# Data Standards for the University of Portland

## Version 1.0

# Data Standards

## TABLE OF CONTENTS

# <u>EXECUTIVE SUMMARY</u>

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.

**Section**

# 3

## ➢ **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/OII/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.

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## ➢ **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.

Section

# 6

## ➢ 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 and 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*

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## *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.

## *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 OO1 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 that 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 four: "Campus:
Line two: Number and Building Name          State and Zip Code are left Blank.
Line three: Title                                          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 $5^{th}$ and $6^{th}$ digits. Do not enter spaces.
**CANADA** - Enter all 6 digit zip code omitting spaces.
Example:

| **US** | **CANADA** |
|---|---|
| 97203-5798 | 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.**

### 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**

| _Academic Standing_ | |
|---|---|
| Found on **SHAINST** Form | |
| 0 | Good Standing |
| AD | Academic Dismissal |
| AH | Academic Honors |
| DL | Deans List |
| P1-P4 | Probation 1-4 |

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

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

## Address Format Examples

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

## Address Source Type Codes

Found on the **APAIDEN** and **STVASRC** form

Back to "*Address Standards*"

| CODE | DESCRIPTION | EXPLANATION |
|------|-------------|-------------|
| BOTH | Lost and Undeliverable | Lost and Undeliverable |
| CALL | Phone Call | Information exchange by telephone |
| CONV | Conversion Process | Computerized changes |
| EDI | Electronic | Electronic Data Exchange |
| EMAL | Email Notification | Info given via Email |
| FAX | Fax Information | Information given by Fax |
| INFR | By Relative | Information given by relative |
| INWN | Individual Written Notice | Notification in writing |
| LOST | Address is Lost | Address is lost or incorrect |
| PHON | Phone-a-thon | Gathered through phone-a-thon process |
| POST | Post Office Change | Returns from US Postal Service |
| REGS | Registrar | Info given by Registrar |
| RESL | Residence Life | Load from Residence Life |
| STFF | Staff/Faculty | Information from Staff/Faculty |
| TAPE | Tape Load | Magnetic Tape Load |
| UNDL | Address is Undeliverable | Only coded by Computer Services |
| VEND | Vendor Notice | Information given by Vendor |
| WEB | World Wide Web | Information given from the Internet |

| Address Hierarchy | |
|---|---|
| *Back to "Address Standards"* | |
| Student Accounts: While school is in session | BI, CA, PR, MA, LO, P1, P2 |
| On Break | BI, PR, MA, LO, P1, P2, CA |
| Summer Invoices –Students **not** in class | BI, MA, PR, LO, BU, CA |
| Summer Invoices – Students in class | BI, CA, MA, PR, LO, BU |
| Controller | PR, BU, LO, CA, MA |
| Business | BU, 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 | PR, MA |
| Engineering | PR, BU |
| SOBA | CA, LO, MA, PR, BU |
| Financial Aid | PR |

Found on the **APAIDEN** and **STVATYP** Form

Banner 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*

Back to *Business Employment Information*

| Code | Description |
|---|---|
| AL | Alumni Home Address |
| AB | Alumni Business Address |
| AD | Alumni Development Address |
| BI | Billing Address |
| BU | Business Address/ For Vendors, this address is maintained solely by Purchasing Accounting and Payroll |
| CA | Campus Address |
| CU | Address of a custodian of an individual |
| E | Electronic mailing address |
| EM | Emergency Contact |
| FA | Financial Aid |
| IN | Inactive  Address |
| LO | Local /Campus address |
| MA | Mailing address if different from permanent |
| P1 | Parents of student |
| P2 | Second parent address of student |
| PR | Primary address of individual |
| RE | Remittance |
| SA | Overseas address or phone number of students studying abroad |
| SB | Corporate Subsidiary – Other companies owned by corporation |
| TX | Reserved for TGRFEED use only |
| ZZ | Conversion |

| Address Type Codes – Vendor | | |
|---|---|---|
| Found on the **AOAORGN** Form | | |
| back to: "*Vendor Address Changes*" | | |
| **CODE** | **DESCRIPTION** | **EXPLANATION** |
| BU | Business | Primary organizational address/phone |
| E | Electronic mail | Internet address/phone |

