

Data Standards Manual

**Arkansas Tech University
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NOTE: The Data Standards Committee, the OneTech Implementation Team, and various representatives from across the entire campus were responsible for the creation of this data standards document. Any changes to this document must be approved by the Data Standards Committee and the OneTech Implementation Team; or the ATU Executive Council.

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1. Banner Name and ID Search

1.1. General

Before creating a person ID in Banner, a thorough name and ID search must be performed to ensure the person does not already exist in Banner and prevent the creation of a “duplicate PIDM”. An appropriate procedure will be developed by each module; in most cases the appropriate procedure will utilize Banner Common Matching. See your process team leader if you have questions.

1.2. Standards

A thorough search using the *OAIDEN and GUIALTI screens should be done before any addition of person records unless your process makes use of Banner Common Matching.

1.3. Guidelines

The *OAIDEN search form allows you to search for a person using each or a combination of ID, Last Name, First Name, and Middle Name fields. If the complete ID or name is unknown, you may also perform a wild card search by inserting the wild card symbol “%” into any of the search fields. Check the radio button for “No” under the Case Sensitive Query question.

The GUIALTI search form allows you to search for a person using SSN.

Banner Common Matching uses a variety of search and match fields, different modules and different process will use different rules for Common Matching. See your team lead for more specifics.

2. Banner ID's and SSN's

2.1. General

This standard defines how the ID will be established within Banner for each person and non-person based upon 'best practice' recommendations made by SCT and the University administration. The following forms are used to generate, create, and change IDs. The form used depends upon the Banner module in use:

Form Name:	Banner Module
APAIDEN:	Alumni/Development
FOAIDEN:	Finance (person/non-person records)
FTMVEND:	Finance (person/non-person vendors)
PPAIDEN:	Human Resources
RPAIDEN:	Financial Aid
SPAIDEN:	Student
SRAQUIK:	Student/Recruitment

2.2. Standards

2.2.1. Standards for Person ID's

A system assigned ID will be established for all records the first time they are entered into Banner. This system assigned ID will be a nine-character alphanumeric field where the first character is a 'T' followed by eight digits.

Example:
T00012345

A system assigned ID will be generated for any person converted from a legacy system with the understanding that, at the time of conversion, the option will be available to store the legacy system ID as an Alternate ID in Banner. This recommendation is made with the understanding that:

Banner allows the storage of multiple Alternate IDs.

All Alternate IDs are searchable, independent of name.

If the legacy system ID is a Social Security Number then it will be stored as a Social Security Number in Banner and NOT as a generic Alternate ID once the conversion to Banner is completed.

NOTE: If an external system needs to make use of a 9-digit ID and cannot accept the leading 'T' of the standard ID field in Banner, it is recommended that the 'T' be replaced with a '9' so as to avoid accidentally overlapping with a real SSN. If at all possible, external systems should not utilize the SSN as the match field but rather the student ID.

NOTE: At this time all conversion to Banner is complete and no SSN is labeled as an alternate ID. All SSN fields have appropriate security in place.

2.2.2. Standards for Non-Person ID's

A nine-character ID (T#####) will be created for each non-person. Any other type of ID that a department wishes to use can be stored as an alternate ID in Banner, but the primary ID must be of the T##### format; the only exception will be for financial aid lenders, guarantee agencies, or servicers. These types of

non-persons will be created with an initial current Banner ID of the T##### format and then the federally assigned financial aid ID number will be entered as the current ID which will push the T##### into the alternate ID field.

Persons doing business with the University with a tax ID number will be treated as a non-person. A social security number will only be recorded in the person record (and not in the non-person record) for persons acting in this dual capacity.

WARNING: An institution (such as a financial aid institution) may conduct business with the University in several different capacities – as a non-person entity (non financial aid business), as a financial aid lender, guarantor, or servicer.

Example:

<u>Institution Name</u>	<u>Function</u>	<u>Banner ID</u>	<u>Alternate IDs</u>
Commerce Bank	A bank	T12345678	
Commerce Bank	Financial aid lender serviced by Sallie Mae	lender code 805979	T98765432
Commerce Bank	Financial aid lender serviced by UniPac	lender code 822660	T55533322
Burris Inc.	Office Supply Store	T00001234	V00004455 (legacy ID #)

In the first example above, Commerce Bank has several different T#####'s assigned which implies that Commerce Bank has several different PIDMs. In this type of case, and only this type of case, this is acceptable. Multiple PIDMs for Commerce Bank are necessary due to the fact that there exist multiple federally assigned IDs, each federal ID must have its own entity in Banner in order for the Financial Aid module to work properly and each Banner record associated with federal financial aid must be used only for federal financial aid; any non-financial aid business that Commerce Bank conducts with the University must be conducted under the T12345678 record and not under any of the other records.

2.3. Guidelines

2.3.1. Creating a Person ID

Before creating a person ID in Banner, Common Matching must be invoked in order to avoid the creation of a duplicate PIDM, in the event that Common Matching is not used; a thorough name and ID search must be performed to ensure the person does not already exist in Banner. At a minimum, the person's name must be entered; however, if at all possible, enter an ID number, gender, and ethnicity. If a social security number is available, it must also be entered. An appropriate procedure will be created for each of the following Banner modules: Student, Financial Aid, Finance, Human Resources, and Alumni/Development.

2.3.2. Creating a Non-Person ID

Before creating a non-person ID in Banner, Common Matching must be invoked in order to avoid the creation of a duplicate PIDM, in the event that Common Matching is not used; a thorough name and ID search must be performed to ensure the non-person does not already exist in Banner. At a minimum, the non-persons name must be entered; however, if at all possible, enter an ID number, address, and phone number. If a tax ID number is available, it must also be entered. An appropriate procedure will be created for each of the following Banner modules: Student, Financial Aid, Finance, Human Resources, and Alumni/Development.

Persons doing business with the University with a tax ID number will be treated as a non-person. A social security number will only be recorded in the person record (and not in the non-person record) for persons acting in this dual capacity.

When creating an entity for financial aid purposes (i.e. lenders, guarantee agencies or servicers), create the non-person record as stated above and then after the record is created, perform an ID Change and change the current Banner ID from the T##### to the federal ID#.

2.4. Removing Invalid or Unwanted Person and Non-Person records

A good rule of thumb when entering either persons or non-persons into Banner is to “Measure twice and cut once”; meaning it is advisable to enter person or non-person records correctly the first time. In the event that a new record is created for a person or non-person and it is later determined that that record should not have been entered and should now be removed; the following procedures should always be followed.

2.4.1. Removing Person Records

After identifying multiple records for the same person, consult with your unit or department head on the appropriate procedures for removal of all but one record.

2.4.2. Removing Non-Person Records

After identifying multiple records for the same non-person, consult with your unit or department head on the appropriate procedures for removal of all but one record.

3. Names

3.1. General

The University generally considers the ‘current name’ in Banner as a person’s legal name. A person’s legal name appears on official documents such as a birth certificate, court order, social security card, marriage license or passport. The Office of Admissions, for example, uses the name reported on an application as the ‘current name’, which generally is a person’s legal name but not always. It is not a requirement that the ‘current name’ in Banner match a person’s legal name.

Names for persons and non-persons should have a customer friendly appearance. The objective is to enter names and addresses with both upper and lowercase letters so that when a name is printed on correspondence, it looks contemporary and professional. Name formats have also been developed to meet postal regulations.

It is recommended that offices that collect person names on applications, or any other types of forms, designate separate fields on the form for that person to indicate first name, middle name, last name, prefix, suffix, and preferred first name (nickname). This will facilitate our ability to enter a name correctly into the respective fields in Banner. The following forms are used to enter and change name information. The form used depends upon the Banner module in use:

<u>Form Name:</u>	<u>Banner Module</u>
APAIDEN:	Alumni/Development
FOAIDEN:	Finance (person/non-person records)
FTMVEND:	Finance (person/non-person vendors)
PPAIDEN:	Human Resources
RPAIDEN:	Financial Aid
SPAIDEN:	Student

Last Name, First Name, and Middle Name appear on all of the above forms.

Prefix, Suffix, and Preferred First Name appear only on SPAIDEN, PPAIDEN, and APAIDEN.

NOTE: It is not a requirement that the Banner ‘current name’ be equivalent to a person’s legal name, however, a preferred name or nickname should always be entered into the ‘preferred name’ field, not as a first name.

3.2. Standards

3.2.1. Case

If a person has written all upper-case or all lower-case letters, enter the normal upper- and lower-case letters. If the person’s name starts with a lower-case letter, enter the first letter in lower case. If a person has a name with an upper-case letter in some position other than the first letter, enter that letter as upper-case.

Example:
duBois

For externally obtained data feeds, Computer Services will convert the names into an upper- lower-case format based upon these rules.

3.2.2. Initials and Abbreviations

DO NOT use periods after initials or abbreviations.

Examples:

Pamela A. Humphrey: Enter as: first name = Pamela / middle name = A / last name = Humphrey

Leslie M.F. Donner: Enter as: first name = Leslie / middle name = MF / last name = Donner

James St. Martin: Enter as: first name = James / middle name = blank / last name = St Martin

D. Gary Smith: Enter as: first name = D / middle name = Gary / last name = Smith

NOTE: Some, but not all, forms in Banner will display whatever is stored in the name field, followed by a period. If a period is entered in a name field, then you will see two periods on the Banner form. As periods are not to be entered in name fields (see 3.2.7), double periods should only be seen in cases where errors have been made.

