if different from permanent
1	arents of student
2	econd parent address of student
R	rimary address of individual
E	emittance
A	verseas address or phone number of students studying abroad
B	orporate Subsidiary – Other companies owned by corporation
X	eserved for TGRFEED use only
Z	onversion

<u>Address Type Codes – Vendor</u>		
found on the AOAORGN Form		
back to: " Vendor Address Changes "		
CODE	DESCRIPTION	EXPLANATION
U	business	primary organizational address/phone
E	electronic mail	internet address/phone

<u>Application Status</u>	
found on the STVAPST Form	
C	complete ready for review
D	decision made
I	complete items outstanding

<u>Banner Form Names</u>	
Banner form names are 7 characters long. The first and second letter of the form name will differ depending on the level of access. For instance, Payroll will type in "P" in the beginning of the form name; PPAIDEN , or Alum/Dev would use " APAIDEN " or for student information which would be used by Financial Aid, Admissions etc the SPAIDEN would be used.	
Accounts Receivable	
Account Detail Form	TFADETL
Foreign Currency Detail Form	TFADETF
Foreign Currency Detail Form - Student	TSADETF
Student Account Detail Form	TSADETL
Advancement	
Activities/Awards/ Athletic Teams	APAACTY
Addresses-Campus and Street	APCADDR/APAIDEN
Child Name, Gender, Date of Birth	APACHLD/APAXREF
Combined Giving (couples, company & individual)	APACOMP
Comprehensive Query Form (Super-Bio)	APASBIO
Constituent Search Form	AOAIDEN
Cross References (spouse, employer, relatives) APAXREF	APAXREF
Designation Form/Totals (Cumulative)	ADADESG
Designation Totals Fiscal Year	ADASUMM
Designation Totals Within a Campaign	AGCDESG
Donor Categories	APACONS
Donor Category Refined	APASPUR/APAACTY
Employment Data (Current/Historical)	APAEHIS
Employees who work for an Organization	APAXREF
Gifts by Destination (F2) to execute	APACOMP
Gift Form/Gift List Form	AGAGIFT
Gift Society List (by constituent)	APACLUB
Gift Society Rules Form	APADCRL
Gifts/Pledges for Designation/Campaign	ADAGIFT
Identification Form/Date of Birth/Death/Legacy/Email/Phone	APAIDEN
Individual Summary Form	APASBIO
Job Titles- Status, Matching Gift Co for constituent	APAEHIS
Mail/Correspondence/Salutations/Exclusion Code Form	APAMAIL
Matching Gift Generated by Constituent	AGAMGIF
Matching Gift Information Form	AOAMTCH
Matching Gifts Paid by an Employer	AGAMATP
Matching Gift Percentage and Restrictions	AOAORGN
Names- Alternate/Birth,Maiden/Nickname	APANAME/SPAIDEN
Paid Matching Gifts by Employer	AGAMATP
Organization Search Form	AOACOMP
Organization Header Form	AOAORGN

Parent Name	APAXREF
Pledge List Form	AGCPLDG
Pledge Pmts and Outstanding Balance	AGAPPAY
Pledge Pmt Plan (installments)	AGAPINS
Pledges to Campaign	AFAPLDG
Preferred Address/Date of Marriage/Spouse Info	APAIDEN/APACONS
Prospect Information Form	AMAINFO
YTD Totals by Designation/Campaign	ADASUMM
Finance Validation Form	
Account Code Validation	FTVACCT
Agency Code Maintenance Form	FTMAGCY
Customer Maintenance Form	FTMCUST
Financial Manager Maintenance Form	FTMFMGR
Fund Code Validation	FTVFUND
General and Telephone Form	FOAIDEN
Person/Non Person Identification Form	FOAIDEN
Program Code Validation	FTVPROG
Proposal Maintenance Form	FRAPROP
Purchase Order Form	FPAPURR
Organization Code Validation	FTVORG
Requisition Form	FPAREQN
Vendor Maintenance form	FTMVEND
Financial Aid	
Applicant Budget Form	RBAABUD
Applicant Requirements	RRAAREQ
Applicant Status Form	ROASTAT
Award maintenance Form	RPAAWRD
Fund Management Form	RFRMGMT
Institution Financial Aid Options Form	RAOINST
Need Analysis Form	RNANAx
Package Maintenance Form	RPAAPMT
Student Loan Data Form	RNASLxx
General Data	
Common Matching Entry Form	GOAMTCH
Common Matching Rules Form	GORCMRL
Create / Modify Personal Menu	GUAPMNU
General User Preference Maintenance Form	GUAUPRF
International Information Form	GOAINTL
Password Change form	GUAPSWD
SEVIS Information Form	GOASEVS
SEVIS Transmittal History Form	GOASEVR
Summary info for person/non person ID	GUASYST
Survey Definitions Form	GUASRVY
Survey Summary Query Form	GUISRVS

Human Resources	
Adjustment Processing Form	PHAADJT
Applicant Entry by Requisition/Position Form	PAAAPOS
Applicant Information Form	PAAAPPL
Electronic Approval Summary Form	NOAAPSM
Electronic Personnel Action Form	NOAEPAF
Employee Benefit or Deduction Form	PDADEDN
Employee Form	PEAEMPL
Employee Job Form	NBAJOBS
Employee Relations Grievance Form	PEAGREV
General Information Form	PPAGENL
Health and Safety Incident Form	PEAHSIN
Identification Form	PPAIDEN
Position Budget Form	NBAPBUD
Search	
Alternative ID Search	GUIALTI
Name Search	SPAIDEN
Non Person Search Form	SOACOMP
Person Search	SOAIDEN
Person Search Detail	SOAIDNS
Student Information	
Admissions Application Form	SAAADMS
Admissions Decision And Rating Batch Entry Form	SAADCBT
Admissions Decision Form	SAADCRV
Application Status	STVAPST
Campus Codes	STVCAMP
Course Detail Information	SCAETL
Curriculum Rules Form	SOACURR
Building Codes	STVBLDG
Degrees (CP,UP, Honorary, Graduate) Majors/Minors	APAADEG
Degrees/Awards /Application Date	SHADEGR
Electronic Applicant Web Default Rules Form	SAAWADF
Electronic Application Process Form	SAAEAPS
Ethnicity	STVETCT
General Person Identification Form	SPAIDEN
General Student Information (Active/Inactive)	SGASTDN
High School Information Form	SOAHSCH
Parents of Students	SOAFOLK
Preferred Class Year/Top of most Forms	APACONS
Prior College Form	SOAPCOL
Quick Entry Form	SAAQUIK
Quick Recruit Form	SRAQUIK
Recruit Prospect Information Form	SPARECR
Student Course Registration Form	SFAREGS
Student Courses (Historical)	SHACRSE