| Application Status | |
|---|---|
| Found on the **STVAPST** Form | |
| C | Complete ready for review |
| D | Decision made |
| I | Incomplete items outstanding |

| | |
|---|---|
| ***Banner Form Names*** | |
| 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 From | ROASTAT |
| Award maintenance Form | RPAAWRD |
| Fund Management Form | RFRMGMT |
| Institution Financial Aid Options Form | RAOINST |
| Need Analysis Form | RNANAxx |
| 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 | SCADETL |
| 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 |
| --- | --- |
| ABBOTS | Abbotsford BC |
| ASTORI | Astoria OR |
| AUCKLA | Auckland New Zealand |
| BARCEL | Barcelona Spain |
| BC | Buckley Center |
| BEAVER | Beaverton OR |
| BELLIN | Bellingham WA |
| BERLIN | Berlin Germany |
| BLCK | Blockhouse(Grounds Storage) |
| BLUFH | Bluff House ( Radio, Photolab) |
| BREMER | Bremerton WA |
| BUENOS | Buenos Aires Argentina |
| CALGAR | Calgary AB |
| CARSON | Carson WA |
| CCBOIL | 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 |
| FRANZ | Franz Hall |
| FREIBU | Freiburg Germany |
| FREMAN | Fremantle Australia |
| FTMAC | Ft MacMurray AB |
| GBOIL | Greenhouse Boiler Room |
| GOLDEN | Goldendale WA |
| GRANAD | Granada Spain |
| GRANTS | Grants Pass OR |
| GRESHA | Gresham OR |
| GROUND | University Grounds |
| GUAM | Guam |
| HAGGER | Haggerty Hall |
| HAWAII | Hawaii Summer |
| HLTH | Health/Counseling Center |
| HOQUI | Hoquiam WA |
| HOWD | Howard Hall |
| JAPAN | Sophia University Japan |
| KELSO | Kelso WA |
| KENNA | Kenna Hall |
| KFALLS | Klamath Falls OR |
| LAPLA | La Plata Argentina |
| LACEY | Lacey WA |
| LANGLE | Langley BC |
| LIBR | Library |
| LONDO | ES: London England |
| LONDON | London England |

| | |
|---|---|
| LONGVI | Longview WA |
| MADRID | Madrid Spain |
| MAGO | Mago Hunt Arts Center |
| MAUI | Maui HI |
| MEDFOR | Medford OR |
| MEHL | Mehling Hall |
| MERL | Merlo Stadium |
| MEXICO | Morella Mexice |
| MILAN | Milan Italy |
| NANTES | Nantes France |
| NDAME | ACE MAT |
| OLYMPI | Olympia WA |
| OVIEDO | Ovledo 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 |

| | |
|---|---|
| TACOMA | Tacoma WA |
| TENNIS | P Tennis Center |
| TYSON | Tyson Hall (formerly University Court) |
| UCOURT | University Court (renamed Tyson Hall) |
| UTAH | Utah MAT |
| VANCBC | Vancouver BC |
| VANCWA | Vancouver WA |
| VIENNA | Vienna Austria |
| VILLA | Villa Maria Hall |
| VALD | Valdschmidt Hall |
| WATFOR | Watford England |
| WHSALM | White Salmon WA |

| | Campus Codes |
|---|---|
| | found on the **STVCAMP** Form |
| | University Campus |
| 2 | Outreach MED Canada/OR/WA |
| 3 | Salzburg |
| | London Summer Program |
| 5 | ACE MAT |
| 6 | LACA Oviedo |
| 7 | LACA Watford |
| 8 | LACA London |
| 9 | Outreach MED Canada |
| A | 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 |
| L | London Biology |
| M | Morelia Mexico |
| O | DICA Cross Registration Program |
| P | Pace Students |
| R | Rome |
| S | Study Abroad |
| T | Salzburg/German |
| U | Utah MAT |
| V | Segovia |

| Certificates | | |
|---|---|---|
| Text | | Social Justice |
| Text | | French |
| Text | | Spanish |

| Citizen Type Codes | |
|---|---|
| Found on **SPAIDEN** Form | |
| *To Citizen Code Information* | |
| N | Non Citizen/International |
| NR | Non Citizen/Resident |
| Y | Citizen |

