Angelo State University
Portico Project
Guidelines for Data Standards,
Data Integrity and Security

Table of Contents

1 Data Integrity

1.1 Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Angelo State University data that is electronically maintained in Banner. The guidelines define the responsibilities of users who input and access that data. Divisions/departments may have individual guidelines that supplement, but do not replace or supersede, these guidelines.

1.2 Administrative Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws as well as Angelo State University policies and procedures concerning storage, retention, use, release, and destruction of data (refer to the Angelo State University FERPA Policy Statement, Section 5).

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

The University must protect the security and confidentiality of data; however, the procedures that allow access to data should not <u>unduly</u> interfere with the efficient conduct of University business. As a general principle of access, University data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information.

Division/department heads are considered the Data Custodians and will ensure that for their areas of accountability each user is trained regarding user responsibilities (Appendix 4). As part of that training, each user will read, understand, and agree to abide by the stipulations in this document.

Division/department heads will ensure a secure office environment with regard to all Angelo State University data systems. Division/department heads will determine the data access requirements of their staff as they pertain to their job functions before submitting a Banner ID Request form.

Data base security is the responsibility of everyone using the Banner system. Everyone who uses a computer needs to be aware of and vigilant regarding security. Data security involves everything from shredding papers with identifying

information to logging off of Banner or locking your computer (press Ctrl+Alt+Delete simultaneously and then press Lock Computer) when you are away from your work area.

Placing a computer screen where no one but the authorized person can view it may be impossible, but all reasonable measures should be taken to ensure security of information on one's computer screen. Reasonable measures include placing visitor chairs perpendicular to the screen instead of across from it and/or minimizing Banner while you are talking to visitors.

If you need to be away from your desk even for a few minutes, especially if you work in an office environment that is less secure (e.g. your desk is in a high visitor-traffic area, and/or your work area is removed from others in the office), do one of the following: log off Banner or lock your computer even for short periods of time.

All data extracted from Banner that includes non-directory information should never be kept on a hard-drive. Use network drives to ensure security.

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

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

1.3 Access to Angelo State University Data

Below are the requirements and limitations for all Angelo State University divisions/departments to obtain permission for display- (inquiry) and update- (add/change) access to University data. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult his/her supervisor or the appropriate Data Custodian (Appendix 4). Users must protect all University data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security and privacy of data within their control. You, the user, are responsible for all transactions occurring during the use of your log-in identification (ID) and password. Users are not to loan or share access codes with anyone. If it is found that users inappropriately loan or share their access codes, they are subject to disciplinary action, up to/or including termination.

The Banner System tracks changes made to data by user ID. Offices hiring temporary or part-time employees should request an appropriate ID for use by each individual who is to be granted access to the system. All employees with access to the Banner System, including student workers and temporary workers, will have a unique ID and password to access the system. Generally, temporary or part-time employee access will be limited to display (inquiry) only on selected data screens. Update capability should be carefully considered and approved by the division/department head and the data custodian.

Division/department heads must request access authorization for each user under their supervision by completing and submitting a Banner System ID Request Form (see Appendix 5) along with a signed confidentiality statement to the Data Custodian who forwards it to Information Technology. Under no circumstances will access be granted without written approval of the division/department head.

1.4   Information Access Definitions

1.4.1 Inquiry

"Inquiry" access enables the user to view, analyze, but not change Angelo State University data. This may also be referred to as display or query access. Downloaded data must be used and represented responsibly and accurately. Concerns or questions regarding the validity of downloaded data should be directed to the appropriate Data Custodian.

1.4.2 Update

"Update" access provides both display and add/change capabilities. This may also be referred to as maintenance access. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

1.5   Secured Access to Data

Banner System access will be established based on job function such as clerical, faculty, cashier, etc., and this will be referred to as classification. Specific access will be assigned to each classification. For example, the registration clerk might have update access to registration, but only display access to academic history. Users will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Head Data Custodian(s) (Student Module – Registrar, Finance Module – Comptroller, HR – Director of HR, Budget & Payroll – Director of Budget & Payroll Services, Advancement Module - Director of Development, Financial Aid Module – Director of Financial Aid.) To determine which Head Data Custodian you report to, see Appendix 4.

The following procedures will be used to establish an account (ID and password) or addition of security classification for the Banner System:

1. The employee, the employee's direct supervisor, and the department head, if different from the supervisor, will sign a request for a Banner System ID (see Appendix 5). The direct supervisor or department head will send the request to the Head Data Custodian for approval. The Banner System ID Request form must include the employee's first name, middle initial, last name, Department, Title and the appropriate classifications the user is to be assigned. Data Custodians do not need an authorizing signature for access to their own data. The Head Data Custodian must have the Banner Compliance Statement Form in hand (if required) before the ID request form can be forwarded to Information Technology.

2. The Head Data Custodian will forward the approved ID request to Information Technology to set up the employee's Banner account.

3. Information Technology creates a unique Banner Account for the employee.

4. IT will send the user the account, password information, and Data Standards Usage Quiz instructions in a sealed envelope.

5. The user has two weeks to complete the Data Standards usage quiz.

6. Immediately upon first login, the employee will need to change the password on GUAPSWD. Passwords must be a minimum of eight characters, must be alphanumeric, and cannot contain special characters.

7. If a user forgets his/her password, he/she must contact the Information Technology Help Desk in person, bearing a picture ID. Since the passwords are encrypted, Information Technology Services cannot read the old password and must issue a new one.

8. Passwords will expire every 120 days. It is recommended that users change their passwords every four months to ensure the system remains secured.

9. It is the responsibility of the department of a terminated employee to submit the Request for Access to Banner with "Delete Access" checked to IT so that Banner accounts for these individuals can be promptly disabled. If an employee transfers from one department to another, the hiring department will need to submit the Request for Access to Banner Form to the Head Data Custodian. Once the request has been approved by the Head Data Custodian and it has been forwarded to Information Technology, the person's access will be updated accordingly.

10. To arrange for Banner accounts for temporary data-entry employees, the supervisor must follow steps 1 through 5. All temporary data-entry personnel must have their own unique Banner ID and Password. Supervisors must notify IT when each temporary employee's assignment is finished so the account can be deactivated.

11. For student employee accounts, steps 1 though 5 must be followed. All student employees must have their own unique Banner ID and Password. Supervisors must notify IT when each student employee's assignment is finished so the account can be deactivated.

1.6 Requests for Confidential Information

Current Angelo State University faculty and staff who work with Banner system records as part of their regular job duties must complete the Banner Compliance Statement Form (see Appendix 6A).

Other current Angelo State University faculty and staff and external requesters who wish to request confidential information in any form, i.e. lists, labels, electronic, from the Angelo State University Banner System, must complete the Data Request Proposal Form (see Appendix 7). The Data Confidentiality Agreement Form for Research (see Appendix 6B) must also be completed if a Banner Compliance Statement Form is not on file with Information Technology. Submission of one or both completed forms with the appropriate signatures to Institutional Research and Assessment will be required before a request will be processed. Adequate lead time should be allowed: a minimum of a week for simple requests, longer for more complex reports. Before submitting your request, please see cohort codes and student type definitions below in Section 5.2.

The Institutional Research and Assessment Data Custodian will review the form to determine if the request meets FERPA guidelines (see Section 5.1.7-8), and other appropriate rules/guidelines. If questions arise, the requester may be asked to provide additional information regarding the data requested. If the requestor wishes to appeal the Data Custodian's decision or if the elements of the request fall under different Data Custodians, the Data Standards Committee will review the request and determine if the request is appropriate within university, state and federal guidelines. The Requester will be notified if the request cannot be approved. The decision of the Data Custodian may be appealed to the Data Standards Committee Chair. The decision by the Data Standards Committee shall be final.

1.7 Data Custodians

A Data Custodian is a Division/Department Head responsible for the on-going maintenance of Banner records under his/her control and for approving Banner access (Security) for designated employees in their department. The Data Custodian is also responsible for ensuring that data changes made in his/her department DO NOT CONFLICT with or have an adverse impact on records maintained by other departments. Such changes must be approved through the Change Order Request Procedure (Section 1.9).

Before granting access to Banner forms, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to Angelo State University Banner forms, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments. All provisions of the Family Educational Rights and Privacy Act

(FERPA) will be upheld by Data Custodians with authority over student data (see Section 5.1). These data custodians will be responsible to ensure their awareness and understanding of the provisions of this legislation and will seek training if needed.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges.

The University complies with State and Federal guidelines regarding the duration of record retention.

Security for all persons wanting access to view/update forms/records in Banner will be processed through the appropriate Head Data Custodian (see Appendix 4).

1.8   Self-service: Even though end-users will be responsible for keeping their records up to date through self-service, data custodians will still be responsible (behind the scenes) to make sure that data is clean and accurate.

1.9   Change Order Procedure for Validation Forms

Data Custodians can make additions/updates to Banner validation/rule forms that fall within their maintenance and control responsibilities. However, the changes each Data Custodian makes may have an effect on other departments/areas using Banner. **Because of this, all additions/updates to validation tables will be required to be submitted for approval to the Data Standards committee before a change can be made in Banner Production. Exceptions to the rule are Letter Gen validation forms and rule tables (including variable, paragraph, letter, job submission, popsel creation).**

Please NOTE: If you are making a change that does not require approval by the Data Standards Committee, you are still obligated to test the change thoroughly in a test instance before making the change in Production. In-office Change Management documentation of these changes are also required. This means that any time you create a new variable or popsel or make any other change, you should document it in your In-Office spreadsheet. This spreadsheet is to be used to help your office keep up with the changes you have made in case you ever need to go back and determine when a change was made.   A sample document can be found in the Appendices section: Appendix 8.

To request a change to a validation form in Banner, you must follow the procedures listed below:

1. Make the change in a Test environment and Test the change thoroughly.

2. Submit the following information in an email to the Data Standards Committee Chairperson. Please remember that your Data Custodian (Your Department Head) needs to have approved this request before you forward it to the Data Standards Committee Chair).

Subject: Data Standards Request
Today's Date: MM/DD/YY
Decision Required
Data Standards request from YOUR NAME, YOUR OFFICE
Form: VALIDATION FORM NAME
Description: VALIDATION FORM DESCRIPTION
Type of Change: ADDITION/CHANGE/DELETION
Value to be added: XX
Description of Value: DESCRIPTION TO GO WITH THE VALUE
Reason for change: REASONING
Approved by: YOUR Data Custodian (Department Head)

---

3. The Data Standards Committee Chairperson will do the following:
    a. Submit the request to the Data Standards Group for consideration via the Ramport Message Board to the Data Standards Group Members.
    b. Document the proposed change in the Data Standards Change Management Document
4. Group members will have two work days to respond to the request.
5. The Data Standards Chairperson will monitor the request to ensure that at least ¾ths of the group responds positively to the request.   If anyone has an issue with the request it will tabled until the issue has been resolved.
6. Once the request has been approved, the Data Standards Chairperson will do the following:
    a. Email the requestor with approval to proceed with the validation form update in Production.
    b. Send a message via RamPort to the Data Standards Group and the Data Standards User Group stating that the request has been approved.
    c. Document the change in the Data Standards Change Management document
7. The requestor can then make the approved change in Production.

2 Rules for Clean and Accurate Records

Due to the fact that Banner is an integrated system, ALL USERS play a key role in keeping the data clean and accurate.   Therefore, the Data Standards

Committee has developed a procedure to be used each and every time you search or make changes to a record.

ALWAYS SEARCH first.   Before you create a new record for a person or organization, you MUST conduct a name and/or ID search to make sure that person or organization has not already been entered in the ADMIN database. Each user in every office MUST conduct a thorough search to prevent entering a duplicate record.

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

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

The pound sign (#) and percent sign (%) should **NEVER** be used in any data field because they cause Oracle database errors.

2.1   Data Change Rules – Determining where a person is active and if you can make a change to that record

There are three forms (GUASYST, SFAREGQ, and ROAENRL) that can be used to help determine where a person is active in Banner and the history of previous roles played by this person. You will need to know this information to determine if you can make Name, Address, Phone, Bio/Demo, CID, E-mail and SSN updates/changes.

Use **GUASYST** to determine if the person has ever been an employee of ASU. If the Employee field is checked, always follow instructions as if the person is a current employee.

Use **ROAENRL** to determine if the person is a current student. If there is information in this form, you would treat the person as a current student when determining the person's current role.

Use **SFAREGQ** only to check a student's course schedule. Do not use this form to determine if a student is considered a current student. Reasoning: it will only show hours the student actually ended up taking. It will not show the hours a person enrolled in and then withdrew from and therefore does not accurately reflect what the student officially enrolled in.

We have chosen to follow the following role hierarchy (highest to lowest): Employee, Student Worker, Student, Alum. If a person falls into more than

one role, always use the role highest in the hierarchy to determine who can make the changes/updates.

Below is a more detailed explanation of each of these forms and how they can be used to determine the person's current role(s) in Banner.

The form GUASYST can be used to determine a person's role history. From the Main Menu, type in GUASYST and click ENTER.

Type in the person's CID or name and click ENTER. The form will then show check marks in every role in a person's history at ASU.

Use this form to determine if the person has ever been an employee of ASU. If the Employee field is checked, always follow instructions as if the person is a current employee.

The form SFAREGQ can be used to see a student's course schedule. If we are in the middle of a term, it will only show hours the student actually ended up taking. It will not show the hours a person enrolled in and then withdrew from.

To use this form, type in SFAREGQ at the Main Menu and click ENTER.

General Menu GUAGMNU 7.3 (TEST7) - Monday November 20, 2006

Go To... SFAREGQ ▼ Welcome, JDROLL

- My Banner
- Banner
  - Student [*STUDENT]
  - Advancement [*ALUMNI]
  - Financial [*FINANCE]
  - Human Resources [*HRS]
  - Financial Aid [*RESOURCE]
  - General [*GENERAL]
  - Banner XtenderSolutions [*BXS]
  - Texas Connection [*TXCN]

Type in the term and then the CID or Name of the person you are looking for and then click ENTER.

Registration Query SFAREGQ 7.2 (TEST7)

Term: 200710 ▼   Registration From Date: _____   Registration To Date: _____
ID: _____ ▼

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
200710	10116	ACC	2302	020	RW	N		☑	☐	☑	☐	☑	☐	☐	1100	1150

Part of Term: 1   Campus: M   Start Date: 28-AUG-2006   Instructional Method: ___
Grading Mode: S   Building: RAS   End Date: 15-DEC-2006
Credit Hours: 3.000   Room: 102   Instructor: DeCelles, Michael D.   ☑ Primary

| 200710 | 10950 | FIN | 3361 | 020 | RE | N | | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | 1800 | 1915 |

Part of Term: 1   Campus: M   Start Date: 28-AUG-2006   Instructional Method: ___
Grading Mode: S   Building: RAS   End Date: 15-DEC-2006
Credit Hours: 3.000   Room: 101   Instructor: Kara, Sahit M.   ☑ Primary

| 200710 | 11398 | BA | 4303 | 020 | RE | N | | ☑ | ☐ | ☑ | ☐ | ☐ | ☐ | ☐ | 1330 | 1445 |

Part of Term: 1   Campus: M   Start Date: 28-AUG-2006   Instructional Method: ___
Grading Mode: S   Building: RAS   End Date: 15-DEC-2006
Credit Hours: 3.000   Room: 111   Instructor: Tomlin, Sharynn   ☑ Primary

Co-op Education: ☐   Total Credit Hours: 9.000   Total CEU Hours: .000

The form ROAENRL can be used to see the TOTAL number of hours a student enrolled in for a term and if the person has withdrawn from any of them. To use this form, type in ROAENRL at the Main Menu and click ENTER.

General Menu GUAGMNU 7.3 (TEST7) - Monday November 20, 2006

Go To... ROAENRL ▼ Welcome, JDROLL

📁 My Banner
📁 Banner
   📁 Student [*STUDENT]

Type in the CID or name of the person and click ENTER. You will then need to Next Block twice to get to the bottom block on the form. From there, click on 'Schedule'.