Building and Location Codes

found on the **STVBLDG** Form

These codes are used to designate the Colleges' buildings. Discussion and coordination between the Registrar's Office and the Facilities Management and Planning Office need to take place before any changes are made. The Registrar's office will modify all building codes in the Student module on form **STVBLDG**. The Human Resource and the Finance modules use the same location code validation form and the Facilities Management and Planning Office must approve all building code changes on the **FTVLOCN** form.

CODE	DESCRIPTION
BBOTS	Abbotsford BC
STORI	Storia OR
UCKLA	Auckland New Zealand
BARCEL	Barcelona Spain
BUCK	Buckley Center
BEAVER	Beaverton OR
BELLIN	Bellingham WA
BERLIN	Berlin Germany
BLACK	Blackhouse(Grounds Storage)
BLUFH	Bluff House (Radio, Photolab)
BREMERTON	Bremerton WA
BUENOS	Buenos Aires Argentina
CALGAR	Calgary AB
CARSON	Carson WA
CHILES	Chiles Center Boiler Room
CHAP	Chapel
CHEHAL	Chehalis WA
CHEM	Chemistry Annex
CHILES	Chiles Center
CLEELU	Cle Elum/Roslyn WA
COLUM	Columbia Hall
COMMON	Commons Dining Room
CORADO	Corrado Hall
CRISTI	Christie Hall
DALLES	The Dalles OR

DUBLIN	Dublin Ireland
EAPORT	East Portland OR
EASTCO	East County (Gresham) OR
EDMONT	Edmonton AB
ELMA	Elma WA
ENGR	Engineering Building
EARLEY	Earley Baseball Field
ERANZ	Erantz Hall
EREIBU	Erreibern Germany
EREMAN	Erremantle Australia
ETMAC	Et MacMurray AB
GREENHOUSE BOIL	Greenhouse Boiler Room
GOLDENDALE	Goldendale WA
GRANADA	Granada Spain
GRANTS PASS	Grants Pass OR
GRESHAM	Gresham OR
UNIVERSITY GROUNDS	University Grounds
GUAM	Guam
HAGGERTY	Haggerty Hall
HAWAII	Hawaii Summer
HEALTH	Health/Counseling Center
HOQUIAM	Hoquiam WA
HOWARD	Howard Hall
HOPKINS	Hopkins University Japan
HELSON	Helson WA
HENNA	Henna Hall
KLAMATH FALLS	Klamath Falls OR
LA PLATA	La Plata Argentina
LACEY	Lacey WA
LANGLEY	Langley BC
LIBRARY	Library
LONDON	London England
LONDON	London England

ONGVI	ongview WA
MADRID	Madrid Spain
MAGO	Mago Hunt Arts Center
MAUI	Mauai HI
MEDFOR	Medford OR
MEHL	Mehling Hall
MERL	Merlo Stadium
MEXICO	Morella Mexice
MILAN	Milan Italy
MANTES	Mantes France
MDAME	CE MAT
OLYMPI	Olympia WA
OVIEDO	Oviedo Spain
PARIS	Paris France
PHYS	Physical Plant
PILOT	Pilot House
PORTAN	Port Angeles WA
PORTTOR	Port Orchard WA
PUMP	Pumphouse
RENTAL	Rental Properties
ROME	Rome Italy
ROSE	Roseburg OR
SALAMA	Salamanca Spain
SALEM	Salem OR
SALZ	Salzburg Austria
SANTIA	Santiago Chile
SCIEN	Science Building
SEGOV	Segovia Spain
SHELTO	Shelton WA
SHIP	Shipstad Hall
STARR	Starr Observatory
STMARY	St Mary's
SWI	Swindells Hall

ACOMA	acoma WA
ENNIS	P Tennis Center
YSON	yson Hall (formerly University Court)
COURT	niversity Court (renamed Tyson Hall)
TAH	Utah MAT
ANCBC	ancouver BC
ANCWA	ancouver WA
IENNA	Vienna Austria
MILLA	illa Maria Hall
VALD	Valdschmidt Hall
VATFOR	Vatford England
VHSALM	White Salmon WA

<u>Campus Codes</u>	
found on the STVCAMP Form	
	University Campus
	Outreach MED Canada/OR/WA
	Salzburg
	London Summer Program
	ACE MAT
	LACA Oviedo
	LACA Watford
	LACA London
	Outreach MED Canada
	Japan
B	Continuing Education
C	Outreach MED Guam/Hawaii
D	ES Study Abroad
E	Outreach MED Ft McMurray
E1	Non-Matric ED Students
E2	Non-Cohort MAT
E3	Non-Matric MAT Students
F	LACA Granada
G	Australia
	London Biology
M	Morelia Mexico
D	DICA Cross Registration Program
P	Pace Students
R	Rome
S	Study Abroad
T	Salzburg/German
J	Utah MAT
Y	Segovia

<u>Certificates</u>		
Text		Social Justice
Text		French
Text		Spanish

<u>Citizen Type Codes</u>	
Found on SPAIDEN Form To Citizen Code Information	
N	Non Citizen/International
NR	Non Citizen/Resident
Y	Citizen

<u>Class (Banner-generated)</u>		
found on SFAREGS Form		
1	Freshman	Completion of less than 30 semester hours
2	Sophomore	Completion of at least 30 but less than 60 semester hours
3	Junior	Completion of at least 60 but less than 90 semester hours
4	Senior	Completion of at least 90 semester hours
6	Postgraduate	Admitted student who is seeking something other than a degree, e.g., certificate
8	Graduate	Degree-seeking student graduate program
IU	Non-matriculating Undergraduate	Non-degree seeking enrolled student who does not hold a bachelor's degree
IG	Non-matriculating graduate	Non-degree seeking enrolled student who holds a bachelor's degree; includes graduate student applicants taking under-graduate courses for prerequisites to graduate programs