38

## Class (Banner-generated)

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 I graduate program |
| NU | Non-matriculating Undergraduate | Non-degree seeking enrolled student who does not hold a bachelor's degree |
| NG | 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 |

## College Codes

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) |

## Compass Directives

| CODE | DESCRIPTION |
|------|-------------|
| E | East |
| W | West |
| N | North |
| S | South |
| NE | Northeast |
| NW | Northwest |
| SE | Southeast |
| SW | Southwest |

## Credit Types

Found on **SHATERM** Form

| | |
|---|---|
| I | Institutional |
| T | Transfer |
| O | Overall |

## Dean's List

Found on **SHAINST** Form

| | |
|----|-----------------|
| AH | Academic Honors |
| DL | Dean's List |

## Credit by Exam Codes

Found on **STVEXAM** Form

| | |
|----|----------------------|
| AP | Advanced Placement |
| CE | Credit by Exam |
| EL | Experimental Learning |

## Decision

Found on **SAADCRV** Form

| | |
|---|-------------------|
| A | Accepted |
| C | Canceled |
| R | Rejected |
| X | Accepted/Canceled |

## *Degree Code*

Found on **SHADEGR** and **STVDEGC** Form

| | |
|---|---|
| BA | Bachelor of Arts |
| BAEd | Bachelor of Arts in Education |
| BBA | Bachelor of Business Administration |
| BMEd | Bachelor of Music Education |
| BS | Bachelor of Science |
| BSCE | Bachelor of Sci in Civil Eng |
| BSEE | Bachelor of Sci in Electrical Eng |
| BSEM | Bachelor of Sci in Engineering Mgmt |
| BSME | Bachelor of Sci in Mechanical Eng |
| BSN | Bachelor of Science in Nursing |
| BSSE | 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 |
| MS | Master of Science |
| MSCE | Master of Science in Civil Eng |
| MSEE | Master of Science in Electrical Eng |
| MSME | Master of Science in Mechanical Eng |

## *Degree Status Code*

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

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 |

| Donor Category | |
|---|---|
| Found on **AOAORGN** Form | |
| CORP | Corporation |
| FACT | Faculty |
| FOUN | Foundation |
| FRND | Friend |
| PRNT | Parent |
| STAF | Staff |
| RGNT | Regent |
| CPFN | Corporation Foundation |
| OPST | Oregon Priest |
| ABIS | American Bishop |
| OLIB | Oregon Library |
| RGTE | Regent Emeriti |
| RGTF | Regent Former |
| EST | Estate |
| FRCA | Fund Raising Consortia |
| RORG | Religious Organizations |
| OTHO | Other Organizations |
| EMPF | Employee Former |
| OFCR | Officer of the University |
| ROLO | Presidents Rolodex |
| NSFR | Not for Solicit Friend |

| Email Type Codes | |
|---|---|
| Found on **SPAIDEN** Form | |
| Back to Email Address Standards | |
| APPL | Admissions Applicant Email |
| BU | Business Email |
| AAP | Financial Aid Application |
| FAFSA | FAFSA EMAIL – Free Application for Federal Student Aid |
| HOME | Personal Email Account |
| UP | UP Email |

| Endorsements | | |
|---|---|---|
| Text | | Basic mathematics |
| Text | | ESOL |
| Text | | Reading |
| Text | | Special educator |
| Text | | Speech |

| Ethnic Type Codes | |
|---|---|
| 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 |

## *Faculty Contract Type Codes*

Found on **STVFCNT** Form

| | |
|---|---|
| AN | 2 Month Contract |
| F | Fall Only |
| FS | Fall/Spring |
| S | Spring Only |
| S1 | Summer 1 Only |
| S2 | Summer 2 Only |
| SU | Summer 1 Summer 2 |

## *Faculty/Staff Type Codes*

Found on **SIAINST** Form

| | |
|---|---|
| AD | Adjunct (do not use) |
| CE | Continuing Education (do not use) |
| FT | Full Time |
| PT | Part Time |