Financial Aid Enrollment ROAENRL (TEST7)

Aid Year: 0607 ▼   ID: [   ] ▼ [   ]

Term Code ▼	---- Financial Aid Hours ----			Consortium Indicator	Activity Date	User ID	System or Manual
	Credit	Bill	Adjusted				
200710	9.000	9.000	9.000	☐	14-SEP-2006	FARULES	S
				☐			
				☐			
				☐			
				☐			

[Attending]

Term Code ▼	------- Current Hours -------			Multi Level
	Credit	Bill	Adjusted	
200710	9.000	9.000	9.000	☐
				☐
				☐
				☐
				☐

[Current Attending]   [Schedule]

This brings up the Enrollment by Course and shows you the status of each course that the student registered in for that term (even if he/she dropped the course).

3 General Person/Non-Person Information

The following guidelines should be adhered to for all records added to the Banner system.

3.1 Identification Number Standards

Identification number standards for the categories of person and non-person are to be defined as:

Person: any entity added to the system that is an individual (student, staff, retiree, faculty) will be created using the system generated ID number.

Non-Person: any entity added to the system that is not an individual (vendors, corporations, etc.) will be created using the nine-digit tax identification number.

All CID's for students, employees, and vendors begin with an 8 and are 8 digits long.

For Alumni/Advancement to comply with FERPA, they have had to add alternate ID's to students, employees, and vendors that are also their constituents. These people/non-persons will not only have their CID, but will also have an alternate ID that begins with an AL and followed by 7 digits. These alternate ID's are tied to an Alternate Name Type of ALID.

3.2 Duplicate ID's In Banner

If when searching you come upon duplicate ID's in Banner (The same person with two Campus ID's (CID) or Federal ID number), then you will need to identify under which systems a person has information (on each ID) using the GUASYST form. The GUASYST form lists the Banner systems that contain information about a person/organization.

The ID's and a screen print of the GUASYST form for each ID should be emailed to the Registrar's Office if the person has ever been a student and to the Human Resources office if the person has ever been an employee. If the person in question has been both an employee and a student, the Registrar's Office and Human Resources will need to work together to get the duplicate ID removed.

Once the Registrar's Office/HR receives the information, they will need to determine which ID would be the best to keep depending upon the information attached to each ID. They will then need to contact and coordinate efforts with all other areas concerning the movement of data from one ID to the other. Once this is done, the Information Technology Banner Data Base Administrator (DBA) should be contacted IMMEDIATELY by the Registrar's Office/HR so the bad ID can be deleted and all information can be corrected. The DBA is the current IT support person for the Registrar's Office. (If you have trouble locating who the person is, you may contact the Registrar's office.)

3.3 Update of Social Security Number In Banner –

When you see that a change needs to be made to the Social Security Number (SSN) field, you will first need to determine under which system a person has information using the GUASYST form. The GUASYST form lists the Banner systems that contain information about a person/organization. If the person for whom the changes are being made has information in the Human Resources module (as displayed on the GUASYST form), the data entry person will NOT perform the change and will refer the person to the HR Office. This will allow HR to maintain the copies of the Social Security card as required by law for all current or past employees. You should also use SFAREGQ and/or ROAENRL to determine if a person is a current or past student. (See instructions in Section 2.1).

Undergraduate Admissions and the Graduate School will be permitted to correct the SSN without a copy of the Social Security Card as long as the person has information ONLY in the Admissions or Recruiting modules of Banner (as displayed on the GUASYST form).

Financial Aid will be permitted to correct the SSN without a copy of the Social Security Card as long as the person does not have information in the HR module of Banner or does not have a SGASTDN record (as displayed on the GUASYST form). This is allowed because Financial Aid's source of SSN is from the United States Government.

The Registrar's Office will be permitted to correct the SSN with a copy of the Social Security Card as long as the person does not have information in the HR module of Banner (as displayed on the GUASYST form).

To make the SSN Change, do the following:

If you are a person that has the authority to change a SSN and have the proper documentation to do so (listed above) and the person is also a current student, then go to the %PAPERS form and make the change to the SSN. Once a SSN Change has been made, the person making the change should forward the information to all other offices affected as shown on the GUASYST Form. SSN information should never be sent via email.

No other areas will be permitted to change Social Security Numbers/IDs.

3.4 To Search for a Person/Non-Person

Use the search form for your module as listed in the following table by accessing the form directly or including it as the first item in your Quick Flow List. Utilize the wildcard function as stated in this document to ensure an extensive search.

If you have access to Birthday and/or Social Security Number, use these as primary search criteria to avoid duplicates in the system.

Conducting Searches

Module	Information Form	Person Search Form	Non-Person Search Form
STUDENT	SPAIDEN	SOAIDEN	SOACOMP
ALUMNI	APAIDEN	SOAIDEN	SOACOMP
HUMAN RESOURCES	PPAIDEN	SOAIDEN	SOACOMP
FINANCE	FOAIDEN	FOIIDEN	FOICOMP
FINANCIAL AID	SPAIDEN	SOAIDEN	SOACOMP

To access a Search form from one of the Information forms, click on the drop down arrow and select which Search form you want to access from the list of Options. If you have been given access to the Banner Alternate ID search form GUIALTI and you know the person's Birth date or their Social Security Number, then you should use this Alternate ID Search Form to determine that the person you are looking for does not already exist in Banner.

You may also retrieve information from a primary use form:

Search forms can be accessed through some primary use forms. To retrieve information from a primary use form (such as SAAADMS, SGASTDN, RPAAWRD, APACONS, PAAAPPL, TGACOLC, etc.) for your module, perform a <List> function or click on the drop down arrow (in most cases) to access a person search form. If the form allows access to non-person information, click on the drop down arrow and select the search form from the list of Options, or see bottom of screen for accessing non-person records. Note: some primary use forms in Finance and Alumni only access non-person records.

CAUTION: Be aware that some names contain punctuation and/or spacing (e.g., St. Laurent, O'Toole, Mac Donald). Names are entered into the system as given by the person or non-person.

❖ Enter names in upper/lower case (i.e., first character is capitalized and the rest are lower case.

❖ The % is a wildcard. This means it substitutes in the search for any and all characters that might follow or precede the value you have placed in front of or behind it. For example, %ders% could bring back records for Gun**ders**on, An**ders**on, and Lin**ders**mith. Use% judiciously. Search using a minimal number of letters.

For example, to find Sarah G. Giordini:
ID Last Name   First Name   Middle   Birth date   Chg
    Gio%   Sar%
This search will find mis-entered 'Sara' as the first name and transposed letters in the last such as 'Gioidni.'

❖ Look for the common denominators in names that might be abbreviated. Examples would be %ill% when looking for names like Bill, Billy, William, Will, or Willy, all of which could be names used by that one person.

❖ Search several times using different possible combinations. For McDonald, you might search for McDonald, Mc Donald, or Mcdonald. Easy ways to keep from searching each one individually would be to search on the commonalities. Using Mc%onald will capture all three variations listed above.

❖ Remember, some names really DO start with lower case letters, as in de la Rosa, or van Alleran.

❖ Double last names may have a hyphen (-) or just a space between them. Search for them by typing one of the last names and putting the % either before or after the name you are searching on. Placement of the % depends on whether you are searching on the last of the two names or the first of the two.

For example: Wilson-Smith is the last name
                  %Smith to search on the latter of the two.
                  Wilson% to search for the former of the two.
You may use this same technique for double first names.

❖ The 'Search using Sounds like' option under the Options menu is not a reliable search tool and should never be used as a final search source. To use this function as part of a larger search, you would first search using the SOAIDEN,

FOIIDEN, SOACOMP, or FOICOMP form. Then, while still on this form, under the OPTION tab choose "search using sound like" and then enter the last name as it sounds. Then submit the query.

❖ The "Search and Display more Details' option under the Options menu is also available to help you find whoever you are looking for. First search using the

SOAIDEN, FOIIDEN, SOACOMP, or FOICOMP form. Then, while still on this form, under the OPTION tab choose "Search and Display more Details". This will bring back more information on each of the persons pulled by your original query.

❖ Limited access will be given to the form GUIALTI to search by Social Security Number.

3.5   Creating a new Person/Non-Person In Banner

3.5.1   New Person

If the person is not in Banner, you would enter the information in the following manner

1. From %PAIDEN, Click on the Generate ID button

2. This will take you to the Common Matching Entry Form (GOAMTCH). This form allows you to determine whether an entity (person or non-person) matches an

existing record before it is entered into Banner and then use the drop down box to determine which Matching Source you would like to use to check for duplicates, and then Next Block.

3. Enter available person data to be used in matching. NOTE: The minimum requirements are last name for a person record; non-person name for a non-person record. **Use the rules in the Name Standards Section 3.8 to determine how to enter each of these fields correctly.**

4. Click the **Duplicate Check** icon or perform a **Next Block** function to execute the Common Matching algorithm. Result:

    a. If an exact match is found, the person and their data will display in the **Match** tab.

    b. The **Potential Match** tab will only be available if other potential matches are found.

    c. If the result is New, then click Yes to the prompt create a new PIDM. Data from the top block will be inserted into the appropriate tables.

    d. If the result is Match, then either

        i. **Select ID** to select the record and carry it back to the key block of the %IDEN form. <u>OR</u>

        ii. **Update ID** to update the record with data from the top block.

            1. Click ing **Update ID** will update the following data, if it has been entered in the Data Entry Block:

                a. SSN if it is null in Banner

                b. Date of Birth if it is null in Banner

                c. Gender if it is Unknown in Banner

                d. Address, telephone, and e-mail if the type does not exist for the record.

            2. A new sequence for the address will be created if the same type exists but address information is different.

    e. If the result is a Potential match, then

        i. Click the **Potential Match** tab. Review the data for each potential match.

        ii. Click the **Details** button to view data about the potential match on other forms. You can also sort the results dynamically by ID or name.

        iii. Determine if the person is new or a match and select the appropriate icon. (**Create New** or **Select ID** or **Update ID**.)

    5. After completing the update or insert, you will be returned to the key block of the %IDEN form to continue your data entry.

WARNING: if you have not selected any matching options, you will be unable to perform a **Next Block** function to enter any data after returning to the %IDEN Form.

3.5.2 New Non-Person Name/Vendor

All information is to be entered using mixed case (standard combination of upper and lower c ase letters). Acronym s are an exception. Se e the acr onym section below. En ter the v endor's n ame as su pplied to y ou by the v endor. S ee Appendix 3 for B usiness Word Abbreviations. If the street add ress will n ot fit o n one line, use the recommended abbreviations identified in Appendix 2 or in the in Section 4.6 .3-4 b elow. For name suffix es, see th e s uffix table indicated in Section 4.5.5 above.

One hyphen (-) may be used to separate double names.

Spaces are to be entered as given by the non-person.

The ampersand (&) can be used only when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

Abbreviations are allowed for Co., Corp., Lt d. Or Inc. wh en used after the name of a corporate entity. All other forms of abbreviations should not be used for th e

corporate e ntity nam e, unles s ab breviations are ne cessary du e to line lengt h constraints.

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

3.6 To determine if you can CHANGE or ADD a name on an EXISTING Person/NonPerson (%PAIDEN) in Banner

When you find that a person's name needs to be updated in Banner, you must first determine where all a person is currently active in the system by following the procedures listed in Data Change Rules – Section 2.1.

Depending upon the current role or role history of the person in question, specific documentation may be required before the name change can take place. Use the table below to determine if you are eligible to make a name change for this person and the types of documentation required to make the name change for this person. If you are not eligible to make the change, please forward the proper documentation to the appropriate office to make the name change.

If the person is a/an:	Who can make the Change	Proper Documentation
Prospective Student		
Prospective Recruit, Applicant, or Financial Aid Applicant	Admissions Office (new undergraduate students) or Graduate Office (new graduate students) can make the change with appropriate documentation	?????
Former Student		
Former Student	Registrar and Graduate Office can make the change with appropriate documentation.	Official Court Document showing change of name

If the person is a/an:	Who can make the Change	Proper Documentation
Former Student and Financial Aid Recipient	Registrar and Graduate Office can make the change with the appropriate documentation, with notification to Financial Aid.	Official Court Document showing change of name
Financial Aid Recipient		
Former Student and Vendor and/or Financial Aid Recipient	Registrar and Graduate Office can make the change with the appropriate documentation, with notification to Purchasing and/or Financial Aid.	Official Court Document showing change of name
Current Student		
Current Student	Registrar and Graduate Office can make the change with the appropriate documentation,	Official Court Document showing change of name
Current Student and Employee	HR can make the change with appropriate documentation with notification to Registrar's Office/Graduate Office.	Official Court Document showing change of name and Social Security Card
Current Student, Employee and Vendor	HR can make the change with appropriate documentation with notification to Registrar's Office/Graduate Office, and Purchasing.	Official Court Document showing change of name and Social Security Card
Alumni/Deve		

If the person is a/an:	Who can make the Change	Proper Documentation
lopment		
Alumni Registrar's	Office and Graduate Office can make the change with the appropriate documentation, after determining that the person is not also an employee. The Alumni and Development Offices can add an ADV name with appropriate documentation after determining that the person is not also an employee or a student.	None. Just need to have been notified that the name has been changed.
Donor Alum	ni/Development can make the change with appropriate documentation, after first determining that the donor is not an employee or student.	None. Just need to have been notified that the name has been changed.
Employee		
Employee, Retiree or Employment Applicant Only	Human Resources can make the change with appropriate documentation.	Official Court Document showing change of name and Social Security Card
Vendor		
Vendor Only	Purchasing and OneCard Office can make the change with appropriate documentation.	None. Just need to have been notified that the name has been changed.
Business or		

If the person is a/an:	Who can make the Change	Proper Documentation
Corporation		
Business Donor	Alumni/Development can make the changes with appropriate documentation.	None. Just need to have been notified that the name has been changed.
Business Donor and Vendor	Purchasing can make the change with appropriate documentation.	None. Just need to have been notified that the name has been changed.

3.7 To CHANGE or ADD a name on an EXISTING Person/NonPerson (%PAIDEN) in Banner

Notes:
1. The Registrar's office will always use the OF name to print on the transcript.
2. Names on checks print from the current name block
3. Self Service shows a faculty member's name as it appears in the current name block
4. HR reporting pulls off of the OF name type
5. We always want the most current and accurate name to appear in the current name block even if it is not the "OF" name for this person. This could be the 'PREF' name for an employee or the ADV name of a former undergrad who is an alum but is now going to grad school. Or, it could be a name with a blank name type because we are waiting on the proper documentation to make it the 'OF' name type.
6. When a student would like to have a different name on their diploma than their OF name (Jon instead of Jonathon), Academic Affairs can type in the DIPL name in the Diploma name field on the SHADIPL form. This information is not kept on the SPAIDEN form.

Find your department below to determine how you should make a name change

ADMISSIONS: When Admissions/Grad Admissions receives an application and the person IS ALREADY IN BANNER with a different name:
 1. If there is already an 'OF' name that is different than on the application,
   A. Add the new name without a name type in the current Name block (if it is not already listed as an ADV name). This will move the OF name to the Alternate Name Block.
   B. Add NAME CHANGE Documentation "NAME" to the Admissions Checklist Items needed on SAAADMS.
   C. Leave the OF name type attached to the name now in the Alternate Name block.

D. Once you have receive the required documentation, determine all roles the person has and forward the information to the appropriate office to make the 'OF' name change

6. **If there is not an 'OF' name in Banner** but there is a name with a BLANK name type attached to it, and it is the same name as it is on the application, change the name type to OF. If the name in Banner in the current name block has the 'ADV' name type attached to it, and there is not an 'OF" name in the system, go ahead and change the type from 'ADV' to 'OF'.

REGISTRAR: When the Registrar's office receives proper documentation to make a name change and the person IS ALREADY IN BANNER with a different name:
   NOTE: There should already be an 'OF' name in Banner.
1. Update the name in the current name block to the new name with a name type of 'OF' and Save. This will move the old 'OF' name to the Alternate Name Block.
   NOTE: if this name is already listed in Banner with an 'ADV' name type in the current name block, change the name type from 'ADV' to 'OF' and save.

7. If the new name is already listed as the 'ADV' name type in the alternate name block, go ahead and update the name in the current name block to the new name with a name type of 'OF' and then save. Next block to the Alternate Name Block until you get to the name with the 'ADV' name type assigned to it and delete the name with the 'ADV' name type and then save.