<u>College Codes</u>	
found on the STVCOLL Form	
0	No college design. (Do not use)
1	College of Arts and Sciences
2	School of Engineering
3	School of Education
5	School of Business Admin
5	Continuing Education
8	School of Nursing
3	Graduate School (no longer in use)
4	Columbia Prep (No longer used)
5	Non-Matriculating
6	Columbia University (No longer used)
8	Non-graduating alum
9	Unused college in stat calc (No longer used)

<u>Compass Directives</u>		
CODE	DESCRIPTION	<u>Credit Types</u>
	East	Found on SHATERM Form
V	West	Institutional
W	North	Transfer
S	South	Overall
NE	Northeast	
NW	Northwest	
SE	Southeast	
SW	Southwest	
<u>Dean's List</u>		
Found on SHAINST Form		
H	Academic Honors	
D	Dean's List	

<u>Credit by Exam Codes</u>	
Found on STVEXAM Form	
P	Advanced Placement
E	Credit by Exam
L	Experimental Learning

<u>Decision</u>	
Found on SAADCRV Form	
A	Accepted
C	Canceled
R	Rejected
C	Accepted/Canceled

<u>Degree Code</u>	
found on SHADEGR and STVDEGC Form	
BA	Bachelor of Arts
BAEd	Bachelor of Arts in Education
BA	Bachelor of Business Administration
BMEd	Bachelor of Music Education
BSc	Bachelor of Science
BSCV	Bachelor of Sci in Civil Eng
BSEE	Bachelor of Sci in Electrical Eng
BSEMG	Bachelor of Sci in Engineering Mgmt
BSEME	Bachelor of Sci in Mechanical Eng
BSN	Bachelor of Science in Nursing
BSE	Bachelor of Sci in Secondary Ed
MA	Master of Arts
MAT	Master of Arts in Teaching
MBA	Master of Business Admin
MED	Master of Education
MFA	Master of Fine Arts
MSc	Master of Science
MSCE	Master of Science in Civil Eng
MSEE	Master of Science in Electrical Eng
MSME	Master of Science in Mechanical Eng

<u>Degree Status Code</u>	
found on STVDEGS Form	
AP	Applied
CP	Complete Pending Award
GA	Graduate Awarded
SO	Sought
UA	Undergraduate Awarded

Department Name Codes

found on **STVDEPT** Form

Department codes are used to designate the Colleges' academic and administrative departments. Discussion and coordination between the Registrar's Office and the Human Resource Office need to take place before any changes are made. The Registrar's Office will modify all department codes in the Student module on for STVDEPT. The Human resources will modify all department codes in (yet to be determined form).

CODE	DESCRIPTION
000	Undeclared Department (Do not use)
001	Biology Department
002	Chemistry & Physics Department
003	Communication Studies
004	English & Foreign Language
005	History & Political Science
006	Interdisciplinary Studies
007	Mathematics
008	Performing & Fine Arts
009	Philosophy Department
010	Social & Behavioral Sciences
011	Theology Department
012	Business Administration
013	Education Department
014	Engineering Department
015	Nursing Department
016	Aerospace Studies Department
017	Military Science Department
018	Academic VP Office
019	Admissions Office
020	Adult Programs Office
021	Air Force ROTC
022	Alumni Relation Office
023	Athletics Office

024	Campus Ministry Office
025	Career Services Office
026	Computer Services Offices
027	Controller's Office
028	Cultural Programs Office
029	Development Office
030	Financial Aid Office
031	Financial VP Office
032	Health Services Office
033	Instructional Media Office
034	International Programs
035	Intramurals
036	Library
037	Museum
038	Payroll Office
039	Personnel & Admin Services
040	Physical Plant
041	President's Office
042	Public Relations Office
043	Public Safety and Safety
044	Registrar's Office
045	Residence Life
046	Student Activities
047	Student Services VP Office
048	University Events Office
049	University Relations VP
050	Volunteer Services
051	Environmental Studies
052	General Studies

[Department Names- Standardized](#)

[Back to Department Names](#) Titles found on the **SPAIDEN** form

	Air Force ROTC	Office of	Institutional Research
Office of	Alumni Relations	Office of	International Student Services
Office of	Archives	Dept of	Mathematics
	Army ROTC		Museum
College of	Arts and Sciences	Office of	Network & Infrastructure
Office of	Athletics	School of	Nursing
Dept of	Biology	Office of	Payroll
	Bon Appetit	Dept of	Performing & Fine Arts
	Bookstore	Office of	Personnel & Administrative Services
School of	Business Administration	Dept of	Philosophy
Office of	Campus Ministry		Physical Plant
Office of	Career Services		President's Office
	Center for Entrepreneurship	Office of	Printing Services
Dept of	Chemistry & Physics		Provost's Office
Office of the	Chief Information Officer	Office of	Public Relations & Information Services
	Chile Center Operations	Office of	Public Safety
	Clark Memorial Library		Registrar's Office
Dept of	Communication Studies	Office of	Residence Life
	Congregation of the Holy Cross		Shepard Freshman Resource Center
	Controller's Office	Dept of	Social & Behavioral Sciences
Office of	Development	Office of	Student Accounts
School of	Education	Office of	Student Activities
School of	Engineering	Office of	Student Services
Dept of	English & Foreign Languages	Office of	Technical Support
Office of	Financial Affairs	Dept of	Theology
Office of	Financial Aid	Office of	University Events
	Graduate School		University Health Center
Dept of	History & Political Sciences	Office of	University Relations
	Holy Cross Office	Office of	Volunteer Services
Office of	Information Systems	Office of	Web Services