## *Faculty Status*

Found on **SIAINST** Form

| | |
|---|---|
| AC | Active |
| AD | Active Administrator |
| IN | Inactive |
| LA | Leave of Absence |
| ML | Medical Leave |
| PD | Pending |
| SB | Sabbatical Leave |

| *Foreign Country/Nation Type Codes* | | | |
|---|---|---|---|

Found on **SPAIDEN** and **STVNATN** Form

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 |
|  | Antiqua and Baruda | 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 | Guan |
| 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 | Columbia | 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 | Tonga |
| 02 | Morocco | 49 | Trinidad and Tobago |
| 03 | Monambique | 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 | Burkino 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 vise versa will require the person requesting change to provide documentation. Acceptable documentation includes passport, birth certificate or driver's license. | |
| CODE | DESCRIPTION |
| F | Female |
| M | Male |
| N | Not available. Use when unable to determine by name etc. |

| *Honors Institutional* | |
|---|---|
| Found on **STVHONR** Form | |
| C | Cum Laude |
| H | University Honors Program (Used on transcripts, not diploma |
| M | Magna Cum Laude |
| S | Summa Cum Laude |
| X | Maxima Cum Laud |

| *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

| 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 |

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

| CODE | DESCRIPTION | EXPLANATION |
|---|---|---|
| A | Aunt | Sister of parent |
| B | Brother | Blood brother or step brother |
| C | Cousin | Aunt or uncle's child |
| F | Father | Person student considers father |
| G | Grandparents | Mother or father of parent |
| M | Mother | Person student considers mother |
| P | Parents | Mother, father, or step parent |
| S | Sister | Blood sister or step sister |
| U | Uncle | Brother of parent |

## Level Code Types

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 |

## Marital Status Type Codes

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 |
| W | Widowed | Legally married and spouse is deceased |
| P | Separated | Once married but now separated |
| N | Not Known | Unknown Status |

| | | |
|---|---|---|
| *Major Type Codes* | | |
| 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 |

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

| 4999 | BA | Undeclared |
| --- | --- | --- |

| Minor Type Codes | | |
| --- | --- | --- |
| 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 |

| Navigational Tips | |
|---|---|
| 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 |

| Prefix Codes | |
|---|---|
| Back to Prefix Standards | |
| CODE | DESCRIPTION |
| SG | First Sergeant   Army |
| $^{st}$ Lt | First Lieutenant   Air Force |
| LT | First Lieutenant   Army |
| $^{nd}$ Lt | Second Lieutenant   Air Force |
| LT | Second Lieutenant   Army |
| DM | Admiral Navy and Coast Guard |
| MB | Ambassador |
| TTY | Attorney |
| RO | Brother |

| Bishop | Bishop |
|--------|--------|
| BG | 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 | Estate of |
| Exe | Executive |
| Fr | Father |
| Frau | Married Woman |
| Gen | General   Air Force |
| GEN | General   Army |
| He | His Eminence/His Excellency |
| Herr | Mister |

| | |
|---|---|
| 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 |
| LTG | Lieutenant General   Army |
| Lt Gen | Lieutenant General  Air Force |
| LCDR | 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 |
| SFC | Sergeant First Class   Army |
| SGM | Sergeant Major   Army |
| SMSGT | Senior Master Sergeant   Air Force |
| Sr | Sister |
| Sr | Senior |
| Sra | Senora |
| Sr. VP | Senior Vice President |
| Srta | Senorita |
| SSG | Staff Sergeant       Army/Marine Corp |
| SSGT | Staff Sergeant       Air Force |
| The Rev. Doc | The Reverend Doctor |
| TSGT | Technical Sergeant   Air Force |
| VADM | Vice Admiral Coast Guard |
| VP | Vice President |
| WO | Warrant Officer   Army/Air Force |

## Prefixes – Combined Mailing Name (Only)

| 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 |
| Drs. | Doctors |
| Mr. and Mrs. | Mister and Spouse |
| Mr. and Ms. | Mister and Miss |

## Relation Type Codes

Found on **SPAIDEN and STVRELT** Form

| CODE | RELATIONSHIP | CODE | RELATIONSHIP |
|---|---|---|---|
| A | Ex-spouse | B | Brother |
| C | Child | D | Friend |
| F | Father | G | Grandparent |
|  | Siblings |  | Aunt or Uncle |
| M | Mother | N | Neighbor |
| O | Relative | P | Spouse |
| S | Sister |  | Step Parent |
| U | Guardian | X | Significant Other |