HR: When Human Resources hires an employee and the person IS ALREADY IN BANNER with a different name.
1.   **If there is already an OF name that is different than the I-9 form**,
   Add the new name (if you have proper documentation) with a name type of OF in the current Name block. This will move the previous OF name to the Alternate Name block.
2.   I**f there is not an OF name in Banner** but there are other name types, add the new name with the OF name type in the current name block.

Advancement: When Advancement or the Alumni office received an updated name for a person who is already in Banner.
1.   **Check to see if there is an ADV name type for a name.**

A. If there is, check to see if it is the same as the new name. If it is, then leave as is. If it is different, then change the ADV name to reflect the new name.

NOTE: If the name is more of a nick name, then use the Preferred First Name Field in SPAIDEN to record the name.

B. If there is not an ADV name type already **there and the name is different than the OF name**, then add this new name as the ADV name type.

2. **If there is not an ADV name type and the name is the same as the OF name,** then do not add this name as an ADV name type – leave it as the OF name.

3.8   Name Standards

3.8.1   Last Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the last name as supplied by the person. Spaces should be entered within the last name as they are presented by students, employees, etc

Hyphens may be used to separate double last names (sometimes used in ethnic names o r by p ersons wh o wish to utiliz e their ma iden an d m arried na mes). However, if there are two last n ames that are not h yphenated (e.g. Monica L ou Creton Quinton), Monica would be input as the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

Do NOT use titles, prefixes, and suffixes in the last name.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

Note: When a new person is being entered into Banner and that new person has a pr evious name th at is de emed necessary t o b e r ecorded, e nter th e pr evious name int o the system FIRST and sav e the record. Change the   name us ing Banner's name change procedure found in section 4.5.6 Name Types: Assigning and Updating (GTVNTYP) of this document.

3.8.2   First Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter th e legal spelling and format of the fir st name as supplied b y the pe rson. If no first nam e exists, put a p eriod in th is space. Be sure to record the preferred first name in the Preferred First Name field.

Some first names consist of o ne letter. If this is th e case, it sh ould be entered without a period. In those cas es wh ere a sin gle c haracter fir st name is designated as the first name a nd f ollowed by a midd le name, place the s ingle character in the first name. Be sure to r ecord t he preferred fir st nam e in t he Preferred F irst Name field. Hy phens MAY be used t o se parate dou ble fir st names.

Spaces sh ould b e en tered within the fir st nam e as they ar e presented by students, employees, etc. (e.g. Mary Ann, Bobby Joe).

Do NOT use titles, prefixes, or suffixes in the first name field.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

3.8.3   Middle Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal middle name or middle initial as supplied by the pe rson. If the middle initial is used instead of the midd le name, place a period after the middle initial. If no middle name exists, leave the field blank.

Hyphens MAY be used to separate double middle names.

Spaces s hould b e entered within the middle na me as t hey are pr esented by students, employees, etc.

Do NOT use titles, prefixes, or suffixes in the middle name field.

The pound sign (#) and percent sign (%)should not be used because they may cause ORACLE database errors.

3.8.4   Prefixes

Prefixes are not required for data entry. If utilized, prefixes are to be entered using mixed case (standard combination of upper and lower case letters). Enter the prefix in the prefix field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes and recommended abbreviations. Please be aware that different branches of the military may use different abbreviations for the same title.

Abbreviation	Description
Dr.	Doctor
Hon.	Honorable
Miss	Miss
Mr.	Mister
Mrs.	Madam
Ms.	Ms
Rev.	Reverend
Rev. Father	Priest
Sr.	Sister

Branch of the Military **Title (Abbreviation)**			
Army	**Navy**	**Marine Corps**	**Air Force**
Second Lieutenant (2LT)	Ensign (ENS)	Second Lieutenant (2Lt)	Second Lieutenant (2Lt)
First Lieutenant (1LT)	Lieutenant Junior Grade (LTJG)	First Lieutenant (2Lt)	First Lieutenant (1Lt)
Captain (CPT)	Lieutenant (LT)	Captain (Capt)	Captain (Capt)
Major (MAJ)	Lieutenant Commander (LCDR)	Major (Maj)	Major (Maj)
Lieutenant Colonel (LTC)	Commander (CDR)	Lieutenant Colonel (Lt Col)	Lieutenant Colonel (Lt Col)
Colonel (COL)	Captain (CAPT)	Colonel (Col)	Colonel (Col)
Brigadier General (BG)	Rear Admiral Lower Half (RDML)	Brigadier General (Brig Gen)	Brigadier General (Brig Gen)
Major General (MG)	Rear Admiral Upper Half (RADM)	Major General (Maj Gen)	Major General (Maj Gen)
Lieutenant General (LTG)	Vice Admiral (VADM)	Lieutenant General (Lt Gen)	Lieutenant General (Lt Gen)
General (GEN)	Admiral (ADM)	General (Gen)	General (Gen)
General of the Army	Fleet Admiral	Not Applicable	General of the Air Force Master Sergeant (MSgt)

3.8.5   Sufixes

All suffix c odes ar e t o b e entered using m ixed ca se (standard c ombination of upper and lowe r cas e letters). En ter the suffix in the suf fix field, not in the last name field. Belo w are examples of commonly used suffix es and r ecommended abbreviations. The s uffix field is not included on printed payroll checks and tax reports.

Abbreviation	Description
Sr. Senior	
Jr. Junior	
II The	Second
III The	Third
IV The	Fourth

3.8.6   Name Type

Name Types: Assigning and Updating (GTVNTYP)

When you are creating a new person/non-person in Banner, find the current role of the person in the table below to determine which name type to use.

Current Role of New Person	Name Type	Description
ASU Alum, or Friend of ASU	ADV Adv	ancement (unofficial)
	LGCY	DO NOT USE (For IT use; Legacy ID converted to Banner will be deleted after validation has taken place.
ASU Alum, or Friend of ASU	NICK Adv	ancement Nickname (unofficial)
UnderGrad or Grad Applicant, Student, Previous Student, or Employee	OF	Official name; should only be changed with documentation
????? who would use?	PREV	Previous Unofficial Name
Recruit (Fin Aid, Undergrad or Grad Recruit)	None (BLANK)	Unofficial name
Anyone in Banner with an OF name type that is not what the person would preferred to be called.	PREF*	This is the person's preferred name. It should always reside in the current name block.

Anyone who is associated with Alumn/Advancement will receive this Name Type as an Alternate Name Type	ALID**	This is the alternate ID that Alumni/Advancement will use along side the Alternate ID (AL######) to identify each of their associates.

*The name type of PREF is currently under review. Do not use it at this time.

** The name type of ALID will always be entered in the Alternate name field along side the Alumni/Advancement Alternate ID.

If this is a Non Person, you would not fill in the Name Type.

3.8.7   Preferred First Name

Preferred first na me should be e ntered into the p referred first na me fie ld (e.g., Christopher Paul S mith). If 'Pau l' we re what the pers on go es by, then 'P aul' would be entered into the preferred name field*.   All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the sp elling and fo rmat of the pr eferred first nam e as supplied to you b y th e person. If no preferred name is given, leave the field blank.

8. If a perso n's na me is **Margaret Jones**, but **Maggie** is what the person goes by, then **Maggie** would be entered into the preferred name field. A nickname may be e ntered into th e preferred first name field if it is truly what the person goes by.

3.8.8   Legal Name

If the pe rson's n ame differs fro m the name o n his/her S SN card and th e individual is not an employ ee, the Financial Aid Office should use this field t o store the different SSN name. From the %PAIDEN form, on the Toolbar, click on Options and then se lect Leg al Name. You shou ld t hen e nter the Full Le gal Name of the person and save.

4 Date Standards

Dates are to be entered in the format of ddmmmyy. Months should be entered as three letter abbreviations. It does not matter whether spaces are used or not. Ex: 10 may 05 or 10may2005. All dates will be displayed as dd-mmm-yyyy.

Example:

Enter	Displayed as
17JAN93	17-JAN-1993
01 nov 19 92	01-NOV-1992

NOTE: There are many date-fields in Banner. Some accept dates in ddmm order while others accept dates in mmdd order. However, because some months can also be days, the end result may not be correct. The ddmmmyy format is always safe if the mmm is in letters.

MONTH	ABBREV		MONTH	ABBREV		MONTH	ABBREV
January	JAN		May	MAY		September	SEP
February	FEB		June	JUN		October	OCT
March	MAR		July	JUL		November	NOV
April	APR		August	AUG		December	DEC

5 Address Standards

5.1 To Enter or Update an Address in Banner %PAIDEN

If you have access to update and/or change addresses, please use the following guidelines to ensure that you are making changes correctly. Please note that even though you have access to update all addresses, you may be eligible to only update addresses with specific address types. Use the Address Type chart (section 5.2.1) to determine which addresses you may update.

5.1.1 Editing Addresses

You may make minor changes to correct an existing address (e.g., misspellings, transposition of numbers, capitalization, wrong street name abbreviation) without creating a new address.

5.1.2 Inputting a New Address Type (%PAIDEN)

If there is already an address for this person listed in Banner, use your down arrow to get to an empty address or click on record insert.
a. Type in the address type and the address following the rules found in Section 5.2. Note: if you type in the Address and then the Zip code, the City, State, and County will self populate.)
b. Student – leave 'Address source' blank at this point as you are not changing an address.
c. Type in the phone number associated with this address. Phone type should default to the same as the address type.
d. Save.
e. If there are more phone numbers, then click on the Telephone Tab to enter other phone numbers. Please follow instructions given on how to enter telephone information in Section 6.

5.1.3   Changing an Address for a specific Address Type (SPAIDEN)

In SPAIDEN, use the down arrow button to find the address you wish to change.   (Make sure that the address you want to change is attached to an address type that you are eligible to change, and that the role that a person is currently active will not prohibit you from making the change.)

b. Type in the date that the current address associated with this address type is to be inactivated. Check the 'Inactivate" button if you wish the address to be inactivated today.

c. Save.

d. Use your down arrow to get to an empty address. Input the address, address type and Source following the Address rules found in Section 5.2. Note: if you type in the Address and then the Zip code, the City, State, and County will self populate.)

e. Everyone, including the Student Area will need to input the Address source in the Source field on this address as we need to know the source of the address change.

f. Type in the phone number associated with this address. Phone type should default to the same as the address type.

g. Save.

h. If there are more phone numbers, then click on the Telephone tab to enter other phone numbers. Please follow instructions given on how to enter telephone information in Section 6.

5.1.4   Inactivating Addresses

You may never delete an address if it was correct at one time even though it may not be now.   You may inactivate addresses by end dating them. All address changes will be made by inactivating the old data and establishing a new address. This allows a record of the old information to be kept in the system and allows for tracking of these changes.

Multiple addresses can be entered for a person or vendor using different address types. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from STVATYP.

The USPS Postal Addressing Standards (January 1992) were utilized to prepare these address standards and should be followed accordingly.   If an address is no longer valid, end date it.   DO NOT delete it.   Measures should be taken to locate a useable address.

5.1.5   To Review and Verify an Address GOAADDR

Use this form to review and verify address information. All of the fields in the key block are optional except the 'reviewed' and 'not reviewed' indicators. One or both of these indicators must be checked in order for address information to be selected.

If the user field is entered, addresses entered or changed by that user will be selected.

To monitor address changes entered between a period of time, enter a from and to date. To look at all address updates/changes made after a certain date enter a from date and leave the to date blank. To review all updates/changes made before a certain date, enter the to date and leave the from date blank.

The source indicates the source of the address information which could include an outside source (i.e. telemarketing, look up or directory company), internal source (i.e. different offices on campus) or the web. If left blank all address changes meeting the entered criteria will be selected regardless of source.

Any changes made to an address on this form will UPDATE the address with the new/correct information. Addresses may not be added to or deleted from a person's record on this form. To view all addresses or to add or delete an address, select the show all addresses option. This will allow you to access the appropriate identification where you may view all addresses, add a new address or delete an address.

5.2 Address Standards

5.2.1 Address Types (STVATYP)

Student* refers to Admissions, Graduate Admissions, Registrar's Office, Residence Life, Dean Secretaries, Financial Aid, Accounts Receivable, Library, OneCard, Alumni.

Code	Description	Explanation
BI Bill	ing *From B code in SIS+*	Updated by AR. Created if the billing address is different from Permanent. Use to mail invoices and statements.
BU Business	or Work *From W code in SIS+*	Updated by Alumni/Development for alumni and businesses. This is the address where a person <u>works off campus</u>. This address is attached to a student, and is not the address of a vendor.
CL Employe	e Campus Location *No migration- information not on current systems*	Updated by HR and departments. Used to record the physical location of a faculty or staff member's office. Used to create the campus directory and to locate faculty and staff in case of a campus emergency. Not to be used for university mailing purposes. Building should be inserted on the 1st address line (Appendix 1). Room Location should be inserted on the 2nd address line: Rm 100. ASU Departmental Post Office Box should be inserted on the 3rd address line: ASU Station 11020
CM	Student	Updated by ASU Post Office Personnel for students. This

	Campus Box	is the ASU Post Office Box number for a student.
EL Electronic	Loan Lender	Updated by Financial Aid
EM Emer gency	Contact *From E or C codes in SIS+*	Updated by HR for employees and Residence Life for students who reside in on-campus housing. It is the address of an emergency contact for a person. Updated by students through the web self service.
LO	Local Residence *From L and D code in SIS+*	Updated by Student* for current students. A local address or temporary address for a person. Created if Primary mailing address is different from Permanent.
NP	Next of Kin 1	Updated by Student*. Next of kin address created if different from PA.
PA Parent/Guardia	n – Primary *No migration- information not on current systems*	Updated by Student*. Parent address created if different from Permanent.
PB Business Post	Office Box for Development	PO Box (Bus) for Development
PH Home Post	Office Box for Development	PO Box (Home) for Development
PR Perm anent	/Home *From P code for students, From main address for HR, from home address for A/D**	Updated by Student* for students, Alumni/Development for Alumni and HR for employees. Every non-vendor record should have this address type. Permanent mailing address for all communication and legal documents. If the student is also an employee, HR will update the address.
PS Pare nt/Second	ary	Updated by Student*. Parent address created if different from Permanent.
TE Temporary	*From M code for student from SIS+*	Updated by Student* for students, Alumni/Development for Alumni and HR for employees. Temporary mailing address, other than or in additional to local address used by current students.
TP Third Party	Billing *No migration- information not on current*	Updated by AR. Created if the billing address is different from the BL address. Used to mail invoices and statements, primarily to third party contract entities.

	systems	
VC Vendor Check	or Check *No migration-information not on current systems*	Updated by Purchasing. Used to mail vendor checks.
VP Vendor	or – Purchase Order *No migration-information not on current systems*	Updated by Purchasing. Used to mail Purchase Order and Change Orders.
UN	Unknown	Used for Conversion purposes only. Do not use this code.
XX Res	erved for TGRFEED only. *No migration-information not on current systems*	Required reserved code for TGRFEED.

If you can make address updates to a specific address type, please follow the rules listed below to ensure that the update is made correctly.

5.2.2   Address Sources (STVASRC)

User defined codes that determine the method by which information regarding the updated address was received.

Code	Description
ADS Alumni Development System	
APH	ADV Use Only – Phone Call
AWS	ADV Use Only – Web Search
EMAL Email	
INET	Changed over the Web
INPE In	Person
LETR	Letter
PHON Phonathon received change	
PLUS	SIS + Conversion

POST	Post Office Change
RP	Recruitment Plus (Conversion)
SAR	FAFSA Data Load

5.2.3   Street Standards

All inform ation is to b e enter ed using up per and lowe r case letters, with th e exception of standard directional abbreviations.

Standard U.S. Postal Service Directional Abbreviations:

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

Abbreviate directionals (if they   are on e of th e eight sta ndard d irectionals liste d above) to the appropriate one or two character abbreviations.

Punctuation is normally limited to slashes and hyphens. (Hyphens in the address range are significant a nd are n ot removed. Hyphens in the street or city name may be replaced with a space.) Periods are not to be used.

Hyphens a nd s lashes may   be used when needed for clar ity or   designated fractions.

Do NOT leave blank lines between street lines. Do not use any of these lines for information other than addresses.

The address format allows three lines of street address information. If you cannot type in the whole address on the first line, use the Unit number (Ste, Apt, etc…) as the d ivider to start the sec ond lin e with. Use of the th ird stre et a ddress line should be avoided whenever possible.