If given the full middle name, enter the full middle name.

DO NOT change a full name to an initial.

3.2.3. Persons with Two or More Given Names

In cases where a single character is designated as the first name followed by a full middle name, place the single character in the First Name field and the middle name in the Middle Name field.

Example:

W Mark Jones: Enter as first name = W / middle name = Mark / last name = Jones

If you later receive information that the 'W' stands for William, inactivate the current name in Banner and create a new active current name by entering: First name = William / middle name = Mark / last name = Jones

If a person has more than two given names, and has not specified which are considered first vs. middle name(s), enter the first two names into the First name field and any other names into the Middle name field.

Examples:

Anne Marie Susan Smith: Enter as: first name = Anne Marie / middle name = Susan / last name = Smith

Billy Joe Daryl Thomas Miller: Enter as: first name = Billy Joe / middle name = Daryl Thomas / last name = Miller

Upon request, it is acceptable to enter two names in the first name field.

Examples:

Anne Marie Smith: Enter as: first name = Anne Marie / middle name = blank / last name = Smith

3.2.4. Spaces in Last Names

Maintain spaces in last names (one consecutive space maximum) exactly as reported by the person.

Examples:

Correct:

Van Buren; Van der Vaart; Vander Vaart

Incorrect:

Van Buren; Van Der Vaart

3.2.5. Long Names

If a person's first, middle, or last name is longer than the field allows in Banner, enter as much as you can into the field. The rest will be truncated.

3.2.6. Persons with One Name

It is common in some countries for a person to have just one name (not a first, middle, and last name). If that is the case, enter the person's name into the LAST NAME field and enter an asterisk (*) in the FIRST NAME field.

DO NOT enter an asterisk (*) in the first name field simply because the first name is unknown, this rule only applies to persons that only have one name.

3.2.7. Punctuation

Use hyphens, apostrophes, or dashes exactly as the person indicates in writing.

DO NOT use commas or periods in any name field, except in the diploma name field—used for the purpose of printing diplomas.

DO NOT add punctuation where there is none. In the following examples, any could be correct.

Examples:

O'Donnell Odonnell

Dell'Acqua DellAcqua Dellacqua

Jones-Smith

Al-Hassan AlHassan Al-Hassan alHassan Al Hassan

St Denis StDenis St-Denis SainteDenis Saint-Denis Saint Denis

3.2.8. Prefixes and Suffixes

Salutations (such as Dr, Rev, Mr, Mrs, Ms, etc.) are considered prefixes and should be entered in the PREFIX field on General Person Forms. If a person specifies their preferred prefix; enter it into Banner, if no prefix is specified, do not enter one into Banner. Prefixes will be entered in upper/lower case followed by the appropriate punctuation.

Professional status indicators (such as MD, DO, PhD, DVN, ESQ, etc) are considered Suffixes and should be entered in the SUFFIX field on the General Person forms. Suffixes will be entered in upper/lower case followed by the appropriate punctuation.

Generational indicators (such as Jr, II, III, etc.) are also considered a suffix and should be entered in the SUFFIX field of the current identification block on the Banner IDEN forms. Suffixes will be entered in upper/lower case followed by the appropriate punctuation.

DO NOT include any unnecessary punctuation with a prefix or suffix.

Examples:

Correct: Mr. Ms. Dr. M.D. Ph.D. Jr. III

Incorrect: Mr MS. MD MR PHD Iii PhD

DO NOT enter prefixes or suffixes in the name fields of the current identification block on the Banner IDEN forms.

3.2.9. Previous Names

With the exception of corrections made due to data entry errors, it is University policy to maintain previous name information in Banner. Forms used by some University offices ask for a person's previous name or names (for example: admission applicants or development/alumni). Enter the earliest name first:

Example:

Name: Lee Livingstone

Previous Name: Lee Stanley

Steps:

Enter previous name (Lee Stanley) and save.

Enter current name (Lee Livingstone) and save.

Previous name will appear in the alternate identification block.

Go to the alternate ID block and select the appropriate name type if applicable.

Alternate Steps:

If a person is making a name change, enter the current name and save. The previous name will automatically be moved to the alternate identification block.

Go to the alternate ID block and select the appropriate name type if applicable.

3.2.10. Legal Name

The 'Current Name' field in Banner is generally considered the legal name but is not required to be the legal name. The Preferred First Name field is used for variations to the first name such as Bill for William or other appropriate nicknames. The actual Legal Name field is NOT used or maintained by the University.

DO NOT add, delete, or modify any data in the Legal Name field.

3.2.11. Preferred First Name

Offices should enter a name in this field if applicable.

Examples:

Current Name: William Knight

Preferred First Name: Bill

Current Name: D Mark Williams

Preferred First Name: Mark

Current Name: Angela McDonald

Preferred First Name: Angela

NOTE: The preferred first name will be used in some correspondence but is primarily used to build the display name for the OneTech site as well the 'from' name that is displayed when someone sends an email.

In the event that a preferred first name is not entered; the display name on the OneTech page will default to the third party ID (first part of the email address).

3.2.12. Non-Person Names

All information is typed in upper/lower case format (i.e. not all caps or all lower). If an ‘article’ (a, an, or the) is used as an adjective within the full legal name of a non-person entry, it should be included when entering the name in Banner. If a non-person name begins with the word ‘The,’ it should be included when entering the name in Banner.

Examples:

ABC Trucking
Department of Defense
University of Portland
JF Kennedy Company
First National Bank
The Copy Store

3.2.13. Name Types and Descriptions

The Current Name field in Banner does not require a name type to be associated with a name; but again, the Current Name will be considered as the legal name but the actual field ‘Legal Name’ will not be used. The name type of ‘LGCY’ automatically populates during conversion. The University will also use the name type ‘DBA’ which stands for ‘Doing Business As’ for person’s doing business with the University as a non-person if and only if the person is doing business with the University under a name different than their person name. The University will use the following name types:

<u>Name Type</u>	<u>Description</u>
“Blank”	Current Name
DBA	Doing Business As
LGCY	Legacy (used for conversion only)
MAID	Maiden Name
PBUS	Previous Business Name
PREF	Preferred Name (Alumni Only)
PREV	Previous Married Name

In all cases, the current name should have no name type with a possible exception of DBA, although these exceptions will be very few.

DO NOT enter a name type on the current name tab.

3.3. Guidelines

3.3.1. Adding New Names to an Existing Record

When adding a new name to an existing record, enter it using the current name field and save. The old name will automatically be moved to the alternative identification block. Then go to the alternate ID block and select the appropriate name type for the old name if applicable.

3.3.2. Changing the Name on an Existing Record

A Name record should never be changed once it is entered except in the case of typos, mis-spellings, or incorrect formats. If a name is entered incorrectly, go ahead and save the record and then enter the correct name and save, then go to the alternate ID tab and find the record that contains the incorrect (mis-spelled) name and remove it. When a person or non-persons name is changed then the University will add the new name while maintaining the previous name for historical purposes; this is why a name record should not be changed; do not confuse this with changing a current name within Banner.

DO NOT remove a valid previous name.

Current and retired faculty and staff that still draw benefits will direct name change requests to Human Resources. Students will direct name change requests to the Registrars Office. Faculty/staff who are also students may direct their requests to Human Resources. Donors or Alumni will direct their name changes to the Alumni office.

A common name change form should be used and appropriate documentation provided. Due to employee name change documentation requirements, the General Person form (GUASYST) should be checked before any name change is done; in the event that GUASYST indicates that the person is an employee; then direct that person to the HR office in order for the proper procedures to be followed. Alumni is the only module that will allow a name change from the Banner Self-Service website.

4. Addresses

4.1. General

University-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, departments with marketing responsibility (such as Alumni, Athletics, and Admissions) must be able to produce individualized correspondence conforming to formal addressing rules. Departments such as Accounts Payable and Human Resources may have less stringent formatting requirements, but should still follow the standards set forth here. These standards must balance four considerations:

1. Banner System Requirements
2. Accepted standards for formal communications
3. U.S. Postal Service guidelines
4. International address requirements

All addresses must meet U.S. Postal Service addressing requirements. According to the U.S. Postal Service Postal Addressing Standards, “A standardized address is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations... and uses the proper format for the address style...” (p. 1). The guidelines expressed herein are designed to convey the minimum standard requirements in order to enhance the processing and delivery of mail, reduce instances of ‘undeliverable’ mail, and position the University to obtain the most advantageous postal rates.

While data may be conditioned (or reformatted) on output (e.g. date format), it is our intention that addresses be entered exactly as they will print on correspondence, reports, etc. Accurate, consistent address data entry is vital.

4.2. Standards

4.2.1. General

All information is typed in upper/lower case format (i.e. not all caps or all lower).

NOTE: Runner Technologies CLEAN_Address software will be utilized to help clean existing addresses and prevent the entry of incorrectly formatted addresses. Runner Technologies will maintain a complete list of all US Zip Codes and their associated cities in GTVZIP. In general, the CLEAN_Address software should not be overridden, but occasionally it is acceptable to override the software when an obviously incorrect address would result otherwise.

4.2.2. Symbols

Symbols should never be used in the first position of an address field. The ampersand ‘&’ should never be used in place of ‘and’ except when length constraints are an issue and nothing else can be abbreviated. The percent symbol ‘%’ and pound sign ‘#’ should never be used at all because they cause problems within Banner. The designation for ‘in care of’ should be abbreviated as ‘c/o’ and should be entered on the first street address line.