## Religious Type Codes

Found on **SPAIDEN** Form

| CODE | DESCRIPTION |
|------|-------------|
| AJ | Adventist/Jehovah's Witness |
| BA | Baptist |
| BU | Buddhist |
| CA | Catholic |
| CN | Congregational |
| CR | Christian |
| CS | Christian Science |
| EP | Episcopalian |
| FD | Fundamentalist |
| HD | Hindu |
| IM | Islam/Muslim |
| JA | Jayne |
| JE | Jewish |
| LD | Latter Day Saints (LDS Mormon) |
| LU | Lutheran |
| ME | Methodist |
| MN | Mennonite |
| NO /NR | None (Specify having no religion) /No Response |
| OP | Other Protestant |
| OR | Other Religion |
| PN | Pentecostal |
| PS | 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 |
| O | Out of State |

## Secondary Unit Address Codes

| CODE | DESCRIPTION | CODE | DESCRIPTION |
|---|---|---|---|
| Aly | Allee | Aly | Alley |
| Anx | Annex | Apt | Apartment |
| Arc | Arcade | Ave | Avenue |
| Byu | Bayoo | Byu | Bayou |
| Bch | Beach | Bnd | Bend |
| Bg | BG | Blf | Bluff |
| Btm | Bottom | Blvd | Boulevard |
| Br | Branch | Brg | Bridge |
| Brk | Brook | Bg | Burg |
| Byp | Bypass | Cp | Camp |
| Cyn | Canyon | Cpe | Cape |
| Cswy | Causeway | Ctr | Center |
| Cir | Circee | Cir | Circle |
| Clfs | Cliff | Cor | Corner |
| Cors | Corners | Crse | Course |
| Ct | Court | Cv | Cove |
| Cres | Cresent | Crk | Creek |
| Xing | Crossing | Cswy | Crossway |
| Dl | Dale | Dv | Divide |
| Dr | Drive | Est | Estate |
| Expy | Expressway | Ext | Extension |
| Fls | Falls | Fry | Ferry |

| | | | |
|---|---|---|---|
| Fld | Field | Flds | Fields |
| Flt | Flat | Frd | Ford |
| Frst | Forrest | Frg | Forge |
| Frk | Fork | Ft | Fort |
| Fwy | Freeway | Gdns | Garden |
| Gtwy | Gateway | Gln | Glen |
| Grn | Green | Grv | Grove |
| Hbr | Harbor | Hvn | Haven |
| Hts | Height | Hwy | Highway |
| Hl | Hill | Holw | Hollow |
| Inlt | Inlet | Is | Island |
| Iss | Islands | Jct | Junction |
| Ky | Key | Kys | Keys |
| Knl | Knoll | Knls | Knolls |
| Lk | Lake | Lks | Lakes |
| Lndg | Landing | Ln | Lane |
| Lgt | Light | Lf | Loaf |
| Lcks | Lock or Locks | Ldg | Lodge |
| Lp | Loop | MC | Mail Code |
| Mall | Mall | Mjr | Major |
| Mnr | Manor | Mdw | Meadow |
| Ml | Mill | Msn | Mission |
| Mtn | Mountain | Orch | Orchard |
| Oval | Oval | Pkwy | Parkway |
| Pl | Place | Pln | Plain |
| Plns | Plains | Plz | Plaza |
| Pt | Point | Prt | Port or Ports |
| Pr | Prairie | Radl | Radial or Radiel |
| Rnch | Ranch or Ranches | Rpds | Rapid |
| Rst | Rest | Rdg | Ridge |
| Riv | River | Rd | Road |
| Row | Row | Rt | Route |
| Shl | Shoal | Shrs | Shores |

| | | | |
|---|---|---|---|
| Spgs | Springs | Spur | Spur |
| Sq | Square | Sta | Station |
| Start | Start | Stra | Strave |
| Strm | Stream | St | Street |
| Smit | Summit | Ter | Terrace |
| Trce | Trace | Trak | Track |
| Trfy | Trafficway | Trlr | Trailer |
| Trl | Trail | Tunl | Tunnel |
| Tpke | Turnpike | Un | Union |
| Vly | Valley | Via | Viaduct |
| Vw | View | Vlg | Village |
| Vl | Ville | Vis | Vista |
| Walk | Walk | Way | Way |
| Wls | Wells | Xing | Xing |