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

Avoid stre et nam e a bbreviations (i.e., Hwd for Howar d, Shr wd f or Sh erwood Way) unless space considerations force you to abbreviate. This does not include

directionals or street s uffixes (i.e., St for Street, Rd for Road) as they should be abbreviated.   See Appendix 2 for standard street suffix abbreviations.

NOTE: The street suffix should be spelled out for streets where the street suffix appears before the name (e.g., Avenue N, Boulevard One).

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

5.2.4   Unit Numbers such as Apartment, Building, Suite, etc.

Use the following U.S. Postal Service secondary address code unit indicators (Notice that there are NO PERIODS after abbreviations):

Description	Code
Apartment Apt	
Basement Bsmt*	
Building Bldg	
Department Dept	
Floor Fl	
Front Frnt*	
Hanar Hngt	
Lobby Lbby	*
Lot Lot	
Lower Lowr*	
Office Ofc*	
Penthouse Ph*	
Pier Pier	
Rear Rea	r*
Room Rm	
Side Side	*
Slip Slip	
Space Spc	
Stop Stop	
Suite Ste	
Trailer Trlr	
Unit Unit	
Upper Upp	r*

*Does not require secondary range number to follow

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

5.2.5 City Standards

NOTE: If the zip code is entered first, Banner will populate City, County, and State (See Zip Code Standards section 4.6.8). As a check of accuracy, <u>make</u> <u>sure</u> that City now showing in Banner matches City on the document from which data are being entered.

All information is to be entered using mixed case (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. Normally, abbreviations will follow the standards for suffixes or directional words.

Do **NOT** enter Canadian Provinces into the City Field. Canadian Provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, New Foundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon, and have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City field and the Province in the State Field. Enter CA (Canada) into the Nation field.

5.2.6 State Standards – STVSTAT

NOTE: If the zip code is entered first, Banner will populate City, County, and State (See Zip Code Standards section 5.2.8). The two-letter U.S. Postal Service State Standards are to be used. Select the correct codes defined in STVSTAT.

Enter Canadian Provinces into the State Field. Canadian Provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, New Foundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon, and have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City field and the Province in the State Field. Enter CA (Canada) into the Nation field.

5.2.7 County Code Standards – STVCNTY

NOTE: If the zip code is entered first, Banner will populate City, County, and State (See Zip Code Standards section 5.2.8).

The three-digit codes as defined on STVCNTY are to be used.

5.2.8 Zip Code Standards

Zip codes MUST be entered for all United States and Canadian addresses.

United States – Ent er the 5-digit zip co de first. Do ing this will a utomatically populate the city and   state data f ields. If t he 9-dig it zip code is av ailable, the n place a hyphen after the first 5 and add the last 4 digits.

Canadian – Enter the six character zip code without hyphens or spaces.

International Postal Code – Enter the international address as supplied to you by the student. Normally, the Postal Code would be entered on the same line as the city.

Examples:

Address Line 1	7-301 Houji	c/o Aramco
Address Line 2	Middle of JiangNan Road	
City	Guang Zhou 510240	Dhahram 31311
Country	China P.R.C	Saudi Arabia

5.2.9   Nation Codes

Codes should only be added for non-US addresses. Leave the nation code blank for USA addresses, otherwise the Banner system will include USA on letters and mailing labels, resulting in additional postage costs.

5.2.10   Examples of USA Addresses

Each address line is limited to 30 characters. If the address will not fit on the first address line (even with proper Data Standards Abbreviations) insert the Unit number (Section 5.2.4) on the second address line.

Examples:

Address Line 1	3135 Cedarhill St	2536 W Avenue N Apt 3507
Address Line 2		
City	San Angelo	Abilene
State	TX	TX
Zip	76904	78901
Country		
Address Line 1	34 Meadow Dr Ste 3	236 Supercalifragilistic Dr
Address Line 2		Apt 35
City	San Angelo	San Angelo
State	TX	TX
Zip	76903	76901
Country		

5.2.11   Examples of International Addresses

Enter the international addr ess in to Bann er as sup plied to you by the stud ent. Normally, the Postal Code would be entered on the same line as the city.
Examples:

Address Line 1	7-301 Houji	c/o Aramco
Address Line 2	Middle of JiangNan Road	
City	Guang Zhou 510240	Dhahram 31311
Country	China P.R.C	Saudi Arabia

General requirements (Mailing specifications)

The bottom line of the address should show only the NATION name, written in full (no abbreviations) and preferably in capital letters. **Do not place the postal codes (ZIP Codes) of foreign country designations on the last line of the address. Do not underline the NATION name.** An example of a correct foreign address follows:

Ms. Joyce Browning
2045 Royal Rd
London Wip 6hq
ENGLAND

Miss Joyce Browning
2045 Royal Rd
06570 St Paul
FRANCE

Mr. C P. Apple
Apartado 3068
46807 Puerto Vallarta Jalisco
MEXICO

Exception: Mail for Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "KIA 0B1":

Ms. Helen Saunders
1010 Clear St
Ottawa On K1A 0b1
CANADA

5.2.12   Military Addresses: Overseas

You must show the grade, full name with a middle name or initial and PSC number, unit number or ship name. Replace the city name with "APO" or "FPO," and the state with "AA," "AE," or "AP'" and use a special ZIP Code.

Remember that each address line is limited to 30 characters. If the address will not fit on the first address line (even with proper Data Standards Abbreviations) insert the Unit number (Section 4.6.4) on the second address line.

Examples:

Address Line 1	HHB 6th Battalion 43rd Box 72	
Address Line 2	Air Defense Artillery CMR 417	
City	APO	
State	EA	
Zip	09602-8802	
Country		

AE is used for armed forces in Europe, the Middle East, Africa and Canada; AP is for the Pacific; and AA is the Americas, excluding Canada.

5.2.13   Military Addresses: USA

U.S.military add resses must c ontain t he AP O or FPO designation (in t he City Field) along with the normal state code in the state field.

Remember that each address line is limited to 30 characters. If the address will not fit on the first address line (even with proper Data Standards Abbreviations) insert the Unit number (Section 4.6.4) on the second address line.

Examples:

Address Line 1	HHB 6th Battalion 43rd Box 72	
Address Line 2	Air Defense Artillery CMR 417	
City	APO	
State	TX	
Zip	09602-8802	
Country		

5.2.14   Rural Route Addresses

Rural route addresses should be recorded in Banner as "RR N Box NN." Do n ot use the words "rural," "route," "number," "No.," or the # symbol.

Change th e d esignations "R FD" an d "R D" (as a mea ning fo r ru ral or ru ral free delivery) to RR. Example: RFD Route 4 #87A becomes RR 4 Box 87A

Addresses with a "Cou nty Ro ad" designation shou ld be recorded in Bann er a s "CR N Box NN." Do not use the words "County Road", "number," "No.," or the # symbol.

5.2.15   Post Office Boxes

Post office box addr esses sh ould be recorded in B anner as PO Box NN unless this is a c ampus PO Box . Ca mpus PO Boxes sho uld not u se the "B ox" designation or th e # sign. Instead, they should use the number as shown below <u>with the appropriate four digit zip code extension</u>.   (Notice that NO PERIODS are used.)

Examples:

Address Line 1	PO Box 11890	ASU Station 11221
Address Line 2		
City	San Antonio	San Angelo
State	TX	TX
Zip	78230	76909-1221
Country		
Address Line 1	PO Box G	ASU Station 11021
Address Line 2		
City	Big Springs	San Angelo
State	TX	TX
Zip	79720	76909-1021
Country		

6 Telephone Number Standards

The purpose of the General Person Telephone Form is to allow the user to create
an unlimited number of telephone numbers associated with a person. These telephone numbers may be associated with an address type and sequence number.

Note: A phone number must be flagged as primary, with the **Primary Indicator** checked (set to Y), before it is displayed along with the address information.

Updating Telephone Numbers
Anyone with access to update or change address/telephone information is responsible to make these changes as they see them.

Editing Telephone Numbers

You may make minor changes to correct an existing telephone (e.g., misspellings, transposition of numbers) without creating a new phone number.

Inactivating Telephone Numbers
You m ay n ever delete a telep hone num ber if it was cor rect at one time ev en though it may not be now. You may inactivate a phone number by checking the inactive box. All telephone changes will be made by inactivating the old data and establishing a new phone number. This allows a recor d of the old in formation to be kept in the system and allows for tracking of these changes.

Multiple ph one n umbers can be entered for a perso n or v endor using differ ent phone ty pes. Ph one standards have b een estab lished co operatively so t hat phone types are us ed consistently. Use the appropriate phone type cod e from STVTELE. See the Pho ne Types l isted be low fo r stan dard type and descriptions.

6.1 U.S. Telephone Numbers

If you are entering an address on SPAIDEN and have a telephone number to link to this address, you would enter the telephone number on the SPAIDEN form and the telephone type associated with the particular address type of this address will default in the telephone type field.

If you have other telephone numbers that are not to be linked to a specific address, or if you are inactivating a telephone number and adding a new number for a specific type, then you will need to enter these from the General Person Telephone form SPATELE.

Do not us e hyphens or parentheses when entering telephone numbers. The area code is entered without parentheses. The phone number is entered as 7 non-hyphenated digits. If an extens ion is provided, it is recorded in the "Phone Ext" area, as four digits.

6.2 International Telephone Numbers

If you need to enter an International Telephone Number, you may input this number on SPAIDEN or on SPATELE. Make sure that you include the International Access Code (011), Country Code, and City Code when inputting the telephone number.

Ex: If the person is from Chihuahua Mexico and you know the following:
International access code = 011
Country Code for Mexico = 52
City code for Chihuahua = 614

Phone number for the person = 677-5336

You would enter the Phone Type, in this case we chose "PA" for Parent Primary, and then enter the Phone Number. You would then tab over to the International Access box and input the international Code, International Country Code, and the International City Code information with a space between each.

6.3   Telephone Types – STVTELE

Code	Description	Address Type	Explanation
BI	Billing	BI	Updated by AR. Created if the billing number is different from Permanent.
BU	Business/Work phone	BU	Updated by Student and Registrar for students, Alumni/Development for alumni and AP/Purchasing for vendors.
CE	Cell Phone		Updated by Student and Registrar for students, HR and departments for employees, Alumni/Development for alumni and donors, and AP/Purchasing for vendors.
CL	Employee Campus Office	CL	Updated by HR and departments for employees.
EL	Electronic Loan Lender	EL	Created and updated only by Financial Aid
EM	Emergency Contact — Daytime	EM	Updated by HR and Residential Life. It is the daytime number of an emergency contact for a person.
FX	Fax Number		Updated by HR, departments for employees, AP/Purchasing for vendors, Alumni/Development for alumni and donors, and Registrar's Office for students.
LO	Local Residence	LO	Updated by Student and Registrar. A local

			number or temporary number created if different from Permanent.
NP	Next of Kin 1	NP	Updated by Student, Registrar, Res Life
PA	Parent- Primary	PA	Updated by Student, Registrar and/or AR. Parent number created if different from Permanent.
PG	Pager		Updated by HR and departments for employees and AP/Purchasing for vendors.
PR Perm anent /Home		PR	Updated by Student and Registrar for current students, HR for employees, Alumni/Development and Registrar for alumni and AP/Purchasing for vendors. Every non-vendor record should have this number type.
PS Parent – Secondary		PS	
TE	Temporary	TE	Updated by Student and Registrar. A local number or temporary number created if different from Permanent.
TP	Third Party Billing	TP	Updated by Purchasing.
VC	Vendor – Check	VC	Updated by Purchasing.
VP Vend or – Purchase Order		VP Upd	ated by Purchasing.

6. Email Address Standards

To Enter or update an E-mail Address (GTVEMAL)

Since Banner allows for only one email address on GOAEMAL to be marked as Preferred, we have determined that the 'ASU' Type email address on 'current students' will always be marked as the preferred email address.

Note: If there is another e-mail address out there for a student under a different type (BUS, PRI, FRE), it can remain listed, but not as the 'preferred' email address if there is also an 'ASU' type e-mail listed on GOAEMAL and if the person is a current student.
.

7.1 Email Address Types GTVEMAL

Code	Description	Address Type
FRE	Prospect e-mail address; from FAFSA form or prospect cards	Updated by Financial Aid, Admissions, and Grad Admissions
ASU	Official Luminis e-mail address assigned to students and employees by Angelo State University IT Department	Assigned by IT
PRI	Home e-mail address; preferred e-mail address	Updated by Registrar and Graduate Office for current students, Alumni/Development for Alumni, HR and departments for employees
BUS	Business e-mail address; office e-mail address	Updated by Purchasing for vendors, and by Alumni/Development for Alums and Donors
VEND	Vendor Direct Deposit Remittance Advices	Updated by Purchasing to notify vendors for payment purposes.

8 To Enter/Update %PAPERS Information (Gender, Citizen, Ethnicity, Birthdate) in Banner

NOTE: SSN is entered on this form, but follow instructions found in section 3.3 to enter/update Social Security Information.

Specific people in the HR, Advancement, Undergrad Admissions, Grad Admissions, Registrar's Office have update access to this form. If you have %PAPERS information on a person that is not already listed in the %PAPERS form, you may add this information to the person's record if you have the authority to do so.

To make any **changes** to the information on a person in this form, you must first ensure that you know the roles the person is currently active in and then that you have the authority to make the change.

8.1 To determine if you can CHANGE %PAPERS information in Banner

To determine if you can CHANGE %PAPERS information in Banner on a particular person, you must first determine the current rolls a person is currently active in. (See Section 2.1).

Depending upon the current role or role history of the person in question, specific documentation may be required before a change can take place. Use the table below to determine if you are eligible to make a change for this person and the types of documentation required to make a change for this person. If you are not eligible to make the change, please forward the proper documentation to the appropriate office to make the name change. Remember that to change an SSN, follow instructions in section 3.3 of this document.

the person is a/an:	Who can make the Change	Proper Documentation
Prospective Student		
Prospective Recruit,	Admissions Office (new	Application Materials

the person is a/an:	Who can make the Change	Proper Documentation
Applicant, or Financial Aid Applicant	undergraduate students) or Graduate Office (new graduate students) can make the change with appropriate documentation.	
Former Student		
Former Student	Registrar Office can make the change with appropriate documentation.	Driver's License
Former Student and Financial Aid Recipient	Registrar can make the change with the appropriate documentation, with notification to Financial Aid.	Driver's License
Financial Aid Recipient		
Former Student and Vendor and/or Financial Aid Recipient	Registrar can make the change with the appropriate documentation, with notification to Purchasing and/or Financial Aid.	Driver's License
Current Student		
Current Student	Registrar Office can make the change with the appropriate documentation	Driver's License
Current Student and Employee	HR can make the change with appropriate documentation with notification to Registrar's Office.	Driver's License
Current Student, Employee and Vendor	HR can make the change with appropriate documentation with notification to Registrar's Office and Purchasing.	Driver's License
Alumni/Development		
Alumni	Registrar's Office can	Driver's License

the person is a/an:	Who can make the Change	Proper Documentation
	make the change with the appropriate documentation, after determining that the person is not also an employee.	
Donor Alum	ni/Development can make the change with appropriate documentation, after first determining that the donor is not an employee or student.	Membership card, gift check, solicitation form, self-service form.
Employee		
Employee, Retiree or Employment Applicant Only	Human Resources can make the change with appropriate documentation.	Driver's License
Vendor		
Vendor Only	Purchasing can make the change with appropriate documentation.	????
Business or Corporation		
Business Donor	Alumni/Development can make the changes with appropriate documentation.	Membership card, gift check, solicitation form, self-service form.
Business Donor and Vendor	Purchasing can make the change with appropriate documentation.	????

8.2 Birth Date Standards

Enter the date of birth according to the Date Standards. If no birth date is given, leave it BLANK until the correct date is determined. This field should be reviewed on a periodic basis and updated when accurate birth date information is obtained. The Registrar's Office will review this information for students and the Human Resources Office will update this field for staff and faculty.