4.2.3. Street Names

Street names are composed of a number, the street name, and a possible unit designator. Follow the guidelines below when entering an address into Banner.

4.2.4. Punctuation

Punctuation in the street number and name is normally limited to periods, slashes, and hyphens and should be used if space permits; with the exception of the hyphen in the ZIP plus 4 configuration, punctuation in the address may be omitted if necessary.

Examples:

Periods: 39.2 RD

Slashes (fractional addresses): 101 1/2 Main St

Hyphens (hyphenated address): 289-01 Montgomery Ave

DO NOT use periods after abbreviations.

4.2.5. Secondary Address Unit Designators

If the street address contains a secondary unit designator, such as an apartment, suite, building, etc., the preferred location is at the end of the street address.

Examples:

102 Main St Apt 101

1356 Executive Dr Ste 202

1600 Central Pl Bldg 14

55 Sylvan Blvd Rm 18

If the primary address uses all available characters on the address line, the secondary unit designator should be on the first address line PRECEDING the primary address. The unit designator should never be on the line following the primary address.

Example:

Ste 202

1356 S Executive Dr

Recommended abbreviations for common unit designators are:

<u>Unit</u>	<u>Abbreviation</u>
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Room	Rm
Suite	Ste
Trailer	Trlr
Unit	Unit

Refer to the Postal Addressing Standards publication for other unit designator abbreviations at <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

4.2.6. Compass Directions

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Since a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out; the second directional word must always be spelled out if space will not allow both to be spelled out.

Examples:

102 N Main St SW

160 N South St

1624 N South Blvd

Compass directional words should be abbreviated as follows:

<u>Directional Word</u>	<u>Abbreviation</u>
-------------------------	---------------------

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

DO NOT use abbreviated compass directions in city names if you have enough space to enter the entire city name spelled out.

4.2.7. Street Address and P.O. Box

Banner address formats allow three lines of street address information. If an address contains BOTH a street address and a post office box, the U.S. Post Office will deliver mail to the first address line listed above the city/state/zip line. In this situation, it is preferred that the post office be the last part of the address entered before the city/state/zip.

Examples:

INFORMATION GIVEN:

Dr. John Franklin Smith

Evergreen Building

1379 West Pine

P.O. Box 2351

Denver, Colorado 87003

OR

Dr. John Franklin Smith

Evergreen Building

P.O. Box 2351

1379 W Pine

Denver, Colorado 87003

BANNER ADDRESS ENTRY:

Dr John Franklin Smith

Evergreen Bldg

1379 W Pine

PO Box 2351

Denver, CO 87003

DO NOT enter data into the second address line until data has been entered into the first address line. Also, data should not be entered in the third address line until data has been entered into the second line. An example of a three-line address is:

Example:

c/o Marvin Martian
Chanin and Levers Inc
1600 Martian Blvd Ste 910

4.2.8. Abbreviations for Street Designators

Street designators should follow the standard U.S. Post Office standards. Refer to the U.S. Postal Service Address Standards publication <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf> for abbreviations of designators not listed below.

<u>Street Suffix</u>	<u>Abbreviation</u>
Avenue	Ave
Boulevard	Blvd
Branch	Br
Center	Ctr
County Road	CR
Court	Ct
Circle	Cir
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Route	Rt
Rural Route	Rr
Square	Sq
State Road	SR
Station	Sta
Street	St
Terrace	Ter
Trail	Trl
Way	Way

4.2.9. City

Banner is configured to automatically enter the city name when a ZIP code is entered. This is the preferred method of entering the city name. If more than one city is listed for the ZIP code entered, you must choose the correct city from the associated list. If the city does not appear on the list and the ZIP code has been verified to be correct, you may enter the information for the city by typing the correct city in the city field. If the preferred name which defaults is not correct, it is acceptable to change the city to the actual city name. For example, when entering the ZIP code 63801, the city will default to Sikeston, but could also be the city of Minor. If requested, manually change the city to Minor following the standards below. All information is typed in upper/lower case format, i.e. not all caps or all lower. Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within the allotted number of characters allowed by Banner, use abbreviation standards described herein or in the U.S. Postal Service Postal Addressing Standards.

Examples:

<u>Preferred</u>	<u>Acceptable</u>
West Stockbridge	W Stockbridge

4.2.10. State, Province, and County

Banner is configured to automatically enter the state name when a ZIP code is entered. This is the preferred method of entering the state name. State codes must be entered for all U.S. and Canadian addresses. The appropriate code may be selected by using the validation table if the state code does not automatically populate. For additional information, refer to the Postal Service Address Standards publication. Canadian Provinces are entered in the State/Province field, NOT in the City field.

Canadian Provinces include:

<u>Province Name</u>	<u>Abbreviation (Banner Code)</u>
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SK
Yukon	YT

NOTE: Canadian addresses must include the city in the City field and the province in the State field.

Banner is configured to automatically enter the county name when a ZIP code is entered. This is the preferred method of entering the county name. The county code is a 5 character code consisting of the 2-character state code plus the 3-digit FIPS (Federal Information Processing Standards) county code (the county codes are kept up to date by the CLEAN_Address process). If no county defaults when entering the ZIP code, enter the county code from the list of values in the validation table.

DO NOT enter a county code for U.S. addresses manually unless the city, state, county, and country were not automatically populated after the ZIP code was entered.

DO NOT enter a country code for U.S. addresses manually unless the city, state, county, and country were not automatically populated after the ZIP code was entered. The country code for the United States is 840.

4.2.11. ZIP or Postal Code (US and Canada)

ZIP or postal codes MUST be entered for all U.S. and Canadian addresses. If available, it should also be entered for other international addresses. Furthermore, for US addresses, if the ZIP+4 is available, enter it in the ZIP code field in the format of ZIP Code (hyphen) 4 numerics.

US Examples:

72801

72801-2222

For Canadian addresses enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters.

Examples:

T2T 2Y5

R2L 1N4

NOTE: When entering a ZIP+4, Banner will not automatically populate city, state, county, and country. To overcome this issue, first enter just the zip code (no +4) and tab out of the field; this will cause Banner to auto-populate the city, state, county, and country; then go back to the ZIP code field and add the ZIP+4.

4.2.12. Military Addresses

4.2.12.1. Overseas

Overseas military addresses must contain the APO (Army Post Office) or FPO (Fleet Post Office) designation along with a two-character 'state' abbreviation of AE, AP or AA and the ZIP code.

Enter the ZIP code in the ZIP code field.

The APO or FPO code will default into the City field.

The military 'State' code (AA, AE, or AP) will also default into the State field.

AA for mail in the Americas other than Canada (340)

AE for mail going to Europe, the Middle East, Africa, and Canada (090 through 098)

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

Examples:

SSGT Mario Martian

Unit 2050 Box 4190

APO AP 96522-1215

Sgt Cher Downey

PSC 802 Box 2625

APO AE 90777-0010

Seaman Duane Reeves

B Division

USS North Dakota

FPO AA 34093-2344

4.2.12.2. Domestic

All domestic military mail must have a regular street style address.

Examples:

Col Margaret Henry

Lowery Air Force Base

8205 East Sixth Avenue 405

Denver CO 80234

Capt Jack Harris
2314 Barracks St
Minot AFB ND 58705

4.2.13. International Addresses

Enter an international address exactly as provided, including punctuation; however, try to avoid commas as much as possible and never use the percent (%) or pound sign (#).

DO NOT abbreviate words that are spelled out. With the exception of Canadian addresses, address line 3 should contain the full name of the province or state for a foreign address. Canadian addresses should use the state/province code field for the province code. Use the Nation validation table to confirm nation or country codes prior to entry. This way the University can better control the printing of international addresses on letters and forms. If available, the postal code should be entered in the ZIP/postal code field.

A nation code is required for all non-U.S. addresses. Institutional Research will maintain a list of all the current code options available as recorded by the United Nations along with codes needed for SEVIS and EDI reporting; these codes are stored in STVNATN.

DO NOT enter a country code for U.S. addresses manually unless the city, state, county, and country were not automatically populated after the ZIP code was entered. The country code for the United States is 840.

NOTE: Postal standards request nation codes be in all caps if alpha codes are used.

4.2.14. Hierarchy of Modifications

When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

1. When secondary delivery information, e.g., Apt or Suite, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

Example:

Ms Michelle Simpkins
Bldg 14-400
14200 Old South Mississippi Parkway
Aurora, CO 80111-1111

2. Abbreviate addresses using standard postal abbreviations described herein.

Example:

Ms Michelle Simpkins
5802 E Happy Canyon Blvd
Englewood, CO 80110

3. Remove punctuation.

Example:

Ms Michelle Simpkins
5800 E Martin Luther King Blvd

4.2.15. Address Types and Hierarchy of Types

The University will maintain a standardized list of address types based on their purposes, rather than separate address types for each University department. This will reduce redundant data entry. Thus, an individual may appear in accounts payable, be an alumni, employee, and enrolled as a current student in the College of Business and have only a single address. Each Banner application (e.g. recruitment mail, billing, gift solicitations, etc.) will look for a valid address in a prescribed sequence (hierarchy). For example, the billing routine might look for addresses in this order: BI, MA, and then PR. Admissions might typically search for a mailing address in this order: PR, PA, and then MA. Each 'View' in Banner can use a different address priority sequence; initially, the priority sequence will be the default sequence that Banner comes with, if this sequence is not acceptable, computer services is capable of altering the sequence for a particular view.

NOTE: Identical addresses should not be keyed in different address types if possible.