| Site Validation Codes | |
|---|---|
| ound on **SAAADMA** Form | |
| ABB | bbotsford BC M Ed |
| ST | storia OR M Ed |
| LH | ellingham WA M Ed |
| RM | remerton WA M Ed |
| VR | eaverton OR M Ed |
| AL | algary AB M Ed Site |
| AR | arson WA M Ed |
| HE | hehalis WA M Ed |
| LE | le Elum/ Roslyn WA M Ed |
| LK | lark County WA M Ed |
| AL | he Dalles OR M Ed |
| AC | ast County OR M Ed |
| DM | dmonton AB M Ed |
| LM | lma WA M Ed |
| RM | otential Site Ft McMurray |
| LE | oldendale WA M Ed |
| RE | resham OR M Ed |
| RP | rants Pass OR M Ed |
| U2 | otential Site Guam #2 |
| UA | uam M Ed |
| IN | inton AB M Ed |
| QQ | oquiam WA M Ed |
| EL | elso WA M Ed |
| FL | lamath Falls OR M Ed |
| CY | acy WA M Ed |
| NG | angley BC  M Ed |
| ON | ongview WA M Ed |

| | |
|---|---|
| MAU | Maui HI  M Ed |
| MDF | Medford OR M Ed |
| OLY | Olympia WA M Ed |
| ON | 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 |
| UTH | Utah |
| VBC | Potential Site Vancouver BC |
| WSM | White Salmon WA M Ed |

| *State/Province Abbreviation Codes* | |
|---|---|
| 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 | CN |
| 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 |

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

| Kansas | KS |
| Kentucky | KY |
| Louisiana | LA |
| 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 | T |
| Utah | UT |
| Vermont | VT |
| Virginia | VA |
| Virgin Islands | VI |
| Washington | WA |
| West Virginia | WV |
| Wisconsin | WI |
| Wyoming | WY |
| Yukon Territory | YK |

| *Student Status Validation Codes* | |
|---|---|
| Found on **SFAREGS** Form | |
| AS | Active Student |
| IS | Inactive Student |
| XA | Admittance Application Canceled |

| Student Fee Assessment Codes | |
|---|---|
| Found on **STVRATE** Form | |
| A | Athletic Fee Wavier (App Fee) |
| AAW | Alumni App Waiver (App Fee) |
| M | AROTC Fee Waiver ( Army) |
| N | Fee NOT paid (Apply Fee) |
| P | Fee part waived (Apply Fee) |
| R | AFROTC Fee Waiver ( Air Force) |
| SENR | Senior Citizen Waiver |
| STAFF | Staff Rate |
| W | 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 *as a graduate student*. |

## Subject Codes

Found on **STVSUBJ** Form

| Code | Subject | | Code | Subject |
|---|---|---|---|---|
| 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 |
| CST | Communication Stud | | MUS | Music |
| CS | Computer Science | | NRS | Nursing |
| DNC | Dance | | DICA | DICA Cross-Register |
| DRM | Drama | | PHL | Philosophy |

| CODE | DESCRIPTION | | CODE | DESCRIPTION |
|------|-------------|---|------|-------------|
| ECN | Economics | | PHY | Physics |
| ED | Education | | POL | Political Science |
| EE | Electrical Engineering | | PSP | Peace Studies |
| EGR | Engineering | | PSY | Psychology |
| ENG | English | | SCI | Science |
| ENV | Environmental Studies | | SOC | Sociology |
| FA | Fine Arts | | SPN | Spanish |
| FRN | French | | SW | Social Work |
| GEO | Geography | | THE | Theology |