8.3 Citizenship Type Standards (STVCITZ)

Code	Description	Explanation	Owner
P	Permanent Resident/ Resident Alien	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.	HR and Undergrad Admissions' International Student Advisor
N	Non-U.S.Citizen	A person who is not a citizen or national of the United States.	HR and Undergrad Admissions' International Student Advisor
Y	U.S. Citizen	A citizen of the United States, owing service to it, and having attendant political rights.	HR and Undergrad Admissions' International Student Advisor

8.4 Visa Code Standards (STVVTYP)

Code	Description	Explanation	Owner
EA	Employment Authorization	Documentation for a person who is not a citizen or national of the United States, but has permission to work in the United States, usually for a limited amount of time.	HR and Undergrad Admissions' International Student Advisor
F1	Student Visa		HR and Undergrad Admissions' International Student Advisor
H1	Work Visa		HR and Undergrad Admissions' International Student Advisor
OP	Optional Practical Training		HR and Undergrad Admissions' International Student Advisor
PR	Permanent Resident		HR and Undergrad Admissions' International Student Advisor
RA	Resident Alien		HR and Undergrad Admissions'

			International Student Advisor

8.5 Gender Code Standards

Code	Description	Owner
M	Male	HR and Registrar's Office
F	Female	HR and Registrar's Office
N	Not available	HR and Registrar's Office

8.6 Ethnic Code Standards (STVETHN)

Code	Description	Explanation	Owner
AA	African American	A person having origins in any of the black racial groups of Africa	HR, Undergrad Admissions' International Student Advisor, and Registrar's Office
AN	Alaskan Native/American Indian	A person having origins in any of the Alaskan Native original peoples of North America.	HR, Undergrad Admissions' International Student Advisor, and Registrar's Office
AS	Asian/Pacific Islander	A person having origins in any of the Islander original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.	HR, Undergrad Admissions' International Student Advisor, and Registrar's Office
CA	Caucasian		
HS	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.	
IT	International		
OT	Other		
UN	Unknown		

8.7 Relationship Code Standards (STVRELT)

Code	Description

Data Standards Document_v6.1.doc
Angelo State University

A	Guardian
B	Brother
C	Child
D	Father
E	Ex-Spouse
F	Friend
G	Grandparent
I	Sister
M	Mother
O	Other Relative
P	Parent(s)
S	Spouse
U	Unknown
L	Life Partner

8.8 Guardian Information Code Standards (SOAFOLK)

The degree filed on the Guardian form is a free form text field. Following is the list of standardized codes to be entered in this field.

Code	Description
NOHS	No High School
SMHS	Some High School, no diploma
DPLM	High School Diploma or GED or Recognized Home School
SMCL	Some College, but no degree or certificate
BACH	Bachelors/4 year degree
GRPR	Graduate/Professional Degree
UNKN	Unknown or not applicable

8.9 Marital Code Standards (STVMRTL)

When needed by Financial Aid, Alumni/Development and/or Human Resources, the following codes will be used. Generally, students do not report marital status and this field is not maintained.

Code	Description	Explanation
D	Divorced	No longer legally married
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Not married
W	Widowed	Spouse is

		deceased
U	Unknown	Status unknown

8.10 Religion Codes (STVRELG)

Religion code tracking is available in Banner, but is not currently being utilized by Angelo State University.

9 Veteran Information

9.1 Student Module: Students (STVVETC)

CODE	VETERANS' STATUS TITLE
Blank	Non-Veteran
1	Chapter 31 Voc Rehab
2	Chapter 32 Post-Vietnam
3	Chapter 30 GI Bill Active Duty
5	Chapter 35 Dep Edu Program
6	Chapter 1606 Reserve or Guard
7	Chapter 1607 Reserve (REAP)

7.▢ Human Resources Module: Employees

CODE	VETERANS' STATUS TITLE
Y	Veteran
N	Non-Veteran

10 Confidential Information Indicator Standards

10.1 Students

This field will be left blank unless a student requests the Registrar to not release any Directory Information (see Requests for Information in Bulletin), at which time this box will be checked. If checked, no Directory Information will be released, with the exception of information that is necessary to be made available to University personnel who have a legitimate academic interest, such as academic advisors. The directory restriction will remain in place until the Registrar's Office receives written notification from the student directing them otherwise.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

8.□ Employees

The confidential information indicator will be left blank unless an employee submits a request to Human Resources to not release any Directory Information, at which time this box will be checked. If checked, home address and home phone information will not be included in the University Faculty & Staff Directory.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

10.3 Donors

The confidential information indicator will be left blank unless a donor submits a request to Alumni/Development not to release information regarding their contribution, at which time this box will be checked. If checked, no announcement or publication of the gift(s) will be made.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block. A separate visa field will contain more detailed information for non-U.S. citizens.

11 Hold Type Standards (SOAHOLD)

Holds in Banner versions prior to 7.0, allows anyone that has access to the HOLD form (SOAHOLD) to put on holds. It also allows individuals with update access to update, change, and/or delete ANY hold. The Data Standards Committee has determined that because of the openness of Banner Security on the Hold form (SOAHOLD), the only way for Angelo State University to fully use this form is that everyone having update access to STVHLDD will have to adhere to the HOLDS: TRAIN AND TRUST STANDARD which states:

Any person who has access to SOAHOLD will not update, change, or delete a hold unless the hold originated from within his/her own department and he/she has been given the authority to make updates/changes and/or delete holds. It is each department's responsibility to train personnel on the proper usage (updates, changes, and deleting) of holds within the department.

NOTE: If you place a check mark in the "REL" box which is the Release Indicator, only the person who placed the hold will be able to release the hold. The Data Standards Committee strongly suggests that you do NOT use this feature of Banner as it will severely restrict your business processes if that person is out for the day, changes jobs, or leaves ASU.

Any misuse of access privileges to the hold form (SOAHOLD) constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal.

9.☐ We will not use the "Graduation" check on any of the holds.

12   Deceased Person Information

Enter 'Y' if the employee/student is deceased.   Update the date of death, if known.   Deceased information should be maintained using the same guidelines as name changes.   Refer to the Data Change Rules section of this document. The message "DECEASED" shows up on any forms with the ID in the Key Information. The Registrar's Office will maintain this field for students, Alumni/Development will maintain it for alumni and donors, and Human Resources will maintain it for employees.

NOTE: We have tweaked the Evisions programming so that if the Deceased Indicator is "Y" for a person, any check processes through Evisions processing will have "Estate Of" listed before the person's name.

13   College Names and Addresses

Before adding any college or university to Banner, you will need to first complete a search for that particular college and have permission to update STVSBGI and SOASBG. Currently, the Transfer Services Coordinator in Undergraduate Admissions and the Admissions Secretary in the College of Graduate Studies have permission to update these two forms.

Instructions to add a college.

1. Go to the Banner form **SOISBGI** to query for the college.
    a. Enter "C" for College in the Type field. (Use "H" for a High School Search.)
    b. It is recommended that you search by City and/or State first instead of using the actual institution's name.
    c. If the institution is not found, proceed with the following instructions.

2. Go to form **STVSBGI**.
    a.   Clear form query mode by canceling the query using the "Cancel Query" icon located in the toolbar. (Help line at the bottom of the screen will say "Query Canceled").
    b. Then fill in "Source/Background Institution", "Description", "Type" and "Src Ind. Save (Use F10 for a short cut).

3. Go to form **SOASBGI**.
    a. Enter the Source/Background Institution or Fice code. Next Block.

b. Address Street Line 1 field should ALWAYS be reserved for Institutions that have extended names. For example: University of Texas Health Science Center at San Antonio. "Health Science Center at San Antonio" should go on the Street Line 1 field. Never enter Address Information in Street Line 1.

c. Enter the institution address on Street Line 2.

d. Enter the institution in the City field.

e. Enter the institution state abbreviation in the State field.

f. Enter the institution zip code in the Zip Code field.   Save.

g. Perform a Next Block function and enter the Institution Contact if available. (ASU will consider the official contact at an institution to be the Registrar.) Save.

h. Enter any Comments/Directions, Text that is necessary. This is a free form field. Save.

4. Go to form **SOABGTA**.

a. Enter the "Institution" or Fice Code.

b. Enter the term (200710 or later).

c. Next Block. Populate the "Highest Degree Level Offered", "Acceptance Practice", "Calendar Type and Multiplier", "Acceptance Authority". (Double click on any of the above fields to view field options.) Save.

d. Next Block. Populate the "Level" of degree that is offered at that institution. (Double click to view field options.) Save.

5. Perform a Next Block Function.

a. Populate "Accreditation" field. (Double click to view the field options.) Save.

b. Other information for Program Accreditation and Comments are not required.

6. Go to form **SHATGRD**.

a. Enter the "Institution" or Fice Code.

b. Enter the "Default Institution" Code: 000000

c. Next Block. Save.

7. Go to form **SOABGIY**.

a. Enter the "Source/Background Institution" or Fice code.

b. Select Options from the Toolbar and then select "Characteristics". (You can also perform the Next Block function until you get to the Characteristics form.)

c. Enter the Description on the College. Double click on the "Characteristic" filed for options. (i.e. Public 2 Year College, Private 2 Year College, Public 4 Year College, etc..) Save.

*The process is now complete. Please record the College Name, Fice code and Address Information on the J-Drive Spreadsheet.

14 Reporting and FERPA Guidelines

14.3 FERPA Policy Statement

14.3.1 Definitions

For the purpose of this policy, Angelo State University has used the following definition of terms.

Student – any person who attends or has attended Angelo State University.

Education records – any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by Angelo State University or an agent of the university that is directly related to a student, except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Department of Public Safety (DPS) if the record is maintained solely for law enforcement purposes and are segregated from other student records.
4. Records maintained by the Student Health Center if the records are used only for treatment of a student and made available only to those persons providing treatment.
5. Records maintained by University Counseling Services if the records are used only for treatment of a student and made available only to those persons providing treatment.
6. Alumni records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to that person as a student.
7. Parents' financial records are not available to students.

14.3.2 Annual Notification

Students will be notified of their FERPA rights via the ASU Web Site at www.Angelo.edu or via the University Bulletin. A copy of the policy can be requested by calling the Registrar's Office.

14.3.3 Procedure to Inspect Education Records

In order to review their records, students should submit to the record custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 working days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

14.3.4 Student Rights

The Family Education Rights and Privacy Act (FERPA) ensures students certain rights regarding their educational records. As a student at Angelo State University, you have the following rights:

1. The right to inspect and review your education records.
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights.
3. The right to a hearing if your request for an amendment of your educational records is denied.
4. The right to prevent disclosures of directory information contained in your educational records, except the extent that FERPA authorizes disclosure without consent. Items that Angelo State University recognizes as directory information are listed in the University's student record policy, which is available in the Student Handbook.
5. The right to file with the U.S. Department of Education a complaint of alleged failures by Angelo State University to comply with the requirements of FERPA.
6. The right to know that school officials at Angelo State University may obtain information from educational records without obtaining your prior written consent; who is considered a school official; and what legitimate educational interest will entitle school officials to have access to education records. These policies are outlined in Angelo State University's student records policy, which is available in the Student Handbook.

14.3.5 Right of University to Refuse Access

Angelo State University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

1. The student has unpaid financial obligations to the University.
2. The student has not completed an exit interview for financial aid.

14.3.6 Fees for Copies of Records

The custodian of the records may impose reasonable fees for copies of records.

14.3.7　　Disclosure of Education Records

Angelo State University will disclose nondirectory information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate education interest in the records.

   A school official is:
   - A person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff).
   - A person or company employed by or under contract to the University to perform a special task, such as an attorney or auditor.
   - A person serving on the Board of Trustees
   - A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate education interest if the official is:
   - Performing a task that is specified in his or her position description or by a contract agreement.
   - Performing a task related to a student's education.
   - Performing a task related to the conduct of a student.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the University.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To an alleged victim of any crime of violence, the results of any institutional disciplinary proceedings against the alleged perpetrator of that crime.
10. To appropriate Federal officials authorized to view private student records in accordance with Federal law.

14.3.8　　Directory Information

Angelo State University designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major and minor field of study, marital status, photograph, classification,

participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, hometown, parents' names and addresses, and most recent previous educational agency or institution attended. The University may disclose directory information unless the student has submitted a non-disclosure request.

14.4 Definition of Student Types for Reporting

The following definitions of student types should be considered when requesting reports regarding students. These definitions are in accordance with definitions utilized by the Integrated Postsecondary Education Data System (IPEDS) and are used by the National Center for Education Statistics in evaluating enrollment trends at postsecondary institutions. Researchers should check the cohort codes and student types before making a report request.

STUDENT TYPE	DEFINITION
Degree-Seeking Students	Those who intend to pursue a degree; have submitted the required application form, transcripts and test scores; and have met the scholastic requirements for admissions to an undergraduate or graduate program.
First-time Freshman or First-time, First-Year Student	A student attending any 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. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
Transfer Students	Those who have earned previous college credit from other institutions are transfer students (not including high school dual enrollment credit). Students who attend ASU, leave to attend another institution during the regular Fall or Spring Semester and then wish to return to ASU must re-apply for admissions as Transfer Re-Entry Students.
First-Time Undergraduate Transfer Student	An undergraduate student entering the institution for the first time, but is known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit.
Re-Entry Student	Students who have attended ASU as degree-seeking students for any period of time during prior semesters and who have not attended another college or university since leaving ASU. Reapplicants must apply for readmission to ASU.
Transfer Re-Entry Student	Students who have attended ASU as degree-seeking students for any period of time during prior semesters and who have attended another college or university since leaving ASU.
Continuing Students	Those who attended ASU the previous semester and who enroll at ASU for the next semester are continuing students.
First-time	A person enrolled at the graduate level for the first time.

Graduate Level Student	Includes graduate students who enrolled in the fall term who attended graduate school in the prior summer term.
Graduate Students	Students who have earned a Baccalaureate Degree from an accredited institution, who have applied and been accepted for admission to a Master's program at Angelo, and who are enrolled in graduate courses.
Early Admission	High school student who has completed Junior year.
Non-Degree-Seeking Students	Students who are enrolled in undergraduate or graduate courses for credit and who are not recognized by the institution as seeking a degree.
Non-Degree-Seeking Undergraduates	Undergraduate students wishing to take coursework non-degree must reapply each semester through the Office of Admissions.
Non-Degree-Seeking Graduates	Non-degree applicants who have a bachelor's degree and who wish to take coursework must apply through the Graduate Office.
Senior Citizen	Student over 65 years of age who will not earn credit or a degree under this program. Audit courses only.