The address types that the University will use are:

<u>Abbreviation</u>	<u>Name</u>	<u>Description</u>
AL	Alumni	Alumni/Advancement/Development
BI	Billing	Billing
BU	Business	Business
EM	Emergency	Address used for emergency contacts
FA	Financial Aid	Financial Aid upload address
IA	International Address	This address is used by IMSSO only
MA	Mailing	Previously known as local
OC	On Campus	On Campus
PA	Parents Address 1	Parents address 1
P2	Parents Address 2	Parents address 2
PR	Permanent	Permanent address
PH	Physical Location	Physical Location
RA	Remittance	Remittance address
XX	TGR Feed	System required

STVATYP is the table that houses address types in Banner.

NOTE: The emergency contact information for a person should be stored on the Emergency Contact block on *IDEN forms and not as another address in the address block; in the event that a person's emergency contact information must be used; contact whoever is listed on the emergency contact block but also contact anyone listed in SOAFOLK if different. SOAFOLK is populated by the Admissions Office when an application is processed and is primarily composed of parental information.

NOTE: The Financial Aid address (FA) will be populated manually by the Financial Aid Office, ISIR uploads will populate the Mailing address (MA).

NOTE: The Billing address (BI) will be populated manually by the Accounts Receivable Office.

NOTE: The International and Multicultural Student Services Office (IMSSO) must maintain complete control over the International address (IA) for international students because the International address must match other documents that are required of international students. In the event that an international student requests an address change, the student must be directed to the IMSSO.

NOTE: The Human Resources Office will utilize the MA address for employees, all employees should notify Human Resources when their address changes.

NOTE: The University will make use of multiple parent address types in order to store addresses for parents that do not live together; such as parents that are divorced. If only a single parent address is known then always use the PA address type, if two addresses are known then use both the PA and P2 types.

NOTE: The PH address is shared by Advancement, the IMSSO, and Human Resources; no other office should modify this address type.

DO NOT change the IA address for an international student; instead, send the student to the IMSSO.

DO NOT use the address type of XX for any reason other than tape loads.

DO NOT use the PA and P2 address types out of order. DO NOT use the P2 type if no PA type exists.

4.2.16. Office(s) Responsible for Creation and Changes of Each Address Type

No single office is responsible for the MA address type; this is the address most often used across the University. Generally speaking, when a person is a recruit or prospect, the Admissions office will maintain the PA, P2, and PR addresses; for faculty and staff the HR office will maintain the MA and OC addresses, for students the Registrar will maintain the MA address, and for Alums, the Alumni office will provide maintenance of the MA address. The BU address type is typically used by Finance (Alumni will also use the BU address type). The BI address type is used by Accounts Receivable. The address type RA will only be used by Finance and should only be updated or created by staff working directly in Finance. The FA address type is created and maintained by Financial Aid. The IA address type is created and maintained by IMSSO, this address type cannot be changed by anyone other than IMSSO. The PH address is used only by Advancement, the IMSSO, and Human Resources; no other office should modify this address type. The XX address type is system required for tape uploads and is used by Computer Services. The OC address type is also used by the Post Office to enter student PO Boxes.

4.2.17. Online Directory Address Maintenance

The online directory, located on the ATU website, will make use of both the OC and PH addresses for employees. Generally, the directory will display the OC address for an employee, in the event that the employee's OC address listing is an on campus PO Box, then the PH address will be used for the display instead. If the PH address is used then it will be the address displayed; in the event that no PH address exists, then the OC address will be displayed. In both of these cases, the street line 1 is to be the office in which the employee works i.e. Academic Affairs. The street line 2 is to be the building and room number, lastly, street line 3 will be the actual address of the building. The online directory will not display addresses for persons who are not employees. No matter which address is used for the directory, the telephone entered should be of the type OC - even if the address is a PH type.

NOTE: Faculty rank is also displayed for persons with an e-class starting with a 'B'

NOTE: The telephone number displayed will come from the OC telephone type in all cases.

4.2.18. Address Source

Sources for each address are shown on the STVASRC table, listed below is a sample of address sources, to view all possible sources go to STVASRC:

<u>Code</u>	<u>Description</u>
ACT	ACT upload
CALL	Self reported by telephone
EDI	Electronic data interchange
FACE	Self reported in person
NCOA	National change of address
WEB	Self reported by web
ETC...	

4.3. Guidelines

When adding a subsequent address of the same type, the prior address should be end dated, the inactive box checked, and then new address inserted.

DO NOT change or delete any prior address unless making a correction due to an initial entry error.

When an address change is requested by a person or non-person, always check every active address type that is currently in Banner and ask the person or non-person if they would also like to change any other address types that exists. In order for the University to see the maximum benefits of Banner's capability to store and utilize addresses, you must inquire about all current address types when performing an address change. If an international student is requesting an IA address change, you must direct them to the International and Multicultural Student Services Office.

NOTE: Always inquire about all address types when making a requested address change.

NOTE: Always send international students to the IMSSO for an IA address change.

There are style manuals that deal with formal addressing style. Several U.S. Postal Service publications deal with addressing standards. The most comprehensive and accessible publication is Postal Addressing Standards Publication 28. This publication is available from the U.S. Postal Service as well as in a portable document format (PDF) on the Web at: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

The U.S. Postal Service National Customer Support Center has a very useful web site that provides extensive address and ZIP code information, they are located at: <http://www.usps.gov/ncsc/>

The Canadian Postal service (Canada Post) also offers a very useful web site at:

http://www.canadapost.ca/CPC2/menu_01.html

5. Telephone Numbers

5.1. General

An entity (person or non-person) may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data received. Supplemental information for international phone numbers may be added in the international access code field. Forms which house telephone numbers are: APATELE, FOATELE, PPATELE, RPATELE, and SPATELE. Telephone numbers can also be seen and modified on SPAIDEN.

5.2. Standards

All regional and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format. The third text box in the telephone number field is used only for an extension if necessary; the first text box is used for the area code while the second text box is used for both the prefix and number (7 digits).

DO NOT enter any hyphens or other punctuation in a telephone number field, only enter digits.

NOTE: If an extension is given, enter it into the extension field.

DO NOT enter anything but digits in the extension field; i.e. do not enter EXT or X in the extension field.

5.2.1. Telephone Types

A telephone type distinguishes each telephone number entered in the Banner system. There are two categories of telephone types and both types are entered into STVTELE. The first category is a 'General Telephone' type and the second category is an 'Address Telephone' type. An Address Telephone type represents a telephone number that is associated with an address. A General Telephone type is not associated with an address. Some of the telephone types that will be used by the University are:

General Telephone Types:

<u>Code</u>	<u>Description</u>
EM	Your Emergency Contact
CE	Cell Phone
FX	Fax Number
PG	Pager

Address Telephone Types:

Use the same codes as Address Types except for the XX address, there is no need for an XX telephone type.

Address telephone types will use the same codes as the University address types and will have the same description and priority listings except for the XX type which will not be used for telephone numbers.

5.2.2. Domestic Telephone Number Formats

All regional and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format. An area code must be entered for all phone numbers even if it is an on campus number or a local number. The third text box in the telephone number field is used only for an extension if necessary; the first text box is used for the area code while the second text box is used for both the prefix and number (7 digits).

DO NOT enter any hyphens or other punctuation in a telephone number field, only enter digits.

NOTE: If an extension is given, enter it into the extension field.

DO NOT enter anything but digits in the extension field; i.e. do not enter EXT or X in the extension field.

5.2.3. International Telephone Number Formats

International telephone numbers consist of four to ten; or more, digits excluding the country and city numbers. International telephone numbers should include the country code as part of the international access code field. The country code consists of one to four digits and is required (e.g. 876). The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading zero (0). To enter an international phone number in Banner; first enter the access code in the international access field and then enter the phone number in the area code field and the phone number field, only the city access code should be in the area code field. If length is an issue then it is acceptable to enter the city access number along with the international access number in the international access field.

'011' must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan. This agreement, held among many North American countries (Mexico is not included) establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The following countries are considered to be a part of the NANP and can be dialed using 1 + the three digit area code. Any phone numbers from NANP countries can be entered in the domestic phone number field in the Banner system.

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

5.2.4. Office(s) Responsible for Creation and Changes of Each Telephone Type

No single office is responsible for the general telephone types, the CE and MA telephone types are the most frequently used numbers across the University. Generally speaking, when a person is a recruit or prospect, the Admissions office will maintain these telephone types, for faculty and staff the HR office will maintain these types, for students the Registrar will maintain them, and for Alums, the Alumni office will provide maintenance. The BI and BU telephone types are typically used by Finance (Alumni will also use the BU telephone type). The telephone type RA will only be used by the Finance and can only be updated or created by staff working directly in Finance. The FA telephone type is created and maintained by Financial Aid. The IA telephone type is created and maintained by only IMSSO, this telephone type cannot be changed by anyone other than IMSSO. The OC telephone type is used by Human Resources to record the phone number that will display in the online ATU employee directory.

5.3. Guidelines

When adding a subsequent telephone number of the same type, the prior telephone number should be marked inactive, and the new telephone number added. Unless making a correction due to an initial data entry error, do not change or delete the prior telephone number.

When a telephone number change is requested by a person or non-person, always check every active telephone type that is currently in Banner and ask the person or non-person if they would also like to change any other telephone types that exists. In order for the University to see the maximum benefits of Banner's capability to house telephone numbers, you must inquire about all current telephone types when performing a change.