<u>Donor Category</u>	
found on AOAORGN Form	
CORP	Corporation
ACT	Faculty
OUN	Foundation
RND	Friend
RNT	Parent
TAF	Staff
RGNT	Regent
CPFN	Corporation Foundation
DPST	Oregon Priest
BIS	American Bishop
DLIB	Oregon Library
RGTE	Regent Emeriti
RGTF	Regent Former
ST	State
RCA	Fund Raising Consortia
ORG	Religious Organizations
OTHO	Other Organizations
MPF	Employee Former
DFCR	Officer of the University
ROLO	Presidents Rolodex
ISFR	Lot for Solicit Friend

<u>Email Type Codes</u>	
found on SPAIDEN Form	
Back to Email Address Standards	
PPL	Admissions Applicant Email
BU	Business Email
AAP	Financial Aid Application
AFSA	AFSA EMAIL – Free Application for Federal Student Aid
HOME	Personal Email Account
JP	JP Email

<u>Endorsements</u>		
Text		Basic mathematics
Text		ESOL
Text		Reading
Text		Special educator
Text		Speech

<u>Ethnic Type Codes</u>	
found on SPAIDEN and STVETHN Form	
The ethnic codes contained in STVETHN must be used when entering a person’s ethnic data in SPAIDEN (Student/FA modules), PPAIDEN (HR module) or FOAIDEN (Finance module). This field must be entered for employees and students in order to fulfill reporting/regulatory requirements. Appropriate documentation is required to support a change from one ethnicity to another (i.e. Native American to Hispanic). Any official document listing ethnicity will be accepted as proof to support the ethnicity change. A change from “unknown” to ethnicity does not require formal documentation.	
CODE	DESCRIPTION
	Black, Non Hispanic
	Am. Indian or Alaskan Native
	Asian or Pacific Islander
	Hispanic
	White Non-Hispanic
	Other

<u>Faculty Contract Type Codes</u>	
found on STVFCNT Form	
2M	2 Month Contract
F	Fall Only
S	Fall/Spring
SP	Spring Only
S1	Summer 1 Only
S2	Summer 2 Only
SU	Summer 1 Summer 2

<u>Faculty/Staff Type Codes</u>	
found on SIAINST Form	
AD	Adjunct (do not use)
CE	Continuing Education (do not use)
FT	Full Time
PT	Part Time

<u>Faculty Status</u>	
found on SIAINST Form	
C	Active
AD	Active Administrator
N	Inactive
A	Leave of Absence
ML	Medical Leave
PD	Pending
SB	Sabbatical Leave

Foreign Country/Nation Type Codes

found on **SPAIDEN** and **STVNATN** Form

A Country/Nation code is coded by Number and is required for all non US addresses. Do not enter a Country/Nation code for US Address. USA is **NOT** to be used for a US Address. Contact x7000 if a desired country code is not found in this table.

CODE	DESCRIPTION	CODE	DESCRIPTION
	Afghanistan	7	El Salvador
	Albania	8	Equatorial Guinea
	Algeria	9	Ethiopia
	Andorra	0	Fiji
	Angola	1	Finland
	Antigua and Barbuda	2	France
	Argentina	3	Gabon
	Australia	4	The Gambia
	Austria	5	Republic of Germany
0	The Bahamas	7	Ghana
1	Bahrain	8	Greece
2	Bangladesh	9	Grenada
3	Barbados	0	Guam
4	Belgium	1	Guatemala
5	Belize	3	Guyana
6	Benin	4	Haiti
7	Bhutan	5	Honduras
8	Bolivia	6	Hungary
9	Botswana	7	Iceland
0	Brazil	8	India
1	Brunei	9	Indonesia
2	Bulgaria	0	Iran
3	Myanmar	1	Iraq
4	Burundi	2	Ireland
5	Cambodia	3	Israel
6	Cameroon	4	Italy
7	Canada	5	Ivory Coast
8	Cape Verde	6	Jamaica

9	Central African Republic	7	Japan
0	Chad	8	Jordan
1	Chile	9	Kenya
2	China	0	Kiribati
3	China (Taiwan)	1	North Korea
4	Colombia	2	South Korea
5	Comoros	3	Kuwait
6	Congo	4	Laos
7	Costa Rica	5	Lebanon
9	Cyprus	6	Lesotho
0	Czechoslovakia	7	Liberia
1	Denmark	8	Libya
2	Djibouti	9	Liechtenstein
3	Dominica	0	Luxembourg
4	Dominica Republic	1	Madagascar
5	Ecuador	2	Malawi
6	Egypt	3	Malaysia
4	Maldives	41	Swaziland
5	Mali	42	Sweden
6	Malta	43	Switzerland
7	Mauritania	44	Syria
8	Mauritius	45	Tanzania
9	Mexico	46	Thailand
00	Monaco	47	Togo
01	Mongolia	48	Togo
02	Morocco	49	Trinidad and Tobago
03	Mozambique	50	Tunisia
04	Nauru	51	Turkey
05	Nepal	52	Tuvalu
06	Netherlands	53	Uganda
07	New Zealand	54	USSR
08	Nicaragua	55	United Arab Emirates
09	Niger	56	United Kingdom

10	Nigeria	57	United States of America
11	Norway	58	Upper Volta
12	Oman	59	Uruguay
13	Pakistan	60	Vanuatu
14	Panama	61	Venezuela
15	Papua New Guinea	62	Vietnam
16	Paraguay	63	Western Samoa
17	Peru	64	Republic of Yemen
18	Philippines	65	South Yemen
19	Poland	66	Yugoslavia
20	Portugal	67	Zaire
21	Qatar	68	Zambia
22	Romania	69	Zimbabwe
23	Rwanda	70	Bermuda
24	St Kitts and Nevis	71	Hong Kong
25	Saint Lucia	72	Vatican City
26	St Vincent and Grenadines	73	Grand Cayman Islands
27	San Marino	74	Republic of Georgia
28	Sao Tome and Principe	75	Ukraine
29	Saudi Arabia	76	Estonia
30	Senegal	77	Burkina Faso
31	Seychelles	78	Russia
32	Sierra Leone	79	Slovenia
33	Singapore	82	Latvia
34	Solomon Islands	83	Bosnia-Herzegovina
35	Somalia	84	Croatia
36	South Africa	85	Kazakhstan
37	Spain	86	Armania
38	Sri Lanka	87	Lithuania
39	Sudan	88	Macedonia
40	Surinam	89	Eritrea

[Gender Type Codes](#)

found on **SPAIDEN** Form

A person's gender is entered in **SPAIDEN** (Student/FA modules), **PPAIDEN** (HR module) or **FOAIDEN** (Finance module). A change from 'unknown' to male or female requires no additional documentation. Any change from male to female or vice versa will require the person requesting change to provide documentation. Acceptable documentation includes passport, birth certificate or driver's license.