EXAMPLE:

Cohort Name Group	Code	Description
First-time in College: Full time	FTDSU061	First-time, full-time, degree-seeking undergraduates for fall 2005 no matter when they graduated from high school
	FTDSUHS061	First-time, full-time, degree-seeking undergraduates for fall 2005 who graduated from high school in the previous year
	FTDSG061	First-time, full-time, degree-seeking graduate-level for fall 2005
Part-time	PTDSU061	First-time, part-time, degree-seeking undergraduates for fall 2005 no matter when they graduated from high school
	PTDSUHS061	First-time, part-time, degree-seeking undergraduates for fall 2005 who graduated from high school in the previous year
	PTDSG061	First-time, part-time, degree-seeking graduate-level for fall 2005

14.5 Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records:

1. A student must ask the appropriate record custodian of Angelo State University to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. Angelo State University may comply with the request or may decide not to comply. If it decides not to comply, Angelo State University will notify the student of the decision and advise him/her of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Angelo State University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing officer may be an official of the institution but will not be the custodian of the record in question. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
5. Angelo State University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Angelo State University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

If Angelo State University decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

APPENDICES

15.1 APPENDIX 1:   Campus Location Addresses (CL)

Building Name	Standard for Campus Name
Administration Building	Administration
Hardeman Administration Building	Hardeman Administration
Henderson Library	Henderson Library
Carr Education-Fine Arts Building	Carr Education-Fine Arts
Academic Building	Academic
Cavness Science Building	Cavness Science
Center for Human Performance	Center for Human Performance
Mathematics-Computer Science Building	Mathematics-Computer Science
Rassman Building	Rassman
Vincent Nursing-Physical Science Building	Vincent Nursing-Physical Sci
Houston Harte University Center	Houston Harte University Center
LeGrand Alumni and Visitors Center	LeGrand Alumni – Visitors Ctr
Science III Building	Science III
General Services Building	General Services
Continuing Studies	Continuing Studies
University Clinic	University Clinic
University Police	University Police
Denominational Student Centers and Bible Chairs	Denominational Student Centers
Food Service Center and Snack Bar	Food Service Ctr and Snack Bar
Physical Plant Maintenance Facility	Physical Plant Maint Facility
Carr Residence Hall	Carr Residence Hall
Concho Hall	Concho Hall
Mary Massie Residence Hall	Mary Massie Residence Hall
Robert Massie Residence Hall	Robert Massie Residence Hall
Vanderventer Apartments	Vanderventer Apartments
Texan Hall	Texan Hall

15.2 APPENDIX 2: Street Suffix Abbreviations

NAME	ABBREVIATION	NAME	ABBREVIATION
Alley	Aly	Landing	Lndg
Annex	Anx	Lane	Ln
Arcade	Arc	Light	Lgt
Avenue	Ave	Lights	Lgts
Bayoo	Byu	Loaf	Lf
Beach	Bch	Lock	Lck
Bend	Bnd	Locks	Lcks
Bluff	Blf	Lodge	Ldg
Bluffs	Blfs	Loop	Loop
Bottom	Btm	Mall	Mall
Boulevard	Blvd	Namor	Mnr
Branch	Br	Manors	Mnrs
Bridge	Brg	Meadow	Mdw
Brook	Brk	Meadows	Mdws
Brooks	Brks	Mews	Mews
Burg	Bg	Mill	Ml
Burgs	Bgs	Mills	Mls
Bypass	Byp	Mission	Msn
Camp	Cp	Motorway	Mtwy
Canyon	Cyn	Mount	Mt
Cape	Cpe	Mountain	Mtn
Causeway	Cswy	Mountains	Mtns
Center	Ctr	Neck	Nck
Centers	Ctrs	Orchard	Orch
Circle	Cir	Oval	Oval
Circles	Cirs	Overpass	Opas
Cliff	Clf	Park	Park
Cliffs	Clfs	Parkway	Pky
Club	Clb	Pass	Pass
Common	Cmn	Passage	Psge
Corner	Cor	Path	Path
Corners	Cors	Pike	Pike
Course	Crse	Pine	Pne
Court	Ct	Pines	Pnes
Courts	Cts	Place	Pl
Cove	Cv	Plain	Pln
Coves	Cvs	Plains	Plns
Creek	Crk	Plaza	Plz
Crescent	Cres	Point	Pt
Crest	Crst	Points	Pts
Crossing	Xing	Port	Prt

Dale	Dl		Ports	Prts
Dam	Dm		Prairie	Pr
Divide	Dv		Radial	Radl
Drive	Dr		Ramp	Ramp
Drives	Drs		Ranch	Rnch
Estate	Est		Rapid	Rpd
Estates	Ests		Rapids	Rpds
Expressway	Expy		Rest	Rst
Extension	Ext		Ridge	Rdg
Extensions	Exts		River	Riv
Fall	Fall		Road	Rd
Falls	Fls		Roads	Rds
Farm to Market	FM		Route	Rte
Ferry	Fry		Row	Row
Field	Fld		Rue	Rue
Fields	Flds		Run	Run
Flat	Flt		Rural Route	RR
Flats	Flts		Shoal	Shl
Ford	Frd		Shoals	Shls
Fords	Frds		Shore	Shr
Forest	Frst		Shores	Shrs
Forge	Frg		Skyway	Skwy
Forges	Frgs		Spring	Spg
Fork	Frk		Spur	Spur
Forks	Frks		Square	Sq
Fort	Ft		Squares	Sqs
Freeway	Fwy		Station	Sta
Garden	Gdn		Stravenue	Stra
Gardens	Gdns		Stream	Strm
Gateway	Gtwy		Street	St
Glen	Gln		Streets	Sts
Glens	Glns		Summit	Smt
Green	Grn		Terracce	Ter
Greens	Grns		Throughway	Trwy
Grove	Grv		Trace	Trce
Groves	Grvs		Track	Trak
Harbor	Hbr		Traffickway	Trfy
Harbors	Hrbs		Trail	Trl
Haven	Hvn		Tunnel	Tunl
Heights	Hts		Turnpike	Tpke
Highway	Hwy		Trailer Park	Trl Park
Hill	Hl		Underpass	Upas
Hills	Hls		Union	Un

Hollow	Holw	Unions	Uns
Inlet	Inlt	Valley	Vly
Interstate Highway	Interstate	Valleys	Vlys
Island	Is	View	Vw
Islands	Iss	Views	Vws
Isle	Isle	Village	Vlg
Junction	Jct	Villages	Vlgs
Junctions	Jcts	Ville	Vl
Key	Ky	Vista	Vis
Keys	Kys	Walk	Walk
Knoll	Knl	Way	Way
Knolls	Knls	Ways	Ways
Lake	Lk	Well	Wl
Lakes	Lks	Wells	Wls
Land	Land		

15.3 APPENDIX 3:   Business Word Abbreviations

NAME	ABBR	NAME	ABBR	Name	ABBR
Abroad	Abrd	Executive	Exec	First	1st
Abstract	Abstrct	Extension	Ext	Second	2nd
Academic	Acdmc	Federal	Fed	Third	3rd
Academy	Acdmy	Finance	Fin	Fourth	4th
Account	Acct	Foundation	Fndtn	Fifth	5th
Accountant	Accnt	General	Gen	Sixth	6th
Accounting	Acctg	Government	Govt	Seventh	7th
Accreditation	Accrdtn	Greater	Grtr	Eighth	8th
Adjuster	Adjter	Group	Grp	Ninth	9th
Administration	Admin	Hotel	Htl	Tenth	10th
Advancement	Advmnt	Incorporated	Inc	Eleventh	11th
Advertising	Advtsng	Information	Info		
Agency	Agcy	Institute	Inst		
America	Amer	Institution	Instn		
Appraiser	Apprser	Insurance	Ins		
Architect	Archt	International	Intrntl		
Associate	Assoc	Journal	Jrnl		
Association	Assn	Laboratory	Lab		
Attention	Attn	Library	Lbry		
Attorney	Atty	Management	Mgmt		
Board	Bd	Manager	Mgr		
Building	Bldg	Marketing	Mktg		

Center	Ctr	Material	Matl		
Central	Ctrl	Metropolitan	Metro		
Certified	Cert	National	Natl		
Circle	Cir	Office	Ofc		
Collegiate	Colg	Organization	Orgn		
Community	Cmnty	Organizational	Orgnl		
Company	Co	Processing	Prcsg		
Computer	Cmptr	Publishing	Publshng		
Contractor	Contr	Regional	Regl		
Corporation	Corp	Standard	Stand		
Council	Cncl	Student	Stdnt		
County	Cnty	Technology	Techlgy		
Department	Dept	United	Untd		
Director	Dir	University	Univ		
Distributing	Distrg	Wholesaler	Whslr		
Division	Div				
Emergency	Emer				
Equipment	Equip				

15.4 APPENDIX 4:   Types, Locations, Custodians, and Head Data Custodians of Banner Records

The following is a list of the types of records that the University maintains, their locations, their Custodians, and their Head Data Custodians

Type of Record	Location	Custodian	Head Custodian
Undergraduate Admissions Records (upon matriculation) and Cumulative Academic Records including Academic Probation and Suspension Records Registration/Academic Records/ Room Scheduling CAPP/Catalog	Registrar's Office HAR 101	Registrar	Registrar
Undergrad Prospects and Applicants/Transfer Articulation	Admissions Office HAR 101	Director of Admissions	Registrar
International student, Immigration Records and SEVIS information	Admissions Office HAR 101	International Student Advisor	Registrar
Graduate Admissions and Cumulative Graduate Student Records	Graduate Office HAR 100	Assistant to the Graduate Dean	Registrar

Veterans Administration files	Registrar's Office HAR 101	Registrar	Registrar
Financial Aid files	Financial Aid Office AD 204	Director of Financial Aid	Director of Financial Aid
Residence Life records	Residence Life Office HAR 200	Director of Residence Life	Registrar
Financial Records/Finance System	Student Accounts' Office AD 100	Controller	Controller
Judicial/Student Conduct Records/Co-Curricular Records	Dean of Student Life Office UC 112	Associate Dean of Student Life	Registrar
Faculty	Provost's Office AD 107	Assistant to the Provost	Registrar
Advancement System	Advancement and University Relations Office AD 205	Director of Development	Director of Development
Human Resources	Human Resources AD 102	Director of Human Resources	Director of Human Resources
Budget & Payroll Services	Budget/Payroll Services Office AD 100	Director of Budget and Payroll Services	Director of Budget and Payroll Services

Other records, such as correspondence, graduation clearance information, and athletic information, have record custodians in the departments associated with the responsibility, as detailed in the Student Handbook.

APPENDIX 5: Banner ID Request Form

The following is a copy of the ID Request Form which can be found in PDF format from the Faculty and Staff Administrative Forms Menu.

Instructions for Supervisors filling out the Request for Access to Banner For an Employee

If the person who needs access to Banner is a NEW Faculty Member:
Once it has been determined that the person will be hired, the President's Office will forward the Request for Access to Banner form to the employee with the new employee's contract. The new employee should sign Section 3 (FERPA Compliance) and then initial Section 4 and return it to the President's Office with the signed contract. The President's Office should then forward the Request for Access to Banner form to the hiring department who will fill out the rest of the form by following the instructions found at the top of Section 1 of the form.

If the person who needs access to Banner is a NEW Staff Member who will need access the first day on the job:
Once it has been determined that the person will be hired, the hiring department may mail the Request for Access to Banner form to the new employee to sign Section 3 (FERPA Compliance) and then initial Section 4. Once the hiring department receives the form back from the new employee, they can fill out the rest of the form by following the instructions found at the top of Section 1 of the form.

All other persons requesting access to Banner should follow the instructions found at the top of Section 1 of the form.

NOTE: If you are having trouble determining what type of access your new employee needs, please contact your Head Data Custodian. See Section 4C on the Request for Access to Banner Form to determine who is your Head Data Custodian.

ANGELO STATE UNIVERSITY
Request for Access to Banner

Section 1 - USER INFORMATION

For help completing this form, contact the Help Desk. Phone: 325-942-2911 or 1-866-942-2911 Email: Helpdesk@angelo.edu **This form may be sent through the approval process by FAX.** Head Data Custodians should retain a copy.

Instructions: 1) Fill in Sections 1 & 2 and print the form. **2)** Read & sign Section 3. **3)** Obtain proper authorization in Section 4. **4)** Forward the form to your Head Data Custodian as indicated in Section 4C. **5)** Your Head Data Custodian will send this completed form to IT.

Employee _____   Date _____
              Last   First   MI

Campus ID _____   Title _____   Department _____

All users MUST have an ASU Technology Access Account (TAA) before being granted access to Banner or Banner Self Service (through RamPort). If the employee does not have an ASU TAA, the supervisor or department head should request one using the "Request Form for New Employee" available at http://www.angelo.edu/services/technology/faculty_staff/account_request.htm

ASU TAA (i.e., ASMITH)

Type of Access: ☐ New Account   ☐ Revised Access*   ☐ Delete Access

Employee Status: ☐ Staff   ☐ Faculty   ☐ Student   ☐ Other—

Type of Position: ☐ Permanent   ☐ Part-Time/Hourly   ☐ Temporary (e.g., Temps, students)

* If moving to another department, enter your current title and department at the top of this section and specify your new title and department here. New Title _____   New Department _____

Section 2 - TYPE OF ACCESS REQUESTED

If this user's access should be identical to that of another current Banner user (or a former user), list the other user's name and/or ASU TAA ID here

Otherwise, list the user's access needs here: _____

Section 3 - COMPLIANCE

Federal Family Educational Rights and Privacy Act (FERPA). The Federal Family Educational Rights and Privacy Act (FERPA), the Texas State University System *Rules and Regulations* (Chapter V, Section 2.44), and the University's Faculty/Staff Handbook (Chapter V, Section 17) govern the conduct of University employees with access to student records who act in the student's educational interest within the limits of the employee's need to know. To ensure compliance, the University requires that employees be aware of federal law (on ASU home page under Faculty/Staff) as well as System and University regulations that govern student records. This statement clarifies the responsibilities of persons with access to student educational records. Staff in the Admissions Office, Financial Aid Office, Fiscal Office, Graduate College, and Registrar's Office sign this agreement as a condition of employment; others sign this statement as a condition of gaining access to the student records systems.

Confidentiality. Your security password should remain confidential. You must log off the Banner student system when leaving your computer workstation.

Education Records. You may access Banner student records only as required to perform assigned duties. You may not update your own record or that of a friend or relative. Within the University, anyone whose designated responsibility requires access may use information from student records for appropriate research, educational, or service functions.

To respond to an inquiry from outside the University, you must check whether the student has checked the "Confidentiality" box on his/her records. This can be found on SPAPERS. Release of information regarding a group of students, such as a request for all seniors' mailing addresses, must be handled through the Student Life Office in coordination with the Registrar's Office. Unless explicitly suppressed by the student, the following "public" information may be released:

Student's name, local and permanent mailing address, e-mail address(es), telephone number(s), date and place of birth, photograph, marital status, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, enrollment status, classification, degrees, awards and honors received, previous educational agencies or institutions attended, hometown, parents' names and mailing addresses.

All other information is private and may be released outside the University only with the student's written permission. No information,

(Continued)

Section 3 - COMPLIANCE (continued)

public or private, on an applicant's record may be released outside the University, except to an agent designated by the applicant, until the applicant becomes a registered student and has a chance to initiate a suppress. No information on financial aid records may be released outside the University except as authorized or required by federal and state regulations. **Also, within the University, publishing of non-directory information, especially social security numbers and campus ID's, should be kept to an absolute minimum. (Publishing includes, but is not limited to, copies of the information for office or workgroup use, formal reports, and factbooks.) Such publishing should be limited to within office or workgroup use. Identification numbers should never be published in documents intended for general consumption. Hard-copy documents should be kept in secured locations, and electronic files should not be kept on laptop hard-drives.**

Staff granted access to Banner student institutional databases or batch files agree to:
  Comply with all data standards policies as presented in the Guidelines for Data Standards, Data Integrity and Security;
  Store information under secure conditions;
  Make every effort to ensure students' privacy;
  Destroy information when it is no longer needed;
  Use information only as described in the request for data or access to institutional data base files;
  Release information to a third party only if authorized approval is given;
  Never represent summary data from files as "official" University data.

Violations. Violation of federal law, System policy, or University policy constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and any other comparable action:
  Not adhering to data standards guidelines as presented in the Guidelines for Data Standards, Data Integrity and Security;
  Releasing public information about student requested on the basis of non-public information (e.g., names of all international students, name of all students with a GPA lower than 2.0);
  Altering a student's record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
  Accessing a student record outside of your assigned duties;
  Releasing suppressed or private information without authorization;
  Publicly discussing a student's record in a way that might personally identify that student;
  Sharing computer security passwords.

I have read this compliance statement and agree to the conditions and terms outlined herein.

_____
Signature of Employee

Section 4 - AUTHORIZATION

A. Access to Banner must be authorized by an employee's supervisor (Director/Department Head/Dean). By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology Department will be notified if the employee's duties change during the course of his/her employment at Angelo State University.

_____   _____   _____
Signature of Supervisor   Printed Name   Phone Number

B. **For Employees Entering General Person Information in Banner ((%PAIDEN, GUIALTI, SPATELE, SPAPERS, GOAEMAL, SOAHOLD, SPACMNT) Only.**

As the employee's Supervisor, I understand it is my responsibility to explain and create a level of awareness in the employee concerning the Angelo State University Banner Data Standards. The Data Standards Document is available at http://www.angelo.edu/services/technology/faculty_staff.htm under Policies and Procedures). _____ (Supervisor's initials)

As the employee, I understand I must score 80% or more on the Data Standards Quiz within two weeks of receiving access to Banner.
                                                                _____ (Employee's initials)

C. This form must be forwarded to your Head Data Custodian for approval before IT will give you access to Banner. Please use the chart below to determine who your Head Data Custodian is.