NOTE: Always inquire about all telephone types when making a requested telephone number change.

NOTE: Always send a notification to the IMSSO if you change a telephone number of any type for an international student.

6. Email

6.1. General

The maintenance and regular checking of a person's email is considered vital to University operations. A person or non-person may have multiple email addresses within the Banner system and since a significant proportion of communication between persons is accomplished through email; the University has stated that email is an official communication channel and the only official email address of an employee or student is the University assigned email address where the domain is '@atu.edu'. Persons or non-persons in Banner may have other types of email addresses depending upon office/departmental policies regarding email address usage. For example, Advancement may want to record and store non-assigned email addresses for alumni. Email addresses should be accurate and reflect the most recent data received. The current official email address for a person can be found by going to an *IDEN form or GOAEMAL and looking on the Email tab for an E1 email address type. The E1 email addresses will be loaded to the *IDEN forms by Computer Services on a regular basis; there will be no need to manually enter or modify an E1 email address.

6.2. Standards

The following will be the only email address types used by the University:

<u>Email Address Type</u>	<u>Description</u>
E1	University Official Email Address
E2	Recruitment
E3	Alumni
E4	Vendor/Bidder
E5	Alumni Business
FA	Financial Aid
SCH	Freshmen Scholarship Email Address

6.3. Guidelines

If the only email address a person uses is the normal University address, no other email address types should be populated except possibly the FA type. When adding a subsequent email address of the same type, the prior email address should be made inactive (except for official University addresses, where no history will be maintained), and the new email address added. Unless making a correction due to an initial entry error, do not change or delete the prior email address.

DO NOT enter an email address for each email address type unless each type is needed.

DO NOT change the preferred address indicator away from the official email address if the person is an employee or student or applicant.

DO NOT manually enter an FA email; these email addresses are populated by Financial Aid data loads only.

7. Letter Names for all Correspondence

7.1 General

Banner is capable of generating contact lists for correspondence letters and in order to maintain at least a degree of usability, a standard naming convention must be used for these contact lists and letters. This will facilitate both the ease of use of this tool and will reduce the chances that a department will change or overwrite an existing list generator or letter that belongs to some other department. It is the intent of the University to use the same naming convention for letters and lists in both Banner and Argos.

7.2 Standards

In Banner, the length of the 'Letter Code' on GTVLETR (the name of the list/letter generator) has a length of 15 characters. The naming convention that the University will use will be: The first 2 to 4 characters (prefix) of the list/letter name will represent the department or unit that owns the list/letter; followed by an underscore (_), which in turn will be followed by the list/letter name that the department or unit deems reasonable. At no time will any department or unit be allowed to use anything as a name prefix other than what is listed below. The list/letter prefixes will consist of the following:

<u>Prefix</u>	<u>Department of Ownership</u>
AA_	Academic Affairs
ADM_	Undergraduate Admissions
ADV_	Advising Center
AL_	Alumni/Development
AVTI_	AVTI of ATU
BA_	College of Business
BR_	Student Accounts
CE_	College of Professional Studies/Community Outreach
ED_	College of Education
EM_	Enrollment Management
FA_	Financial Aid
GS_	Graduate College (including graduate admissions)
HSG_	Housing
IMSS_	International and Multicultural Student Services
LA_	College of Arts and Humanities
OZ_	Ozark Campus
PS_	College of Natural and Health Sciences
PUR_	Purchasing
REC_	Undergraduate Recruitment
REG_	Registrars Office
SA_	Student Accounts
SS_	College of Applied Science
STV_	Student Services (other than Housing)
UBMS_	Upward Bound, Math and Science
UB_	Upward Bound Classic

7.3 Guidelines

These prefixes must be used to control access and limit a variety of errors, not the least of which would be overwriting of another departments list/letter. Any list/letter not conforming to these standards is subject to deletion.

8. Calendar Dates

8.1. General

Date fields appear on forms throughout the Banner system. Banner is set up to accept dates in the format MMDDYY (Month, Day, and Year). Banner determines which parts of a date entry are the month, day, and year, and automatically converts and stores the date in the format DD-MON-CCYY. Year numbers 00 through 49 are converted to 2000 to 2049 while year numbers 50 through 99 are converted to 1950 to 1999. The century default can be overridden by typing in the 4-digit century and year.

8.2. Standards

To avoid confusion, always enter four digits for the year.

Example:

Enter 2006 as 2006 – not 06

Always enter two digits for the month and day.

Example:

Enter January as 01

Enter the 5th day of the month as 05, you can enter a date without separators (no spaces or special characters) or you can use a dash (-) or slash (/) as separators.

Example:

If you want to enter the date March 5, 2006, you can enter it any of the following ways:

03052006

03/05/2006

03-05-2006

In all cases, the date will be stored as: 05-MAR-2006

If you enter only part of the date, the rest of the current date is the default.

Example:

If today's date is July 5, 2006, and you want to enter the date March 5, 2006, you can enter it any of the following ways:

03052006

030506

03/05/2006

03/05

03-05

In all cases, the date will be stored as 05-MAR-2006.

NOTE: If you enter a 't' in a date field and press <enter>, today's date will default in.

8.3. Guidelines

Use the DD-MON-CCYY or DD-MONTH-YY format to enter date parameters for reports and processes run with the Process Submission Control Form (GJAPCTL).

Specify all four digits for a year when you query on a date field. For example, enter 26-JUN-2000, not 26-JUN-00. If you omit the century, zeros are entered for the century. In this example, if you enter 26-JUN-00, Banner expands the date to 26-JUNE-0000, not 26-JUN-2000.

9. Deceased Information

9.1. General

In the event that a person becomes deceased, the 'Deceased' flag on SPAIDEN should be checked immediately upon official notification. The deceased data must also be populated to prevent correspondence from being sent to the deceased person.

DO NOT enter the date of notification; enter the actual deceased date.

DO NOT check the deceased flag until the University has an official notification of death.

Checking the deceased flag should always be done out of respect for the surviving family; however, this does cause some problems in Banner. When the deceased flag is checked, all processing for the person stops, for example, no W2's or transcripts can be printed, no correspondence can be sent, and no final paycheck can be processed. When a department needs to run a process for a deceased person, that department must uncheck the deceased flag, making a note of the person's ID and the deceased date, run the process, and then re-check the flag and add back the deceased date.

DO NOT forget to re-check the deceased flag and add back the deceased date.

9.2. Standards

An annual review of all deceased persons will be conducted by Computer Services in order to end date all addresses associated with a deceased person and to verify that a deceased date has been entered for each deceased person. An annual review of all persons will be conducted by Computer Services/Alumni Office in order to update the deceased flag for any persons that are now deceased where the University was previously unaware that they were deceased.

9.2.1. Student

The Admissions office will maintain control of the deceased flag for recruits and prospects. The registrar's office will maintain control of the deceased flag for students. Advancement will maintain the flag for alums that are neither students nor employees.

NOTE: All population selections for any type of communication must search for and exclude deceased persons.

NOTE: Always enter the deceased date, not the date of notification.

9.2.2. Faculty/Staff

Human resources will maintain the flag for employees.

NOTE: All population selections for any type of communication must search for and exclude deceased persons.

NOTE: Always enter the deceased date, not the date of notification.

9.3. Guidelines

If you receive official notification that a person has died, check the deceased flag and fill in the deceased date as soon as possible, then check the GUASYST screen to determine which Banner applications track this person then notify each department of the persons death, including any official notification statement that you have received. This is to prevent unnecessary correspondence being sent to the deceased person. When a process for a deceased person needs to be run, first make a note of the person's ID and the deceased date, and then uncheck the deceased flag; after the process has run, re-check the flag and add back in the deceased date.

DO NOT forget to re-check the deceased flag and add back the deceased date.

Each module will need to decide and document what constitutes official notification that a person has become deceased.

10. Demographics

10.1. General

This section is used to describe a variety of data fields that are necessary for University operations or reporting or both. Any changes to these data fields could adversely affect reporting to the University Administration, ADHE, IPEDS, or other agencies.

10.2. Standards

10.2.1. Gender

A gender code is required for all persons in the Banner system.

Code	Description	Explanation
F	Female	A female person (woman or girl)
M	Male	A male person (man or boy)
N	Not Available	The gender information is not available or cannot be determined

10.2.2. Ethnicity

Two Ethnicity codes are required for all persons in the Banner system. STVETHN is the Banner table that houses the ethnicity codes and STVETCT houses the IPEDS ethnicity codes and descriptions. Due to new federal regulations, in addition to the old question of which ethnic group does a person belong to, now the University must also ask whether or not a person is of Hispanic descent. For example, a person may identify themselves as Caucasian but also of Hispanic descent. Basically, what was once a single data element is now two. The ethnic groups will be coded as follows on STVETHN.

Code	Description	IPEDS Code
1	Black or African American	1
2	American Indian-Alaskan Native	2
3	Asian	3
4	Hispanic	4
5	White	5
6	International – Non Resident Alien	6
7	Other/Unknown	6
8	Native Hawaiian – Pacific Islander	8

STVETHN also allows and provides a place to record whether or not a person is of Hispanic descent, this new federal standard is required and all appropriate forms that the University uses must be changed accordingly. Banner also has a new flag on the *IDEN forms for persons that asks if the new ethnicity codes have been confirmed. In all cases where new persons are entered into Banner that have been asked both ethnicity questions, this flag should be checked. In all cases where person records were migrated from the legacy system and both ethnicity questions have since been confirmed and entered, then this flag should be checked. This flag will not be checked by default in conversion, it must be updated after each person responds and banner is updated appropriately.