CODE	DESCRIPTION
0	Female
1	Male
9	Not available. Use when unable to determine by name etc.

[Honors Institutional](#)

found on **STVHONR** Form

0	Cum Laude
1	University Honors Program (Used on transcripts, not diploma)
2	Magna Cum Laude
3	Summa Cum Laude
4	Maxima Cum Laude

[Hyphenated Name Examples](#)

Examples	Explanation
LeRoy	Mixed case first name, no spaces
Le Roy	Mixed case, two part name with a space
O'Harra	Apostrophe
Del La Rosa	Multiple part last name, with spaces and proper capitalization
Smith-Jones	Hyphenated last name.

Back to ["Hyphenated Names"](#)

Keyboard Commands for Banner
Back to Data Standards

Function	Keys
Access List of Tabs	F2
Access New Form (Go To)	F5
Access Pull Down List	Alt + Down Arrow
Block – Clear	Shift +F5
Block – Next	Ctrl + Page Down
Block – Previous	Ctrl + Page Up
Commit (Save)	F10
Display Error	Shift + F1
Edit	Ctrl + E
Exit	Ctrl + Q
Field – Clear	Ctrl + U
Field – Duplicate	F3
Field – Next	Tab
Field – Previous	Shift + Tab
Form – Clear (Rollback)	Shift +F7
Help (Item Properties) (Field)	Ctrl + H
List (List of Values)	F9
Options Menu	Right Click in Form (Not in Field)
Query – Cancel	Esc or Ctrl Q
Query – Count Hits	Shift +F2
Query – Execute	F8
Query – Start New	F7
Record – Clear	Shift + F4
Record – Delete	Shift + F6
Record – Duplicate	F4
Record – Insert	F6
Record – Next	Down Arrow
Record – Previous	Up Arrow
Show Keys	Ctrl + F1
Tab – Next	Ctrl + Tab
Tab – Previous	Ctrl + Shift + Tab

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<u>Legacy Type Codes</u>		
found on SPAIDEN and STVLGCY Form		
back to Legacy Standards		
CODE	DESCRIPTION	EXPLANATION
	unt	sister of parent
	rother	blood brother or step brother
	cousin	unt or uncle's child
	ather	erson student considers father
	randparents	Mother or father of parent
	mother	erson student considers mother
	arents	Mother, father, or step parent
	sister	blood sister or step sister
	ncle	brother of parent

<u>Level Code Types</u>		
found on STVLEVL Form		
0	Undeclared	(Do not use)
1	Undergraduate	Admitted to the university and seeking a baccalaureate degree from one of the schools of the university. Based on degree sought rather than degree held.
2	Graduate	Formally admitted to the university and seeking a degree or certificate/licensure beyond Bachelor's level
4	Non-matriculating Undergraduate	Approved for attendance at the university, but without formal admission into a degree program. Coded as undergraduate
5	Non-matriculating graduate	Graduate depending on declared baccalaureate degree status at time of entry. Includes students enrolled in Continuing Ed courses and workshops.
CE	Continuing Ed	Continuing with Education
CU	CEU Course	CEU Course

<u>Marital Status Type Codes</u>		
found on STVMRTL Form		
Back to Marital Status		
CODE	DESCRIPTION	EXPLANATION
M	Married	legally married
D	Divorced	Once married but now legally divorced
S	Single	Never legally married
V	Vidowed	legally married and spouse is deceased
P	Separated	Once married but now separated
U	Not Known	Unknown Status

<u>Major Type Codes</u>		
Found on STVMAJR Form		
0301	BS	Environmental Science
0302	BA	Environmental Ethics & Policy
0324	BA	French Studies
0325	BA	German Studies
0401	BS	Biology
0402	BS	Life Science
0500	BBA	Business Administration Undeclared
0502	BBA	Accounting
0513	BBA	Marketing & Management
0514	BBA	Global Business
0515	BBA	Finance
0601	BA	Communication
0604	BS	Organizational Communication
0701	BSCS	Computer Science
0802	BAED	Elementary Education
0803	BSSE	Secondary Education
0832	BMED	Music Education
0901	BS	Engineering, General
0907	BSCE	Environmental Track
0908	BSCE	Civil Engineering
0909	BSEE	Electrical Track
0910	BSME	Mechanical Engineering
0913	BSEM	Engineering Management
0925	BSEE	Computer Track
1005	BA	Music
1008	BA	Drama
1099	BS	Theatre Management
1105	BA	Spanish
1203	BSN	Nursing
1501	BA	English
1509	BA	Philosophy
1701	BS	Mathematics
1702	BA	Mathematics
1902	BS	Physics
1905	BS	Chemistry
1906	BS	Chemistry
1907	BS	Chemistry
2001	BA	Psychology
2103	BA	Social Work
2205	BA	History
2207	BA	Political Science
2208	BA	Sociology
2301	BA	Theology
4905	BS	General Studies
4906	BA	General Studies

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4999	BA	Undeclared
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<u>Minor Type Codes</u>		
Found on STVMAJR Form		
0401		Biology
0501		Business Administration
1905		Chemistry
0601		Communication
0701		Computer Science
1007		Drama
0517		Economics
0810		Education
1501		English
0507		Entrepreneurship
0302		Environmental Policy
0301		Environmental Science
1001		Fine Arts
1102		French
1103		German
2205		History
1702		Mathematics
1005		Music
1509		Philosophy
1902		Physics
2207		Political Science
2001		Psychology
2107		Social Justice
2208		Sociology
1105		Spanish
0835		Sport Exercise & Fitness
2301		Theology