## Suffix Type Codes

Back to: *Suffix Standards*

| CODE | DESCRIPTION |
|------|-------------|
| BVD | Blessed Virgin Mary |
| BVM | Sisters of Charity of the Blessed Virgin Mary |
| CFRE | Certified Fund Raising Executive |
| CPA | Certified Public Accountant |
| CSC | Holy Cross Fathers and Brothers |
| CSJ | Sisters of St. Joseph |
| DC | Doctor of Chiropractic |
| DD | Doctor of Divinity |
| DDS | Doctor of Dental Surgery |
| DMD | Doctor of Dental Medicine |
| DO | Doctor of Osteopathy |
| DVM | Doctor of Veterinary Medicine |
| EdD | Doctor of Education |
| Esq | Esquire |
| FSE | Franciscan Sisters |
| II | The Second |
| III | The Third |
| IV | The Fourth |

| | |
|---|---|
| Inc | Incorporated |
| JD | Juris Doctor |
| Jr | Junior |
| LLD | Doctor of Laws |
| Ltd | Limited |
| MD | Doctor of Medicine |
| MSLS | Master of Science and Library Science |
| MLS | Master of Library Science |
| OD | Doctor of Optometry |
| OFM | Franciscan Friars |
| OFM Conv. | Conventual Franciscans |
| OP | Dominican Sisters |
| OSB | Benedictine Monks of Mt Angel Abbey |
| OSF | Franciscan Sisters |
| OSM | Servants of Mary/Servite Friars |
| SSM | Sisters of Mary |
| PC | Past Commander, Police Constable |
| PE | Protestant Episcopal |
| PhD | Doctor of Philosophy |
| Ret | Retired |
| RGS | Sisters of the Good Shepherd |
| SHCJ | Society of Holy Child Jesus |
| SJ | Jesuits |
| SM | Marist Fathers |
| SNJM | Sisters of Holy Names of Jesus & Mary |
| SP | Sisters of Providence |
| SR | Sisters of Reparation |
| Sr | Senior |
| SSMO | Sister of Saint Mary Order |
| USA | United States Army |
| USAF | United States Air Force |
| USAFR | United States Air Force Reserve |
| USAF Ret | Air 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 |

## Telephone Hierarchy

| Student Accounts: While school is in session | BI, CA, PR, MA, LO, P1, P2 |
|---|---|
| On Break | BI, PR, MA, LO, P1, P2, CA |
| Summer Invoices –Students **not** in class | BI, MA, PR, LO, BU, CA |
| Summer Invoices – Students in class | BI, CA, MA, PR, LO, BU |
| Controller | PR, BU, LO, CA, MA |
| Business | BU, 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 | PR, MA |
| Engineering | PR, BU |
| SOBA | CA, LO, MA, PR, BU |
| Financial Aid | PR |

| *Telephone Type Codes – Person* | |
|---|---|
| Found on **SPAIDEN** Form | |
| Back to: *Telephone Standards* | |
| AL | Alumni Home  phone |
| AB | Alumni Business  phone |
| AD | Alumni Development  phone |
| BI | Billing Department |
| BU | Business Address/ For Vendors, this address is maintained solely by Purchasing ,Accounting and Payroll |
| CA | Campus Address |
| CAR | Cell phone |
| CU | Address of a custodian of an individual |
| E | Electronic mailing address |
| EM | Emergency Contact |
| FA | Financial Aid |
| FAX | Fax phone number |
| IN | Inactive  Address or phone number |
| LC | Local  phone number |
| LO | Local /Campus address |
| MA | Mailing address if different from permanent |
| P1 | Parents of student |
| P2 | Second parent address of student |
| PR | Primary address of individual |
| RE | Remittance |
| SA | Overseas address or phone number of student studying abroad |
| SB | 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 |
| E | 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 |

| | |
|---|---|
| ***Vendor Address Type Codes*** | |
| Found on **APCADDR** Form | |
| Back to '[Vendor Address Changes"](#) | |
| AL | Alumni Home Address |
| AB | Alumni Business Address |
| AD | Alumni/Development Address |
| BI | Billing Address |
| BU | Business Address/ For Vendors, this address is maintained solely by Purchasing ,Accounting and Payroll |
| CA | Campus Address |
| CAR | Cell phone |
| CU | Address of a custodian of an individual |
| E | Electronic mailing address |
| EM | Emergency Contact |
| FA | Financial Aid |
| FAX | Fax phone number |
| IN | Inactive  Address or phone number |
| LC | Local  phone number |
| LO | Local /Campus address |
| MA | Mailing address if different from permanent |
| P1 | Parents of student |
| P2 | Second parent address of student |
| PR | Primary address of individual |
| RE | Remittance |
| SA | Overseas address or phone number of student studying abroad |
| SB | 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% |

# INDEX