On the *IDEN forms, Banner is capable of recording multiple ethnicities. After a primary ethnicity is chosen, then additional ethnicities may be entered on the Biographical tab in the bottom block. New federal regulations require Universities in some cases to allow persons to record multiple ethnicities.

NOTE: Always enter a primary ethnicity.

10.2.3. Date of Birth

The date of birth is required for all students and employees of the University and should be entered in the same format as other calendar dates (see 8.1). The date of birth is not required for persons who are not either students or employees such as recruits, alums that graduated prior to electronic record keeping, Community Education enrollees, etc.

10.2.4. Marital Code

The marital code is not required for any person but should be entered if known. STVMRTL is the Banner table that houses marital codes.

10.2.5. County, State, and Country of Origin

The county and state of origin must be collected for all students. For reporting purposes, all international students are coded simply as from a foreign country. The country of origin for international students is used for other purposes and is stored in Banner by the IMSSO. The county and state of origin will be stored on SAAADMS in the 'Contacts, Cohorts, and Attributes' tab along with the application. The county and state of origin will be stored as an attribute. If a student is from Arkansas or from a county that borders Arkansas then the appropriate county/state code should be checked as an attribute. If a student is not from Arkansas or a border county then the appropriate state code should be checked. The county code is not a reportable field if the student is not from Arkansas or a border county; this is why we only collect state codes for those students. For reporting purposes, the most recent application for the type of student that the student currently is will be used (for purposes here a student type would be concurrent, undergraduate, graduate, or undergraduate vocational).

10.2.6. Citizenship

Citizenship status is required information for all students and employees at the University. The citizenship type codes are stored on STVCITZ. Additional information, such as country of citizenship and visa status, are required for any person who is not a citizen of the United States. Any changes to citizenship or visa information must be coordinated with the appropriate offices as identified by checking the Banner form GUASYST.

10.2.6.1.1. Citizen Type

<u>Banner Code</u>	<u>Description</u>
Y	Yes – this person is a U.S. citizen
N	No – this person is not a U.S. citizen (includes permanent residents with a green card)
R	Permanent Resident – this person is considered as a citizen in Banner
'NULL'	Unknown

10.2.6.1.2. Country of Citizenship

Country of citizenship is maintained by the International and Multicultural Student Services Office for international/non-resident aliens. The country codes are the same as those used for addresses.

10.2.6.1.3. VISA Status

Visa status is maintained for all non-U.S. citizens. Visa status for students is established by and maintained by the International and Multicultural Student Services Office. For non-resident employees IMSSO receives the person and begins record keeping then HR assumes responsibility of maintenance of the records; permanent residents will have records created and maintained by HR.

10.2.7. Veteran Information

Veteran information is maintained by Human Resources for employees and by the Veterans Services office for students.

10.2.7.1.1. Veteran File Number

Veteran File Number (Veteran ID) on the SPAPERS form in General Person or most *IDEN forms is not currently used since this is most often the veteran's social security number. This field does not have the same security in place as the SSN and therefore should not be used.

DO NOT enter a Veteran ID in the biographical tab of an *IDEN form or on SPAPERS.

10.2.7.1.2. Veteran Category

Similar to the Veteran ID, this field will not be used.

DO NOT enter a Veteran Category in the biographical tab of an *IDEN form or on SPAPERS.

10.2.8. Faculty Specific

10.2.8.1.1. Highest Degree Earned

The degrees earned for faculty and staff are recorded on SOAPCOL/PPAGENL/SHADEGR/SIAFDEG. In order to record an earned degree you must enter the granting institution and the degree, the degree level will be populated automatically. If known, you should enter the attended dates and the graduation date. If this is a terminal degree, you can check the 'Terminal Degree' check box (on PPAGENL) but this is not necessary. Do not list any majors, minors, or concentrations, the available choices for majors come from the student module and will not match the needed majors for employees.

NOTE: The highest degree earned will be determined when the data is extracted for reporting based on the degree level field.

NOTE: The institution and degree fields must be filled out for all faculty, adjuncts, and staff paid from an academic position, as well as staff who teach. This information should be filled out for all employees.

DO NOT enter majors, minors, or concentrations.

10.2.8.1.2. Terminal Degree

If an employee has a terminal degree the check box on PPAGENL can be checked. This information, however, is not required and can be skipped.

10.2.8.1.3. Position Title Code

Position title codes are determined based on position number and eClass code as maintained by Payroll/Budget/ and Human Resources

10.2.8.1.4. Rank

Faculty rank is needed for reporting purposes; the rank codes are entered on SIAINST under the “Category” field.

10.2.8.1.5. Tenure Status

Tenure status is recorded on SIAFPER and must be entered for all faculty, adjuncts, and staff paid from an academic position, as well as staff who teach. If a tenure code is not entered, then it will be assumed that the person in question is non-tenure track.

10.2.8.1.6. Instructor CIP Code

The instructor CIP Code is used for reporting purposes and will be determined based on the Faculty Attribute from SIAINST.

10.2.8.1.7. Credit Hours Taught and FTE

Credit hours that are reported to ADHE and various other data points will be entered on SIAINST through the supplemental data engine. The reportable credit hours must be entered manually for all persons teaching at the University or paid from an academic position each fall and spring semester.

11. Registration/Admission Information

11.1. General

This section is used to describe a variety of data fields that are necessary for University operations or reporting or both. Any changes to these data fields could adversely affect reporting to the University Administration, ADHE, IPEDS, or other agencies.

11.2. Standards

11.2.1. Conditional Admission Status

Conditional admission status codes are stored on STVADMT and are recorded on the student's application. It is necessary to maintain these codes for reporting purposes.

Code	Description
A0	Automatic Conditional Admit
A1	Conditional Lacking 4th Math
A2	General Conditional Admission
RJ	Admission Rejected
SP	Non-degree Admission
ST	Standard Admission

11.2.2. Entrance Exams/Rising Junior Exam

All entrance exams, the rising junior exam, Noel-Levitz scores, etc will be stored as exam scores on SOATEST. For a complete listing of exam codes, types, and formats go to STVTESC.

11.2.3. Transfer Information

For reporting purposes the University must as accurately as possible record the school that a student transfers from if they have transfer work. Recording transfer work and articulation of courses is beyond the scope of this document; however, it should be noted that the school from which a student transfers is reported to several external agencies. For the time being, the transfer school codes are recorded in STVSBGI under their IPEDS 6-digit code. The FICE code (if it exists) is entered into the FICE field. In the event that Banner lengthens the STVSBGI Code field to at least 8 characters, all IPEDS codes will be converted to OPEID codes. In the event that a student transfers to the University but the transfer institution or institution code is unknown enter '999999' as the transfer institution code. When reporting to ADHE this code will be converted to the appropriate 'Unknown Institution' code required by the State of Arkansas.

11.2.4. Degree Intent

Entering students must declare their educational intentions at the University and these intentions will be recorded on SAAADMS as the educational goal. STVEGOL houses these codes.

Code	Description
2Y	Obtain Associate Degree
4Y	Obtain Baccalaureate Degree
CT	Obtain Technical Certificate
ED	Obtain Ed Specialist Degree
MA	Obtain Masters Degree

11.2.5. High School Code, Completion Status, and Year of Graduation

The high school information for a student is entered on SOAHSCH. The high school code, graduation date, and the high school GPA must be entered for all enrolled students (GED and Home School are considered as high schools). If the student has not yet graduated, then enter the anticipated date of graduation in the graduation date field but do not enter anything in the high school GPA field. If known, enter the class rank and size, the percentile will populate automatically. The high school codes for all high schools in the US are maintained in STVSBGI and are provided by ACT. Periodically a new list will be purchased by the University from ACT and the STVSBGI table will be updated accordingly. If the high school or high school code is totally unknown enter 'UNKNHS' as the high school code. If the state in which a student went to high school is known but the actual high school is unknown then use the appropriate unknown high school code for that specific state (i.e. enter 'TX' for an unknown Texas high school). If the student earned a GED, was home schooled, or attended a foreign high school; enter 'GEDAR', 'GEDOS', 'HOME', or 'FRGN' as the high school code respectively. When reporting to ADHE this code will be converted to the appropriate 'Unknown high School' code required by the state of Arkansas.

11.2.6. Guardian Educational Background

Guardian (Parents) educational background is not a reported field but it is important for use in predictive models, grant application, interventions, etc. this information will be entered on SOAFOLK in the Degree field. The Degree field is a free form, six character field, because it is free form, there are no validation forms behind it and a data entry person must be very careful to enter codes correctly. Periodically, the data that is entered into the Degree field on SOAFOLK will be looked at and any persons with invalid codes will be noted and the appropriate person will be asked to fix the invalid codes. When entering degree information, always enter the highest degree that the guardian has earned. If it is determined that a guardian has earned a higher degree than what is displayed in SOAFOLK, then change the Degree field to reflect the correct highest degree. The only codes that should be used are:

Code	Description
AS	Associate degree
BS	Baccalaureate degree
CER	Certificate
D	Doctorate degree
HS	High school diploma
LTHS	Less than high school diploma
MS	Masters degree
SC	Some college but no degree
'NULL'	Unknown

11.2.7. Campus Codes

The University has only a single OPEID code of 00108900; therefore, we technically have only a single campus, but in order to keep separate certain types of data and calculations we will define Arkansas Valley Technical Institute of Arkansas Tech University (AVTI or Ozark Campus) as a separate campus on STVCAMP. The campus code for the Ozark campus will be '1' and for the main campus we will use 'M'.