<u>Navigational Tips</u>	
Back to Data Standards	
ESC	Exit or cancel
Blue Curved Arrow	Clear current record
Underscore _	Use when letter in name is uncertain
%	Banner Wildcard
Enter Query	Enter information
Execute Query	Retrieves records
< >	Used to help query information
Count Query Hits	Access another form/ counts records
Next Block	Move to next block of form
Previous Block	Move to previous block of form
Rollback	Return to Header Block of form
F9	List of Values
Calendar Feature	Double click mouse
Search	Open and view query forms
Control B	Moves from form to form
Exit	Clear out of form

<u>Prefix Codes</u>	
Back to Prefix Standards	
CODE	DESCRIPTION
SG	First Sergeant Army
1 st Lt	First Lieutenant Air Force
LT	First Lieutenant Army
2 nd Lt	Second Lieutenant Air Force
LT	Second Lieutenant Army
ADM	Admiral Navy and Coast Guard
AMB	Ambassador
ATTY	Attorney
BRO	Brother

Bishop	Bishop
Brig Gen	Brigadier General Army
Brig Gen	Brigadier General Air Force
Capt	Captain Air Force and Marines
CAPT	Captain Coast Guard and Navy
Card	Cardinal
CPT	Captain Army
CDR	Commander Navy and Coast Guard
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CIO	Chief Information Officer
Col	Colonel Air Force
COL	Colonel Army
COO	Chief Operating Officer
Chap	Chaplain
CDR	Commander Navy
Capt	Captain Air Force
CPT	Captain Army
CAPT	Captain Navy
CWO	Chief Warrant Officer Air Force/Army
Dea	Deacon
Dean	Dean
Dir	Director
Dr	Doctor
ENS	Ensign Navy/Coast Guard
Est	State of
Exe	Executive
Father	Father
Mrs	Married Woman
Gen	General Air Force
GEN	General Army
His	His Eminence/His Excellency
Mrs	Miss

Hon	Honorable
Gov	Governor
Judge	Judge
Justice	Supreme Court, Associate Justice
Lt	Lieutenant Air Force
Lt	Lieutenant Navy
LTC	Lieutenant Colonel Army
Lt Col	Lieutenant Colonel Air Force
LTJG	Lieutenant General Army
Lt Gen	Lieutenant General Air Force
CDR	Lieutenant Commander Navy
LtJG	Lieutenant (Junior Grade) Navy
M.	Monsieur
Maj	Major Air Force
MAJ	Major Army/Marines
Maj Gen	Major General Air Force
Mgr or Msgr	Monsignor
MG	Major General
Mme	Madame
MSG	Master Sergeant Army
MSGT	Master Sergeant Air Force
Most Rev	Most Reverend
Mother Superior	Mother Superior
Miss	Single Woman
Mr	Mister
Mrs	Married Woman
Ms	Married or Single Woman
PFC	Private First Class Army
Pres	President
Prof	Professor
PVT	Private Army
PV2	Private Army/Marine
PFC	Private First Class Army/Marine

R	Rabbi
Rep	Representative
Rev	Reverend
Rev Msgr	Reverend Monsignor
Right Rev Msgr	Right Rev Msgr
rtRev	Right Reverend
SEC	Specialists
Sen	Senator
SG	Sergeant Army
SGT	Sergeant Marine/Air Force
FC	Sergeant First Class Army
GM	Sergeant Major Army
MSGT	Senior Master Sergeant Air Force
sr	Sister
sr	Senior
bra	Senora
sr. VP	Senior Vice President
orta	Senorita
SG	Staff Sergeant Army/Marine Corp
SGT	Staff Sergeant Air Force
The Rev. Doc	The Reverend Doctor
SGT	Technical Sergeant Air Force
ADM	Vice Admiral Coast Guard
VP	Vice President
VO	Warrant Officer Army/Air Force

<u>Prefixes – Combined Mailing Name (Only)</u>	
Back to Prefix Standards	
CODE	DESCRIPTION
CAPT and LT	Captain and Lieutenant
CAPT and Mrs. (CAPT and Mr.)	Captain and Spouse
COL and Mrs. (COL and Mr.)	Colonel and Spouse
Dr and Mrs. (Dr. and Mr.)	Doctor and Spouse
Hon and Mrs. (Hon. And Mr.)	Honorable and Spouse
Lt and Mrs. (Lt and Mr.)	Lieutenant and Spouse
LTC and Mrs. (LTC and Mr.)	Lieutenant Colonel and Spouse
Dr.	Doctors
Mr. and Mrs.	Mrister and Spouse
Mr. and Ms.	Mrister and Miss

<u>Relation Type Codes</u>			
Based on SPAIDEN and STVRELT Form			
Back to: Relationship Standards			
CODE	RELATIONSHIP	CODE	RELATIONSHIP
A	Ex-spouse	B	Brother
C	Child	D	Friend
E	Father	G	Grandparent
F	Siblings	H	Cousin or Uncle
M	Mother	J	Neighbor
O	Relative	P	Spouse
S	Sister	T	Step Parent
V	Guardian	K	Significant Other

Religious Type Codes

found on SPAIDEN Form

CODE	DESCRIPTION
J	Jehovah's Witness
A	Baptist
U	Buddhist
CA	Catholic
CN	Congregational
CR	Christian
CS	Christian Science
P	Episcopalian
D	Fundamentalist
ID	Hindu
M	Islam/Muslim
A	Jayne
E	Jewish
D	Latter Day Saints (LDS Mormon)
U	Lutheran
ME	Methodist
IN	Mennonite
NO /NR	None (Specify having no religion) /No Response
OP	Other Protestant
OR	Other Religion
N	Pentecostal
S	Presbyterian
QF	Quakers (Friend) Reformer
RE	Reformed
UC	United Church of Christ
UN	Undeclared

Residence Type Codes

found on **SFAREGS** Form

	Undeclared
	Foreign
	In State
	Out of State

Secondary Unit Address Codes

back to [Street Address and PO Box Guidelines](#)