If you primarily work with:	Your Head Data Custodian is the:	FAX:
Student Related Data	Registrar	325-942-2553
Employment Data	Director of HR	325-942-2156
Budget & Payroll Data	Assistant Vice President for Finance & Administration	325-942-2228
Financial Data	Controller	325-942-2271
Alumni/Development Data	Director of Development	325-942-2218

For Head Data Custodian Use Only   Date Copied and Sent to IT _____   Approved for Cross Access _____   Initials _____

For IT Security Use Only   Date Completed _____   Initials _____

Last Revised 1/25/07

15.5 APPENDIX 6A: Banner Compliance Statement Form

Federal Family Educational Rights and Privacy Act (FERPA)
COMPLIANCE STATEMENT

The Federal Family Educational Rights and Privacy Act (FERPA), the Texas State University System *Rules and Regulations* (Chapter V, Section 2.4), and the University's Faculty Staff Handbook (Chapter V, Section 20) govern the conduct of University employees with access to student records. To ensure compliance, the University requires that employees be aware of Federal law as well as System and University regulations that govern student records. This statement clarifies the responsibilities of persons with access to student educational records. Staff in the Admissions Office, Financial Aid Office, Student Bursar's Office, Graduate Studies Office, and Registrar's Office sign this agreement as a condition of employment; others sign this statement as a condition of gaining access to the student records systems.

Confidentiality. Security passwords must remain confidential. Employees must log off the Banner student system when leaving their computer workstation.

Education Records. Employees may access Banner student records only as required to perform assigned duties. They may not update their own record or that of a friend or relative. Within the University, anyone whose designated responsibility requires access may use information from student records for appropriate research, educational, or service functions.

To respond to an inquiry from outside the University, verify whether the student has checked the "Confidentiality" box" on his/her records. This designation can be found on SPAPERS. Release of information regarding a group of students, such as a request for all seniors' mailing addresses, must be handled through the Student Life Office in coordination with the Registrar's Office. Unless explicitly suppressed by the student, the following "public" information may be released:

> Student's name, local and permanent mailing address, e-mail address(es), telephone number(s), date and place of birth, photograph, marital status, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, enrollment status, classification, degrees, awards and honors received, previous educational agencies or institutions attended, hometown, parents' names and mailing addresses.

All other information is private and may be released outside the University only with the student's written permission. No information, public or private, on an applicant's record may be released outside the University, except to an agent designated by the applicant, until the applicant becomes a registered student and has a chance to initiate a suppress. No information on financial aid records may be released outside the University except as authorized or required by federal and state regulations. **Also, within the University, publishing of non-directory information, especially social security numbers and campus ID's, should be kept to an absolute minimum. (Publishing includes, but is not limited to, copies of the information for office or workgroup use, formal reports,**

and fact books.) Such publishing should be limited to within office or workgroup use. Identification numbers should never be published in documents intended for general consumption. Hard-copy documents should be kept in secured locations, and electronic files should not be kept on laptop hard-drives.

Staff granted access to Banner student institutional databases or batch files agree to:
- Comply with all data standards policies as presented in the Guidelines for Data Standards, Data Integrity and Security ;
- Store information under secure conditions;
- Make every effort to ensure students' privacy;
- Destroy information when it is no longer needed;
- Use information only as described in the request for data or access to institutional database files;
- Release information to a third party only if authorized approval is given;
- Never represent summary data from files as "official" University data.

Violations. Violation of Federal law, System policy, or University policy constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and any other comparable action:
- Not adhering to data standards guidelines as presented in the Guidelines for Data Standards, Data Integrity and Security
- Releasing public information about student requested on the basis of non-public information (e.g., names of all international students, name of all students with a GPA lower than 2.0);
- Altering a student's record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a student record outside of your assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing a student's record in a way that might personally identify that student;
- Sharing computer security passwords.

I have read this compliance statement and agree to the conditions and terms outlined herein.

_____   _____   _____
Name (Please Print)   Title   Department

_____   _____
            Signature   Date

15.6 APPENDIX 6B: Data Confidentiality Agreement Form for Research

_____ (hereinafter known as "Researcher"), has requested records from the Banner database maintained by Angelo State University (ASU). Researcher has submitted a research proposal that has been approved by _____ and has requested access to institutional data for the purpose of tracking cohorts of ASU students, alumni, or staff. ASU has a strong interest in and commitment to enhancing institutional and student performance through the type of research proposed by the Researcher. Accordingly, ASU has agreed to provide the requested data, provided that Researcher agrees to comply with the terms and conditions set forth in this Confidentiality Agreement.

ASU will provide the data to Researcher pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g(b)(1)(F), and regulations issued under FERPA, 34 C.F.R. § 99.31 (a)(6). Researcher agrees that he/she will maintain the confidentiality of the data in accordance with 20 U.S.C. § 1232g(b)(1)(F), 34 C.F.R. § 99.31(a)(6), and the terms of this Confidentiality Agreement.

For purposes of this Confidentiality Agreement, the term "personally identifiable student records" includes, but is not limited to: (a) the student's name; (b) the name of the student's parent or other family member; (c) the address of the student or the student's family; (d) a personal identifier such as the student's social security number or other student number; (e) information about a group of students that contains four (4) or fewer students; (e) a list of personal characteristics that would make the student's identity easily traceable; and (f) other information that would make the student's identity easily traceable.

Researcher hereby agrees that he/she will use the Banner data solely for the purpose of conducting studies, analyses, or other projects, such as tracking of cohorts of students, designed to improve retention. Researcher agrees that he/she will maintain the confidentiality of personally identifiable student records contained in the Banner data at all times and keep the Banner data in a secure location. Researcher shall restrict access to personally identifiable student records contained in the Banner data to those employees of Angelo who are participating or assisting in the performance of a study, analysis, or project under the terms of this Confidentiality Agreement. Failure to adhere to terms of this Confidentiality Agreement may constitute violation(s) of federal law and the Board of Governors Policy 16.011 (Family Educational Rights and Privacy Act) regarding confidentiality and privacy of student educational records. Failure to observe confidentiality may result in sanctions imposed by the U.S. Government; dismissal or other disciplinary action(s) in accordance with University policy; and potential civil litigation by students whose records are misused.

Researcher may publicly release reports per research proposal, derived from information contained in the Banner data, provided that such reports reflect the original research proposal and do not contain any personally identifiable student records. In addition,

Researcher agrees to provide a copy of the final research report(s) to the VPAA Office. Researcher agrees that he/she will not release or disclose any of the Banner data in any manner except as expressly described in this Confidentiality Agreement, unless Researcher has received prior written authorization from Angelo State University.

Researcher agrees that he/she will promptly return the Banner data to ASU upon written request by ASU. Researcher further agrees that he/she will destroy the Banner data when it is no longer needed for the purposes described in this Confidentiality Agreement.

By signing below, Researcher accepts and agrees to the terms and conditions set forth in this Confidentiality Agreement.

_____

(Name & Title of Researcher)

By:_____

(Signature of Researcher)

Dated: _____

ANGELO STATE UNIVERSITY

By: _____

(Director of Institutional Research)

Dated: _____

15.7 APPENDIX 7: Data Request Proposal Form

ANGELO STATE UNIVERSITY
Data Request Proposal Form

Project Title:

Project Description and Uses:

Population and Time Frame Requested (i.e. all freshmen students enrolled in Fall 2003):

Data Elements Requested:

Sort Order:

Data Format Requested (i. e. printed list, labels, text file):

Date Needed: _____

Signature of Project Initiator_____

Printed Name and Title_____

Date Submitted_____

Signature of Academic Division Head
and/or Department Head_____ Date: _____

Cost (determined by Dean of Student Life) $_____

Instructions: This form should be submitted for any request for data from the Banner System. If data is requested which includes elements not controlled (owned) by the requesting division or department, approval by the other Data Custodian is required. If additional space is needed for the project description or data element list, please use attachments.

Note: Non-directory information generated from this request must be handled as stated in the **Data Confidentiality Agreement Form for Research**

15.8 APPENDIX 8: Internal Office Change Management Documentation

Internal Office Change Management							
Date Initiated	Validation/Rules Form needing the update/change	Update/Change that is being Requested	Date testing completed in a test Instance	**Level 1:** Require Internal Change Management Office Procedures. **Level 2:** Require Decision by the Data Standards Team before change can be made.	Date change sent to Data Standards Team	Date of Data Standards Team Approval	Date Change Made in Prod

APPENDIX 9: Index

16 Additional Postal Information from the U.S. Postal Service

How to find a Zip code
http://zip4.usps.com/zip4/welcome.jsp

Additional Postal Standards
http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf

17 Approval to Proceed

Brian Braden Project Manager 3/31/04	Jeff Sefcik Project Technical Lead 3/31/04
Denise Brodnax Controller 3/31/04	Felix Marquez Director of Human Resources 3/31/04
Jackie Droll Coordinator of Graduate Admissions 3/31/04	Elisa Hernandez Admissions – Undergraduate Office Coordinator 3/31/04
Mary Ragland Registrar 3/31/04	Connie Frazier Director of Residence Life 3/31/04
Rhonda McClung Director of Development	Lyn Wheeler Director of Financial Aid

3/31/04   3/31/04

Walt Glass   Patricia Zepeda
SCT, Account Manager   SCT, Project Manager
3/31/04   3/31/04

18 Document History

18.1 Revision Record

Number	Date	Page	Author	Notes
0.1	03/16/04	7	Laura Billings	under the "Requests for Confidential Information" section, the first sentence reads"...to the Information Technology." I think that maybe there should be a word after IT.
0.2	03/16/04	10	Rhonda McClung	under the list of different types of current students (p. 9), it says Alumni/Development. That should just be Alumni. Development isn't a type of student.
1.1	06/21/04	4	Cam Stone	1.1.1 section created. The changes were discussed and agreed upon by the Data Standards Committee.
1.1	06/21/04	26	Cam Stone	Under Appendix 1 - Address Types, code E was changed to EM so as to keep with the other coding designations. The changes were discussed and agreed upon by the Data Standards Committee.
1.1	06/21/04	27	Cam Stone	Under Appendix 1 - Address Types, code VC was added to the table. The changes were discussed and agreed upon by the Data Standards Committee.
1.2	08/18/04	12	Cam Stone	Section 4.1 altered. Person and non-person definitions edited as per Margaret Mata. The changes were discussed and agreed upon by the Data Standards Committee.
1.3	11/22/04	27	Cam Stone	Section 5, Appendix 1 Address Types altered. BL type changed to BI as code implementation in Banner was such. The changes were discussed and agreed upon by the Data Standards Committee.
1,3	11/24/04	27	Cam Stone	Section 4.15, Address Source added. The addition was discussed and agreed upon by the

				Data Standards Committee.
1.3	11/24/04	20	Cam Stone	Section 4.3.12, E-mail Addresses was added. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	11/24/04	23	Cam Stone	Section 4.9, Ethnicity Code Standards. The table was amended to mirror what has already been moved forward into the Banner production system. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	22	Cam Stone	Section 4.7.1, Visa Code Standards created. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	15	Cam Stone	Section 4.2.6, Name Type Table. ALTN and LGCY Codes added to the Data Standards Document to reflect what was implemented in Banner production. These additions were discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	18	Cam Stone	Section 4.3.5 County Code Standards information created. This created changing Zip Codes to 4.3.6; Nation Codes to 4.3.7; Military Addresses to 4.3.8; Rural Route Addresses to 4.3.9; Post Office Boxes to 4.3.10; Campus Mailing to 4.3.11; Telephone Numbers to 4.3.12. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	21	Cam Stone	Section 4.7, Citizenship Type Standards table amended. Code of PR changed to P so as to be uniform with other codes in STVCITZ, Banner production. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	27	Cam Stone	Section 4.16, Religion Codes, created. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	27-28	Cam Stone	Section 5 Appendix 1, Address Types, amended. D1 code changed to DS. PO,PS and XX code added to match what was in Banner production. N2 changed to NS, and NK changed to NP to reflect what was set up in Banner production. The amendments were

				discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	30-31	Cam Stone	Section 6 Appendix 2, Phone types, amended. MG, NP, NS, TE, TP codes were added to the table to reflect what was in Banner production. CA changed to CL. CELL changed to CE. D1 changed to DS. DR changed from Donor's Home to Donation Receipt. E1 changed to EM. FAX changed to FX. MA (Mailing) changed to LO (Local Residence). PAGE changed to PG. E2, P1, P2, and XX codes were deleted from the table. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	24	Cam Stone	Section 4.10, Relationship Code Standards, amended to reflect what was currently in Banner production. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	10-11	Cam Stone	Section 2, Data Change Rules, amended to reflect that the Graduate Office could make changes to addresses with proper documentation. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	¼/05	12	Cam Stone	Section 4.2.1, Last Name, amended. XXXAIDEN changed to SPAIDEN. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	16	Cam Stone	Section 4.3, Address and Telephone Standards, amended. Sentence removed regarding reference to following procedures established by department for address entries for that of what is proposed in the Data Standards document. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	16-17	Cam Stone	Section 4.3.1, Street Standards, amended. Sentence added "Do not use any of these lines for information other than addresses" in paragraph 6 of this section. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	20	Cam Stone	Section 4.3.12, Telephone Numbers, paragraph 1, amended

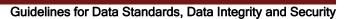|				to reflect new policy on placement of phone numbers. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	31-32	Cam Stone	Section 7, Appendix 3 E-mail Address Types table amended. Codes of DO, HO, and OF modified with verbiage allowing the Graduate Office to update these e-mail address types. The amendments were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	12-13	Sarah Logan	Section 3: deleted some of ASU instructions and added Gonzaga University's pages 3 and 4 searching instructions. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	14-15, 17	Sarah Logan	Section4.2.1-4.2.3 and 4.2.9: changed rules for spacing in all name types. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	29-31	Sarah Logan	Section 5: changed address types as per 4/1/05 mtg: added UN; deleted DR, DS, NS; changed lo to CM. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	33-34	Sarah Logan	Section 7: changed email types: deleted AD, DO, OT, VN; added FA; changed CA to LU, Of to BU. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	30	Sarah Logan	Delete address types MG, NP unless Res Life needs them. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	33	Sarah Logan	Delete address types MG, NP unless Res Life needs them. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	34	Sarah Logan	Changed email type from LU to ASU. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	17	Sarah Logan	OFCL was added to name types and then changed to OF. The changes were discussed and agreed upon by the Data

				Standards Committee.
2.0	5/5/05	4	Sarah Logan	Made name types match Name Change Process doc; added reference to section 4.2.6. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/5/05	17-18	Sarah Logan	Made table in section 4.2.6 match 1.1.1; added name change process to 4.2.6. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/6/05	21	Sarah Logan	Added instructions for population of cells from zip code entry. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/6/05	26-17	Sarah Logan	Updated Ethnicity codes. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/605	33	Sarah Logan	Updated phone types. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/10/05	ALL	Jackie Droll	Re-organized document. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/25/05	ALL	JackieDroll & Sarah Logan	Corrected data managers' verbiage and confidentiality compliance for alignment with ASU policy; added change order request information in progress; added cohort information (in progress); see DS minutes 5/12/05. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	6/14/05	52, 56 (sections 6.6 and 6.7)	Sarah Logan	Added a statement about not publishing individually identifiable information. The additions were discussed and agreed upon by the Interim Registrar and chairs of the DSC.
2.0	6/15/05	ALL	Sarah Logan	General grammar clean up.
2.0	6/30/05	6.6 Appx 6A	Jackie Droll	Corrected where to find the Confidentiality flag from screen 110 (SIS+) to SPAPERS as discussed and agreed upon by the Data Standards Committee.
3.0	7/29/05	4.19.1	Sarah Logan	Changed catalog to bulletin
3.0	7/29/05	4.11	Sarah Logan	Changed Unites to United
3.0	7/29/05	4.4	Sarah Logan	Removed duplicate entries, changed Aerospace code from AS to RC, and put the list in alphabetic