DO NOT use campus '2' or Off Site when building courses or course sections, the campus code on SSASECT is course OWNERSHIP not location.

11.2.8. College/Division/Department Codes (Subject to Change)

The University will not use Division codes. The College and Department codes are stored on STVCOLL and STVDEPT.

11.2.9. Academic Year vs. Calendar Year vs. Fiscal Year vs. Financial Aid Year

For general purposes at the University, in Banner an academic year begins with the summer 1 term and ends with the spring term of the following year which corresponds with the University catalog while an ADHE academic year begins with the summer 2 term and ends with the following summer 1 term. A calendar year is the standard January 1 through December 31 year. A fiscal year is July 1 through June 30 while a financial aid year begins with Summer 1 and ends with the spring semester of the following year just like the Banner academic year. There are two formats that an academic year, financial aid year, or fiscal year may appear in, they can be either YY-YY or CCYY.

Examples:

<u>Term:</u>	<u>Banner Academic Year</u>	<u>ADHE Academic Year</u>	<u>Financial Aid Year</u>
Summer 1, 2005	05-06 or 2006	04-05 or 2005	04-05 or 2005
Summer 2, 2005	05-06 or 2006	05-06 or 2006	04-05 or 2005
Fall, 2005	05-06 or 2006	05-06 or 2006	05-06 or 2006
Spring 2006	05-06 or 2006	05-06 or 2006	05-06 or 2006
Summer 1, 2006	06-07 or 2007	05-06 or 2006	05-06 or 2006

<u>Example Date Range:</u>	<u>Fiscal Year</u>
July 1, 2005 through June 30, 2006	05-06 or 2006

NOTE: An exception to this rule is made when reporting graduated students to ADHE and IPEDS. For reporting purposes specific only to graduated students and completions reports an academic year is defined as July 1 through June 30.

11.2.10. Term Codes

In order not to deviate drastically from our legacy system and in trying to keep a sensible sort order on transcripts, the University will use the following as term codes:

<u>Term Code</u>	<u>Description</u>
10	Winter Mini Term
20	Spring Term
30	May Mini Term
40	Summer 1 Term
50	Summer 2 Term
60	August Mini Term
70	Fall Term

When typing or displaying the full year/term code it should be of the format CCYYTT, where CCYY is the calendar year and TT is the term code.

Examples:

<u>Full year/term code</u>	<u>Description</u>
----------------------------	--------------------

200570 Fall of 2005
200620 Spring of 2006

11.2.11. Degree and Degree Level Codes

STVDEGC houses codes for all of the University's degrees and their descriptions; an example would be BS which stands for Bachelor of Science. STVDLEV houses codes for all of the degree levels; an example would be baccalaureate, which would include BS, BA, and BPS. The degree code that we report to ADHE for every student is directly tied to the student's major; these ADHE degree (major) codes will not be stored in Banner; instead, they will be cross-walked in the data extract routine and will then be populated in the data file that we report to ADHE. The University reports approved department codes for every student as well; again, these codes will not be stored in Banner, so the ADHE department code will be written into the data extract routine.

11.2.12. Major/Minor and Option Codes

Majors, minors, and options (concentrations) are stored and maintained on STVMAJR by the Registrars office.

11.2.13. Athletic Participation (Sports)

Athletic participation is recorded for ADHE and NCAA reporting purposes. STVACTC houses the individual sports codes while STVACTP houses the different type of activities that students may participate in. For athletics, the code that will be used for activity type is 'SPRTS'. All student athletes will be recorded on SGASPRT for every term that they are enrolled. This will facilitate several workflows that track issues such as major changes and course withdrawals for student athletes.

Code	Description
ABB	Baseball
ACC	Cross Country/Track
AF	Football
AMB	Men's Basketball
AMG	Men's Golf
ASB	Softball
AT	Tennis
AVB	Volleyball
AWB	Women's Basketball
AWG	Women's Golf

11.2.14. Athletic Scholarship

The SGASPRT form contains most data related to athletics. All student athletes will be recorded on SGASPRT for every term that they are enrolled. This will facilitate several workflows that track issues such as major changes and course withdrawals for student athletes. If a student athlete plays more than one sport then all sports will be recorded. The minimum data to be recorded are: term code, sport code, status, athletic aid checkbox, type of athletic aid (full or partial) as an attribute, date of first attendance at any institution, initial enrollment date at current institution, recruited checkbox. In addition to SGASPRT, SPAIDEN will be used to record the NCAA student ID number.

NOTE: If the Athletic Aid checkbox is checked then a financial aid type attribute must be entered.

NOTE: The term code, sport code, status, athletic aid checkbox, and financial aid type attribute (if applicable) must be coded for every term that a student athlete is enrolled for.

NOTE: The dates of first attendance are used to indicate the first term that the student was enrolled full time, if the term was a fall term always use 8-1-year, if the term was spring always use 1-1-year.

NOTE: The recruited checkbox is only to be used if the student athlete was recruited.

NOTE: All student athletes must have an NCAA ID entered on the alternate ID tab of SPAIDEN.

NOTE: Comment fields may be used as appropriate.

NOTE: The competition tab on SGASPRRT is not used at this time.

11.2.15. Student/Course level and Student Type

Student and Course level codes are stored on STVLEVL; the same codes are used for both students and courses. The University will use the following student level codes.

Code	Description
00	Level Not Declared
CE	Community Education
GR	Graduate
UB	Upward Bound
UG	Undergraduate

The course level for reporting will be determined by the STVCUDA attribute that is attached at the course level in the catalog. It will consist of the six attributes: Remedial; Lower Level; Upper Level; Masters; Specialist; and Non-Credit.

Student type codes are stored on STVSTYP. The University will use the following student type codes.

Code	Description
0	Student Type Not Needed
C	Community Ed/Prof Development
F	Entering Freshman
G	Entering Graduate
H	High School Student
R	Returning
T	Transfer

11.2.16. Immunization Records

Immunization Regulation Procedures approved on 1-15-2008, modified on 8-23-08, modified on 8-1-11, modified on 10-9-14.

By law, Arkansas Tech University must document whether or not a student has had certain immunizations. To guarantee collection, it is the university policy to withhold admission until appropriate immunization documentation has been supplied. The procedure at ATU will be as follows:

Step 1: A student applies to ATU through the appropriate Admissions Office.

Step 2: The student provides to the appropriate Admissions Office all of his/her immunization records that are available. Before admitting the student, the appropriate Admissions Office will evaluate the record to determine compliance or if the requirement is waived. International Admissions is the only exception to this policy; whereas, students are admitted lacking immunizations and appropriate inoculations are administered on campus after enrolling as students.

Step 3: The appropriate Admissions Office will code SAAADMS and verify codes on GOAIMMU; along with scanning the record collected into Xtender.

State Minimum Requirements

Immunization records collected must document the student's name, date-of-birth, and source of record.

Proof of vaccination requirements include:

- 2 MMR Vaccines
- 2 Measles, 1 Mumps, 2 Rubella if received prior to January 2010
- 1 Measles, 1 Mumps, 1 Rubella with documentation they are scheduled to receive their second MMR within 30 days
- Titre Test, accepted from the Arkansas Department of Health (ADH) with their validation only. In progress letters are not acceptable.
- Philosophical, Religious, and Medical exemptions are acceptable in lieu of 2 MMR vaccines. All exemptions must come from ADH. Can admit using an ADH in progress of exemption letter.
- Exempt from immunization if birthdate is prior to 1957. No immunizations required.

MMR vaccinations are valid under the following guidelines:

- MMR1 administered no more than 4 days prior to first birthday or later
- MMR2 administered at least 28 days after MMR1
- Injections received prior to 1968, are not acceptable

PROCESSING IMMUNIZATION RECORDS

With the immunization policy modification of 10-9-14, Health & Wellness personnel will audit and track immunization records for students who have exemptions and for all International students. All other records will be audited and updated in the student information system by the appropriate Admissions Office.

Immunization records will not be transferred between Admissions Offices and Health & Wellness. An Argos report will be written to assist Health & Wellness in tracking exemptions for yearly collection in their office.

Students who inadvertently forward immunization records to Health & Wellness for admission compliance will be directed to the appropriate Admissions Office to submit their record, unless a student worker can be dispatched as a courier.

Coding Hard-Copy Records

All records collected through the appropriate Admissions Offices will be examined by comparing demographic information (student's name, date-of-birth, and other identifying characteristics) to determine a match in the student information system. Processors will note the student's T#, which in turn, identifies full name and date-of-birth maintained in the student system. Source of record can be determined by reviewing the electronic record in Xtender. If the source of record is not evident by the scanned document, the source is understood to be student's primary health clinic. Additional information does not need to be scanned or

coded on the record to make this determination. All immunization records must be scanned into Xtender by the appropriate Admissions Office whether or not the current record meets requirements.

Coding SAAADMS and GOAIMMU

All compliant immunizations records will have a GOAIMMU Immunization Code = 'AC' or 'UW.' The only exception to this rule are concurrent high school applicants, who will only have a GOAIMMU code = 'AC'. Concurrent high school applicants will never be coded with a 'UW.'