CODE	DESCRIPTION	CODE	DESCRIPTION
Ally	Alley	Ally	Alley
Annex	Annex	Appt	Apartment
Arcade	Arcade	Ave	Avenue
Bayou	Bayou	Bayou	Bayou
Beach	Beach	Blvd	Boulevard
BG	BG	Bluff	Bluff
Bottom	Bottom	Bldg	Building
Branch	Branch	Brg	Bridge
Brook	Brook	Burg	Burg
Bypass	Bypass	Camp	Camp
Canyon	Canyon	Cape	Cape
Causeway	Causeway	Center	Center
Circee	Circee	Circle	Circle
Cliff	Cliff	Corner	Corner
Corners	Corners	Course	Course
Court	Court	Cove	Cove
Cresent	Cresent	Creek	Creek
Crossing	Crossing	Crossway	Crossway
Dale	Dale	Divide	Divide
Drive	Drive	Distate	Distate
Expressway	Expressway	Extension	Extension
Falls	Falls	Ferry	Ferry

ld	ield	lds	ields
lt	lat	rd	ord
rst	orrest	rg	orge
rk	ork	rt	ort
wy	reeway	rdns	arden
twy	Gateway	bln	blen
rn	Green	brv	grove
lbr	Harbor	lvn	laven
lts	Height	lwy	highway
ll	hill	lolw	ollow
hlt	hlet	s	sland
ss	slands	ct	unction
ly	ey	lys	keys
nl	Knoll	nl	knolls
k	ake	ks	akes
ndg	anding	n	ane
gt	ight	f	oaf
cks	ock or Locks	dg	odge
p	oop	MC	Mail Code
ll	all	ljr	Major
lnr	Manor	ldw	Meadow
ll	Mill	l	mission
ltn	Mountain	Orch	Orchard
oval	Oval	pkwy	Parkway
l	lace	l	plain
lns	lains	l	laza
l	oint	rt	ort or Ports
r	rairie	radl	radial or Radial
l	anch or Ranches	rpds	rapid
l	est	rdg	ridge
l	iver	rd	road
low	ow	rt	oute
hl	hoal	hrs	hores

ppgs	springs	spur	spur
sq	square	sta	station
start	start	stra	strave
strm	stream	st	street
sumit	summit	ter	terrace
trce	trace	trak	track
trfy	trafficway	trlr	trailer
trl	rail	tunl	tunnel
trpke	turnpike	Un	Union
trly	valley	via	viaduct
trw	vew	vlg	village
trl	villle	vis	vista
Valk	Valk	Vay	Vay
Vls	Vells	ving	ving

Site Validation Codes

found on SAAADMA Form	
ABB	Abbotsford BC M Ed
AST	Astoria OR M Ed
BELH	Bellingham WA M Ed
BREM	Bremerton WA M Ed
BVR	Beaverton OR M Ed
CAL	Calgary AB M Ed Site
CAR	Carson WA M Ed
CHE	Chehalis WA M Ed
CLE	Cle Elum/ Roslyn WA M Ed
CLK	Clark County WA M Ed
DAL	The Dalles OR M Ed
EAC	East County OR M Ed
EDM	Edmonton AB M Ed
ELM	Elma WA M Ed
ERM	Potential Site Ft McMurray
GLE	Goldendale WA M Ed
GRESH	Gresham OR M Ed
GRP	Grants Pass OR M Ed
GU2	Potential Site Guam #2
GUA	Guam M Ed
HIN	Hinton AB M Ed
HOQ	Hoquiam WA M Ed
KEL	Kelso WA M Ed
CLF	Clamath Falls OR M Ed
CY	Cacey WA M Ed
LANG	Langley BC M Ed
LONG	Longview WA M Ed

MAU	Maui HI M Ed
MDF	Medford OR M Ed
OLY	Olympia WA M Ed
PN	University of Portland Campus
PAN	Port Angeles WA M Ed
Pea	Peace River AB M Ed
POR	Port Orchard WA M Ed
RSB	Roseburg OR M Ed
SAL	Salem OR M Ed
SHL	Shelton OR M Ed
SLC	Salt Lake City UT MAT
TAC	Potential Site Tacoma WA
UT	Utah
VBC	Potential Site Vancouver BC
VSM	White Salmon WA M Ed

<u>State/Province Abbreviation Codes</u>	
found on SPAIDEN Form	
back to: Street Address and PO Box Guidelines	
back to: Canadian Addresses	
Military APO/AFO - Americas	AA
Alberta	AB
Military APO/AFO - Europe, Middle East, Canada, Africa	AE
Alabama	AL
Alaska	AK
Military APO/AFO - Pacific	AP
American Samoa	AS
Arkansas	AR
Arizona	AZ
British Columbia	BC
California	CA
Colorado	CO
Connecticut	CT
Canal Zone	CZ
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA

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Kansas	KS
Kentucky	KY
Louisiana	LA
N.B. Labrador	LB
Maine	ME
Manitoba	MB
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Brunswick	NB
Newfoundland	NF
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ohio	OH
Oklahoma	OK
Ontario	ON
Oregon	OR
Pennsylvania	PA

Prince Edward Island	PE
Puerto Rico	PR
Quebec	QE
Rhode Island	RI
Saskatchewan	SK
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Trust Territories	TT
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Zukon Territory	ZK

<u>Student Status Validation Codes</u>	
Found on SFAREGS Form	
A	Active Student
S	Inactive Student
CA	Admittance Application Canceled

Student Fee Assessment Codes

found on STVRATE Form	
A	athletic Fee Wavier (App Fee)
AW	Alumni App Waiver (App Fee)
M	ROTC Fee Waiver (Army)
N	Fee NOT paid (Apply Fee)
P	Fee part waived (Apply Fee)
R	FROTC Fee Waiver (Air Force)
SENR	Senior Citizen Waiver
STAFF	Staff Rate
V	Fee Waived (Application Fee)
Y	Fee paid (Application Fee)

Student Type Codes

found on **SFAREGS** Form

Undeclared	(Do not use)
First Time Freshman	Student attending institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
Continuing	Student who has attended the last prior regular academic semester (Fall or Spring) and who has registered for the up-coming regular academic semester. Stopping out for summer does not preclude continuing student status.
Transfer	Student entering the institution for the first time but known to have attended a previously attended a postsecondary institution. The student may transfer with or without credit.
Re-admit	Undergraduate or graduate student re-admitted to the university after missing a regular academic year semester and has not attended any other college in the interim.
Re-admit/transfer	Undergraduate student re-admitted to the university after missing a regular academic year semester and has attended another college in the interim. Does not apply to graduate
New Graduate	Formally admitted graduate level student who has enrolled at the university for the first time <i>as a graduate student</i> .