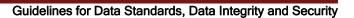|				
				order by department
3.0	7/29/05	4.6.1	Sarah Logan	Made the section consistent by referring to department names. Where it previously stated Student, Registrar, we changed it to Student* and defined Student* as Adm/Grad Adm/Registrar/Res Life/Fin Aid.
3,0	8/03/05	1.9	Jackie Droll	Reworded Change order request. Took out the option to just have Data standards review updates to validation tables that are your own.
3.0	8/25/05	1.5	Jackie Droll	Added specific head data custodian information for each module This included changing the forwarding of ID requests to the Head Data Custodian(s) Student Module – Registrar, Finance Module – Comptroller, HR – Director of HR. Decided upon by committee 8/4/05.
3.0	8/25/05	4.6.1	Jackie Droll	Added verbaige about how we created an address heirarhy and deleted multiple address types tied to a single address in SIS+ to eliminate duplicate addresses with several address types from coming into Banner during the conversion. Decided upon by committee 8/4/05.
3.0	9/9/05	3.0	Jackie Droll	Data Change Rules – updated comments to reflect what had already been decided on concerning Alumni/dev. And who can make changes to their information. Somehow we missed adding the changes to the document after they were agreed upon by the committee. 9/9/05.
3.0	11/16/05	1.5	Jackie Droll	Added where to find a list of data custodians on the web. Also updated details in sections 2 -5 to make the meaning more clear. Update was agreed upon by the Data Stds Committee 11/10/05
3.0	11/16/05	4.3	Jackie Droll	Added information on how to find who your data custodian is. Update was agreed upon by the Data Stds Committee 11/10/05
3.0	11/16/05	4.9	Jackie Droll	Changes were made as to "how to input dates' in Banner. The explanation in the manual was wrong 11/10/05
3.0	11/16/05	4.5.6	Jackie Droll	Since Diploma Name is actually updated on SHADIPL, there is no need to keep DIPL name as a name type on STVNTYP. DIPL name type was

				deleted. Update was agreed upon by the Data Stds Committee at a previous meeting.
3.0	11/16/05	4.8.1	Jackie Droll	Changed the wording of who uses the FRE email code on GTVEMAL. The FRE code should be used by Financial Aid and Recruiting, not Fin Aid, Recruiting and Admissions. Admissions uses the PRI email type. Update was agreed upon by the Data Stds Committee at a previous meeting.
3.0	11/16/05	4.5.6	Jackie Droll	Added the name type of NICK to STVNTYP for Development's use. Update was agreed upon by the Data Stds Committee 11/10/05
3.0	11/16/05	6.2	Jackie Droll	Added the abbreviation for Interstate Highway to Appendix 2. Update was agreed upon by the Data Stds Committee 11/10/05
3.0	11/16/05	4.6.11	Jackie Droll	Updated the all uppercase International Address examples to upper and lower case to comply with Data Standards.
3.0	11/16/05	8.0	Jackie Droll	Added web addresses from the US Postal Service for additional zip code and addressing information. Update was agreed upon by the Data Stds Committee 11/10/05
3.0	11/16/05	4.5.2	Jackie Droll	Updated sentence concerning the First Name to help clarify if it is only 1 letter, then there is no period behind the letter.
3.0	11/16/05	4.5.6	Jackie Droll	Updated name change documentation to show that we are not using PREV name type when changing the OF name type. Update was agreed upon by the Data Stds Committee at a previous meeting.
3.0	11/16/05	1.5.9	Jackie Droll	Updated the Termination of Employment/change in employment explanation concerning department responsibilities to make it more clear
3.0	11/16/05	6.6	Jackie Droll	Added ID Update/termination form to Appendix 6C
3.0	11/16/05	4.6.16	Jackie Droll	Added information on how to enter the address of a college on SOASBGI.
3.0	12/8/05	3.0	Jackie Droll	Moved verbiage concerning address udates to the address standards section 4.6. It was confusing users as to what they could update because it was listed under Name and ID change informaiton. This update was agreed upon by the Data Standards committee at the 12/7/05 meeting.
3.0	12/8/05	4.2	Jackie Droll	Added a more detailed explanation in To search for a person (sec 4.2)

				concerning how to search for persons in Banner to help avoid creating a person twice.
4.0	1/19/06	4.2	Sarah Logan	Added a more detailed explanation in To search for a person (sec 4.2) concerning how to search for persons in Banner to help avoid creating a person twice.
4.0	1/19/06	4.6.3	Jackie Droll	Added more detailed explanation concerning address street abbreviations.
4.0	1/19/06	4.6.8	Jackie Droll	Added verbiage about how to enter the 5 zipcode to get the city and state to populate.
4.0	1/19/06	1.2	Jackie Droll	Added verbiage concerning security of data in and/or downloaded from Banner.
4.0	1/23/06	4.18.1	Jackie Droll	Updated STVVETC Validation table to reflect values in Prod.
4.0	2/17/06	1.5	Jackie Droll	Updated Data Custodian language to make narrative more explanatory.
4.0	2/17/06	1.7	Jackie Droll	Updated Data Custodian language to make narrative more explanatory. Added reference to Appendix 4.
4.0	2/17/06	4.6.2	Jackie Droll	Took out references to "Student" on Email and Internet address source descriptions.
4.0	2/17/06	6.4	Jackie Droll	Updated Data Custodian language to make narrative more explanatory.
4.0	2/17/06	6.5	Jackie Droll	Updated Data Custodian language to make narrative more explanatory.
4.0	2/17/06	6.7	Jackie Droll	Deleted "Approved by Data Custodian" due to redundancy.
4.0	3/22/06	Table of Contents	Sarah Logan	Added "and Head Data Custodians" to 6.4
4.0	3/22/06	Table of Contents	Sarah Logan	Deleted Appendix 6C: Banner ID Update Form
4.0	3/22/06	1.5	Sarah Logan	Added titles of Head Data Custodians and deleted reference to website
4.0	3/22/06	1.5.1	Sarah Logan	Added Head to Data Custodian in line 5
4.0	3/22/06	1.5.2	Sarah Logan	Deleted verbiage about the data custodian's forwarding forms
4.0	3/22/06	1.5.8	Sarah Logan	Changed three months to four months to be concsistent with 120 days
4.0	3/22/06	1.5.9	Sarah Logan	a) Added explanation about procedure when access is to be deleted, b) deleted reference to Appendix 6C, c) updated name of access request form
4.0	3/22/06	1.7	Sarah Logan	Added description of a data custodian as a division or department head
4.0	3/22/06	1.7	Sarah Logan	Deleted reference to the Registrar and replaced it with reference to the Head Data Custodian

4.0	3/22/06	3	Sarah Logan	Added procedures for finding people's roles–both currently active and role history
4.0	3/22/06	4.6	Sarah Logan	Added explanations about updating (editing and inactivating) addresses and telephone numbers
4.0	3/22/06	4.6.1	Sarah Logan	Added PB and PH and deleted PO
4.0	3/22/06	4.6.2	Sarah Logan	Deleted references to "student". Added SAR code for Financial Aid
4.0	3/22/06	4.16	Jackie Droll	Added SOAFOLK degree standardized codes.
4.0	3/22/06	6.4	Sarah Logan	Added Head Data Custodian information
4.0	3/22/06	6.5	Sarah Logan	Added "division/department head" as description for data custodian and added "Head" to Data Custodian on signature line
4.0	3/22/06	6.6	Sarah Logan	Deleted Appendix 6C. It is being incorporated in with the Banner access form (Appendix 7).
4.0	3/22/06	6.7	Sarah Logan	Deleted Approval by Data Custodian.
4.0	5/11/06	1.2	Sarah Logan	Paragraph 3 was rewritten to reflect the seriousness of data security.
4.0	5/11/06	1.5	Sarah Logan	Verbiage was added to clarify procedures.
4.0	5/11/06	3	Sarah Logan	Reference to name change procedures was added.
4.0	5/11/06	3	Sarah Logan	Definition of *matriculated* was added.
4.0	5/11/06	4.3	Sarah Logan	Instructions were added to the deleting a duplicate ID procedure.
4.0	5/11/06	4.4	Sarah Logan	Verbiage about ID's was deleted and limited to SSN.
4.0	5/11/06	4.5.1	Sarah Logan	Reference was made to the section in *Guideline*s where the name-change procedure can be found.
4.0	5/11/06	4.5.6	Sarah Logan	Reference was made to the section in *Guideline*s where who can make a name change can be found.
4.0	5/11/06	4.5.7	Sarah Logan	Preferred names and nicknames were clarified.
4.0	5/11/06	4.6	Sarah Logan	References to telephone were removed.
4.0	5/11/06	4.6.1	Sarah Logan	Added RP Address Source code for Recruitment Plus conversion.
4.0	5/11/06	4.6.8	Sarah Logan	Examples were charted to clarify where parts of foreign addresses belong.
4.0	5/11/06	4.6.10	Sarah Logan	Examples were charted to clarify where parts of USA addresses belong.
4.0	5/11/06	4.6.11	Sarah Logan	More clarification of international addresses was provided.
4.0	5/11/06	4.6.12	Sarah Logan	Examples of overseas military addresses were charted.
4.0	5/11/06	4.6.13	Sarah Logan	Examples of domestic military

				addresses were charted.
4.0	5/11/06	4.6.14-15	Sarah Logan	Minor addition of "in Banner" was added along with charted examples.
4.0	5/11/06	4.6.16	Sarah Logan	The procedure for adding a college was added in detail.
4.0	5/11/06	4.7	Sarah Logan	Any information about telephone in Addresses was split off and added to the telephone section.
4.0	5/11/06	4.8	Sarah Logan	Policy updated was specified.
4.0	5/11/06	4.21	Sarah Logan	Hold-table was restructured.
4.0	5/11/06	6.4	Sarah Logan	Information for Budget and Payroll was added.
4.0	5/11/06	6.5	Sarah Logan	Forms were turned into pdf.
4.0	5/11/06	6.9	Sarah Logan	Jackie made an Index of the document.
4.0	5/12/06	4.21	Jackie Droll	Added comment to holds * We will not use the "Graduation" check on any of the holds.
4.0	5/17/06	1.5	Jackie Droll	Added Director of Budget and Payroll Services for Budget and Payroll Module to the list of Head Data Custodians
4.0	5/17/06	4.11	Jackie Droll	Added Owners of HR and Uadmissions International Student Advisor
4.0	5/17/06	4.12	Jackie Droll	Added Owners of HR and Uadmissions International Student Advisor
4.0	5/17/06	4.13	Jackie Droll	Added Owners of HR and Registrar's Office
4.0	5/17/06	4.14	Jackie Droll	Added Owners of HR, Registrar's Office, and Uadmissions International Student Advisor
4.0	5/17/06	1.9	Jackie Droll	Documented where changes to Banner Validation tables are to be kept: J:\Shared Areas\Portico Project\50 Implementation\180 Data Standards Work Area\Security\Change Management.
4.1	7/10/06	4.6.10	Jackie Droll	Corrected the spelling of the 'Ave N' address example to 'Avenue N'
4.1	7/10/06	4.5.4	Jackie Droll	Corrected the following: **Air Force** titles are written in mixed case and do not use periods. For **all other** branches of the military, write the title in all caps, and do not use a period.
4.1	7/10/06	3.0 & 4.4	Jackie Droll	Added other ways to determine what a person's current roll in Banner is.
4.1	7/28/06	4.6.1	Jackie Droll	Corrected the definition for the CM type address.

4.1	9/15/06	4.4	Jackie Droll	Added notation that for security purposes, SSNs should not be emailed from May 06 Data Standards meeting.
4.1	9/15/06	4.8	Jackie Droll	Added decisions concerning preferred email made by the Data Standards committee in July 06.
4.1	10/6/06	3.0	Jackie Droll	Changed wording of types of person and then who could make the change according to data standards rules from the Sept 28 '06 meeting.
4.1	10/06/06	4.6.1	Jackie Droll	Changed wording of who can make address changes according to Data Standards rules from the Sept 28' 06 meeting.
4.1	10/06/06	4.8	Jackie Droll	Added Email instructions per rules set at previous meetings and the Communication Policy Guidelines.
5.0	11/1/06	4.21	Jackie Droll	Holds - Deleted the Holds table as it constantly changes. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	6.8	Jackie Droll	Appendix 8: Change order form was deleted as we made the change procedure easier -use email. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	1.9	Jackie Droll	Change Order Procedure - changed text to match new change order procedure. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	3.0	Jackie Droll	Data Change Rules - Added how to determine where a person is active and if you can make a change to that record. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.3	Jackie Droll	Added more details concerning how to handle duplicate ID's in Banner for employees. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.4	Jackie Droll	Added reason as to why Financial aid can correct SSN on certain people in Banner.
5.0	11/1/06	4.5	Jackie Droll	Added information on how to create a new person/nonperson in Banner. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.5	Jackie Droll	Added information on how to determine if you can change or add a name (and how to) on an existing person/nonperson in Banner. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.6	Jackie Droll	Added information on how to change an address in Banner.

				Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.6	Jackie Droll	Added information on how to review and verify an address using GOAADDR. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.8	Jackie Droll	Added information concerning how to enter/update an email in Banner. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	4.10-4.19	Jackie Droll	Added information on how to update %PAPERS information in Banner. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	6.8	Jackie Droll	Added Internal Office Change Management Documentation to Appendix 8. Discussed in Data Stds meeting 10/26/06
5.0	11/1/06	3.0	Jackie Droll	Combined Section 3: Data Change Rules with Section 2: Rules for Clean and Accurate Data.
5.0	11/1/06	4.9	Jackie Droll	Moved Date Standards from Section 4.9 to 4.0.
5.0	11/1/06	Whole Document	Jackie Droll	Due to the addition of many explanations, the Data Standards document sections have been changed. However, the content stayed mostly in the same order with the few changes listed above.
5.0	10/26/06	12	Jackie Droll	NOTE: We have tweaked the Evisions programming so that if the Deceased Indicator is "Y" for a person, any check processes through Evisions processing will have "Estate Of" listed before the person's name. Discussed in Data Stds meeting 10/26/06.
5.0	11/6/06	7.1	Jackie Droll	Added VEND email Type for Purchasing to notify Vendors of Payment information. Discussed in Data Stds Meeting 10/26/06
5.0	11/20/06	5.2.1	Jackie Droll	Added UN Address Type to the document to reflect what is in Banner.
5.0	11/20/06	5.2.2	Jackie Droll	Added APH, AWS, SAR Address Source Codes to the document to reflect what is in Banner.
6.0	11/20/06	2.1	Jackie Droll	Changed Screen Shots to reflect Banner 7
6.0	11/20/06	3.4	Jackie Droll	Updated Search instructions according to Banner 7
6.0	11/20/06	3.5	Jackie Droll	Updated Person/Non-Person data entry instructions according to Banner 7

6.0	11/20/06	5.1.2, 5.1.3, 5.1.5,	Jackie Droll	Updated Address and telephone instructions according to Banner 7
6.0	11/20/06	8.0	Jackie Droll	Changed Screen Shot of SPAPERS to reflect Banner 7
6.0	1/5/07	8.2	Jackie Droll	Birth Date Standard changed from entering 11/11/1111 if unknown to leaving it blank. Per Data Standards Request #14.
6.0	1/5/07	3.6	Jackie Droll	Added OneCard office to change Vendor information per Data Standards Request #16.
6.0	1/5/07	Appendix 5	Jackie Droll	Updated the Banner Request form to reflect the new form per Data Standards Request #15.
6.0	1/5/07	1.5	Jackie Droll	Updated text to reflect the new Request for Banner Access Procedures per Data Standards Request #15.
6.1	2/7/07	Appendix 5	Jackie Droll	Updated the Banner Request form to reflect requested changes (addition of fax numbers and some wording)
6.1	2/7/07	5.2.14	Jackie Droll	Added information concerning how to input County Road as "CR" in the address.
6.1	2/7/07	5.2.1	Jackie Droll	BU - Deleted 'Updated by Student* for current students.' LO - modified text to say 'Created if Primary mailing address is different from Permanent.' PR – changed wording from Primary to Permanent. Added Accounts Receivable, Library, OneCard, Alumni to Student* (persons who can update a student address in Banner). Per data stds minutes 1/25/07.
6.1	2/7/07	5.1	Jackie Droll	Deleted - If you are updating an address on a person who is currently active in the 'student' roll, a copy of the change of address should be forwarded to the Registrar's Office to be maintained as part of the student's official record. Per Data Stds minutes 1/25/07.
6.1	2/7/07	3.8.6	Jackie Droll	Added Name type of ALID. Added notes: *The name type of PREF is currently under review. ** The name type of ALID will always be entered in the Alternate name field along side the Alumni/Advancement Alternate ID Per Data Stds minutes 1/25/07.
6.1	2/7/07	3.1	Jackie Droll	All CID's for students, employees,

				and vendors begin with an 8 and are 8 digits long. For Alumni/Advancement to comply with FERPA, they have had to add alternate ID's to students, employees, and vendors that are also their constituents. These people/non-persons will not only have their CID, but will also have an alternate ID that begins with an AL and followed by 7 digits. These alternate ID's are tied to an Alternate Name Type of ALID.