The 'AC' code indicates that the student meets the immunization policy by inoculations. The 'AC' code will no longer be generated by the workflow scan into Xtender, but manually entered by the admission processor. The correct manual entry of either the 'AC' or 'UW' code will insert the checklist received date *on all Admission Request code = to 'I' that are null.*

At no point, should a student be coded with a 'UW' record if an 'AC' exists, nor should they have multiple 'AC' or 'UW' records. If a student is coded with a 'UW' on a previous application and sometime thereafter immunization documentation becomes available, then that data should be entered into Banner and the 'UW' must remain on GOAIMMU for historical purposes.

After a processor receives a coded record, SAAADMS must be updated correctly to enable accurate reporting:

- When a student meets the admission requirement by inoculations: The processor will insert a GOAIMMU Immunization Code = 'AC'. The GOAIMMU insert will update the SAAADMS checklist received date. The Admission Office will NOT enter an immunization date.
- When a student meets the admission requirement by requesting a university waiver and has never provided the appropriate inoculations: The 'UW' code indicates that the student has received a University Waiver and is exempt from immunization regulations due to a variety of reasons; such as, enrolled in only web courses or enrolled part-time and lives off campus. The processor will insert a GOAIMMU Immunization Code = 'UW' and a brief GOAIMMU comment. The GOAIMMU insert will update the SAAADMS checklist received date and transfer the GOAIMMU comment to the SAAADMS checklist comment. Reminder: Concurrent high school applicants will never be coded with a 'UW.' Waivers for Concurrent high school applicants will be recorded only on the SAAADMS checklist by entering a received date and manually adding the SAAADMS checklist comment.
- When a student provides documentation of a recent inoculations and are not yet eligible for their second inoculation: The processor will not insert a GOAIMMU Immunization Code = 'AC' until minimum immunization requirements are met. Proceed to the SAAADMS checklist for the Immunization Record and enter directional information in the item description field; for example, **2nd MMR Required within 30 Days**. The processor can issue an early admit standing to allow registration, but an admission hold must be added to SOAHOLD to activate the day that the 2nd MMR is due. The hold will restrict the student's activities until the final MMR is documented and it is the responsibility of the appropriate admissions office to collect the document update the student record and remove the hold.
- When a student does not meet the admission requirement by inoculations: The processor will not insert a GOAIMMU Immunization Code = 'AC' until minimum immunization requirements are met. Proceed to the SAAADMS checklist for the Immunization Record and enter directional information in the item description field. For example, if a student reported having only 1MMR, you may add **2nd MMR Required**. Or if the student reported both MMR, but one was more than 4 days prior to the first birthday, you may add **IMMR Injection Invalid**.
- When a student meets the admission requirement by exemption: The processor will insert a GOAIMMU Immunization Code = 'AC' with the appropriate exemption status code. The Admission

Office will not enter an immunization date. If both the immunization and status code fields are populated prior to saving the record update, the GOAIMMU insert will update the SAAADMS checklist received date and transfer the status code description to the SAAADMS checklist comment field.

Exemption Code	Description
A	Age Exemption
M	Medical Exemption
P	Philosophical Exemption
R	Religious Exemption
TP	Titre Test for MMR in Process

Students who enroll, and are subsequently determined to be noncompliant with immunization regulations, have at most, thirty days to become compliant according to state law. Depending on the circumstance, as prescribed above, it is imperative that the appropriate Admissions Office or Health & Wellness Office continually contact the students who are out of compliance. In the event that the appropriate office cannot obtain immunization records or cannot contact the students; then university policy must be consulted for the appropriate action to be taken against the students.

12. Course Information

12.1. General

General course information is entered into Banner on SCACRSE; the information entered on this form will carry down to the section level when a schedule is built. Most information, including course title, credit hours, course method and type, receiving course location, and course site can be modified for any given section without changing the default settings for the course. This feature is especially useful for courses that have varying credit hours and for online courses.

12.2. Standards

12.2.1. Course Title

The course title in Banner is at most 30 characters long; therefore, abbreviations must be used at times, these abbreviations should be meaningful and accurate with no punctuation except for a period ‘.’.

DO NOT change the course title at the section level; the course title should only be changed in the course catalog which would affect all subsequent sections.

12.2.2. Course Prefix and Number

What the University has historically referred to as the course prefix and course number are called Subject and Course in Banner respectively. Banner is capable of housing a subject that is 30 characters in length; however, the University will continue to use, at most, 4 characters for a subject (course prefix). Banner also can store a course that is 5 digits long; however, the University will always use a 4 digit number for the course (course number; not CRN).

12.2.3. Course Section

The University will continue to use a 3 character section number where the first 1 or 2 characters may imply that the course is of a certain type, such as wholly online, partly online, academic outreach, cohort course, etc.

12.2.4. Course CIP Code

A CIP code will be assigned to every for credit course in the course catalog, this CIP code may not be changed at the section level.

12.2.5. Course Method and Technology Type

Course method and technology type are terms used by ADHE, the course method refers to the delivery method used; i.e. telecommunications, lecture, seminar, etc. The technology type refers to the type of technology used if the course method is telecommunications; i.e., web, radio, video, etc. These are separate reporting fields for ADHE and in Banner; these fields will be stored in STVSCHD and GTVINSM. The two separate reporting fields defined by ADHE and the two separate validation tables in Banner do not entirely match; therefore, STVSCHD will be used for every course and houses all available schedule types while GTVINSM will only be used for a subset of courses that require the identification of an instructional delivery method.

DO NOT enter an instructional method for a course section unless the course is delivered in that fashion.

12.2.6. Course Credit Hours

Course credit hours are entered and stored on SCACRSE.

12.2.7. Receiving Course Location; Non-Traditional Sites; and County Codes

ADHE requires that the University report the location of all courses, and the actual site and county code of all courses that are taught off campus that are not telecommunications courses. In order to meet this reporting requirement, the University will create a building in STVBLDG to represent every actual course location/site. When a building is created to represent a course location; at minimum, the county and state code must be populated on the building address. It is preferable to have an actual address entered. This single field in Banner will be used for all three ADHE reporting elements. In order to determine the ADHE Receiving Course Location; the first two characters of the STVBLDG Code will be cross walked to the ADHE codes; the remaining four characters of the STVBLDG Code will be unique to the specific site. If a course is taught off campus and is not a telecommunications course, then the STVBLDG Description will be used with no modification as the ADHE Non-Traditional Site, the ADHE county code for these courses will be determined by the address entered for the building (course location). Required values in STVBLDG consist of a STVBLDG code and description that accurately describes the course location; for that building code an address should also be entered on SLABLDG. The University will use one of the following codes as the FIRST TWO characters of all STVBLDG codes that are attached to off campus courses, the remaining four characters may be any combination of digits or characters that are deemed appropriate.

First Two Characters

of STVBLDG Code	ADHE Description (Not Banner STVBLDG Description)
UC	University Center/Other AR Higher Ed Inst
HS	Elementary or High School
BI	Business/Industry Site
CH	Clinic/Hospital
PL	Public Library/Community Based Org
SA	Study Abroad
OS	Out of State/Country Site
MB	Military base
CI	Correctional Institute
OT	Other

Example:

A course is taught at Greenwood High School; therefore, this course should be assigned to building code HS0001 with a description of 'Greenwood High School' and the correct address should be entered on SLABLDG.

12.2.8. Course Department Code

The approved ADHE department code for every course will not be stored in Banner, instead the department code will be cross-walked in the data extract routine against the course prefix that is stored in Banner in order to complete the data file required by ADHE.

12.2.9. Course Level

The course level will be recorded on SCADETL in the supplemental data tab for all courses.

12.2.10. Arkansas ACTS Course Number

For all courses listed in the Arkansas statewide ACTS transfer system, the ACTS course number must be listed in SCADETL on the supplemental data tab.

13. Confidentiality of Person Records

13.1. General

The University will abide by all applicable laws, regulations, and policies when dealing with person records.

13.2. Standards

13.2.1. FERPA

“The Family Educational Rights and Privacy Act of 1974 (FERPA) assure confidentiality of education records containing information directly related to a presently enrolled student, a former student, or alumni. The institution, according to the Act, may make public “directory information” about a student. According to the provisions of FERPA, an enrolled student has the right to withhold the disclosure of directory information and may request the non-disclosure of information at any time. Directory information at Arkansas Tech University consists of the student’s name, hometown, electronic email address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors, and awards received.”¹

“Further information about the Family Educational Rights and Privacy Act of 1974 may be obtained from the Vice President for Student Services’ Office, Doc Bryan Student Services Center 203.”¹

¹From the FERPA Release Form dated 8-15-2013

All employees are recommended to have on file in their respective department a signed FERPA form which can be located at <http://www.atu.edu/ir/>.

13.2.2. Directory Information

Directory information as defined on 8-15-2013 is as follows:

“student’s name, hometown, electronic email address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors, and awards received.”

13.2.3. Disclosure Policies

Unless a student has made their data confidential, the University may; but is not obligated to, release directory information to whomever asks for it. If the student has requested that his/her information be made confidential, no information of any kind may be given out. These are general rules and there are exceptions to them, for example, the Solomon Act allows information other than defined directory information to be given out to military recruiters. If a student wishes to make his/her information confidential then the confidentiality flag must be checked on SPAIDEN.

13.3. Guidelines

These are general guidelines and not the complete official University policy on person records. This information is meant to be a brief outline of policy. Generally, this document applies to students; however, faculty and staff records also fall under confidentiality regulations. For more information about departmental

policy, please see your department or unit head, for University policy on specific issues please consult with the campus legal counsel, or for more FERPA information see <http://www.atu.edu/ir/>.