Subject Codes

found on **STVSUBJ** Form

AS	Aerospace Studies	GRM	German
BIO	Biology	HPE	Health & Physical Ed
BUS	Business Admin	HST	History
CE	Civil Engineering	ME	Mechanical Eng
CED	Continuing Education	MS	Military Science
CHM	Chemistry	MTH	Mathematics
COMST	Communication Stud	MUS	Music
CS	Computer Science	NRS	Nursing
DNCA	Dance	DNCA	DNCA Cross-Register
DRM	Drama	PHL	Philosophy

CN	conomics	PHY	ysics
D	ducation	POL	olitical Science
E	lectrical Engineering	SP	peace Studies
GR	ngineering	SY	ychology
NG	nglish	CI	cience
NV	nvironmental Studies	OC	ociology
A	ine Arts	PN	panish
RN	rench	W	ocial Work
EO	eography	HE	heology

<u>Suffix Type Codes</u>	
ack to: Suffix Standards	
CODE	DESCRIPTION
VD	blessed Virgin Mary
VM	isters of Charity of the Blessed Virgin Mary
FRE	ertified Fund Raising Executive
PA	ertified Public Accountant
SC	oly Cross Fathers and Brothers
SJ	isters of St. Joseph
OC	octor of Chiropractic
OD	octor of Divinity
ODS	octor of Dental Surgery
OMD	octor of Dental Medicine
OO	octor of Osteopathy
OVMD	octor of Veterinary Medicine
EdD	octor of Education
sq	quire
SE	ranciscan Sisters
	he Second
I	he Third
V	he Fourth

nc	ncorporated
D	uris Doctor
r	unior
LD	octor of Laws
td	imited
MD	octor of Medicine
MSLS	Master of Science and Library Science
MLS	Master of Library Science
OD	octor of Optometry
OFM	ranciscan Friars
OFM	conv. Conventual Franciscans
OP	ominican Sisters
OSB	enedictine Monks of Mt Angel Abbey
OSF	ranciscan Sisters
OSM	ervants of Mary/Servite Friars
ISM	isters of Mary
OC	ast Commander, Police Constable
OE	rotestant Episcopal
PhD	octor of Philosophy
Ret	etired
OGS	isters of the Good Shepherd
HCJ	ociety of Holy Child Jesus
OJ	esuits
OM	arist Fathers
ONJM	isters of Holy Names of Jesus & Mary
OP	isters of Providence
OR	isters of Reparation
Or	enior
OSMO	ister of Saint Mary Order
USA	nited States Army
USAF	nited States Air Force
USAFR	nited States Air Force Reserve
USAF Ret	ir Force Retired

USAR	United States Army Reserve
USA Ret	Army Retired
USCG	United States Coast Guard
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Navy Reserve

<u>Telephone Hierarchy</u>	
Back to TELEPHONE STANDARDS	
Student Accounts: While school is in session	I, CA, PR, MA, LO, P1, P2
On Break	I, PR, MA, LO, P1, P2, CA
Summer Invoices – Students not in class	I, MA, PR, LO, BU, CA
Summer Invoices – Students in class	I, CA, MA, PR, LO, BU
Controller	R, BU, LO, CA, MA
Business	U, RE, LO, MA
Admissions	MA, PR, P1, P2
Registrar	MA, PR, LO, CA, BU
Residence Life	CA, MA, PR
Office of the CIO	CA, LO, MA, PR, BU, P1
Graduate School	R, MA
Engineering	R, BU
COBA	CA, LO, MA, PR, BU
Financial Aid	R

Telephone Type Codes – Person

	found on SPAIDEN Form
	back to: Telephone Standards
L	Alumni Home phone
B	Alumni Business phone
D	Alumni Development phone
I	Billing Department
U	Business Address/ For Vendors, this address is maintained solely by Purchasing ,Accounting and Payroll
A	Campus Address
AR	Cell phone
U	Address of a custodian of an individual
E	Electronic mailing address
M	Emergency Contact
A	Financial Aid
AX	Fax phone number
N	Inactive Address or phone number
C	Local phone number
O	Local /Campus address
MA	Mailing address if different from permanent
1	Parents of student
2	Second parent address of student
R	Primary address of individual
E	Remittance
A	Overseas address or phone number of student studying abroad
B	Corporate Subsidiary – Other companies owned by corporation
X	Reserved for TGRFEED use only
Z	Conversion

Telephone Type Codes – Vendor

found on **SPAIDEN** Form

CODE	DESCRIPTION	EXPLANATION
BU	business	primary organizational address/phone
EE	electronic mail	internet address/phone

Term Codes

The first four digits refer to the year of the spring semester for that academic year; the last two digits refer to the semester. Example: 200502 =Spring semester of academic year 2004-2005. Found on **STVTERM** Form

99999	End of Time
00501	Fall Semester
00502	Spring Semester
00503	Summer Semester

Transfer Admit Type Codes

L	transfer less than 30 semester hours
M	transfer 30 semester hours or more

<u>Vendor Address Type Codes</u>	
found on APCADDR Form	
back to 'Vendor Address Changes'	
L	Alumni Home Address
B	Alumni Business Address
D	Alumni/Development Address
I	Billing Address
U	Business Address/ For Vendors, this address is maintained solely by Purchasing ,Accounting and Payroll
A	Campus Address
AR	Cell phone
U	Address of a custodian of an individual
E	Electronic mailing address
M	Emergency Contact
A	Financial Aid
AX	Fax phone number
N	Inactive Address or phone number
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O	Local /Campus address
MA	Mailing address if different from permanent
1	Parents of student
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E	Remittance
A	Overseas address or phone number of student studying abroad
B	Corporate Subsidiary – Other companies owned by corporation
X	Reserved for TGRFEED use only
Z	Conversion

Wildcard Examples

To get these results....	Enter these criteria...
All entries that contain ma	%ma%
All entries that begin with ma	Ma%
All entries that end with ma	%ma
All entries that have m as a second character	_m%

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