

DATA STANDARDS MANUAL

Prepared by: Data Standards/Integrity Workgroup

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Introduction

Banner is an integrated system used college-wide. It is extremely important that offices and departments comply with these standards when entering data into the system. Compliance helps avoid duplication of records, simplifies searches, meets state and federal regulations, and ensures an attractive, professional appearance when data is displayed in reports.

If you have any questions regarding the use or update of these Standards, please consult your supervisor before entering or altering any record.

Modification of Shared Validation Tables

General and Student Tables

Care must be taken when updating shared validation tables. Codes may have implications for other modules and for Institutional Research.

Standard Validation Tables

The following validation tables are shared across modules:

- **STVNTYP** – Name Type Code
- **STVNATN** – Nation Code
- **STVVTZP** – Visa Type Codes
- **GTVZIPC** – Zip Code
- **STVCNTY** – County Code
- **STVATYP** – Address Type
- **GTVEMAL** – Email Type
- **STVTELE** – Telephone Type
- **STVETHN** – Ethnicity Code
- **STVCITZ** – Citizenship Code
- **GTVRRAC** – Regulatory Race Code
- **GTVCMSC** – Common Matching Source Codes

Procedures for Validation Table Changes

If a change is desired, the appropriate Module Owner or their designee must be informed and must approve any new codes or changes.

Module Owners

- **Student:** Director of Records and Registration / Registrar
- **Human Resources:** Director of Human Resources
- **Financial Aid:** Director of Financial Aid
- **Finance:** Controller
- **Advancement:** Director of Institutional Advancement
- **Accounts Receivable:** Controller

The following offices use these modules and may request changes with approval:

- Admissions
- Institutional Research
- Information Technology
- Office of Records and Registration
- Finance
- Residence Life
- Financial Aid
- Advancement and Alumni
- Human Resources
- Bursar

Authorized Individuals for Table Updates

Once approved, updates may be made by:

- **Student Module:** Director of Admissions or designee (Admissions)
 - **Student Module:** Assistant Registrar or designee (Office of Records and Registration)
 - **Student Module:** Director of Residence Life or designee (Residence Life)
 - **Finance Module:** Bursar or designee (Bursar)
 - **Finance Module:** Assistant Controller or designee (Finance)
 - **Human Resources Module:** Director of Human Resources or designee (Human Resources)
 - **Financial Aid Module:** Director of Financial Aid or designee (Financial Aid)
 - **Advancement Module:** Director of Institutional Advancement or designee (Advancement/Alumni)
 - **Any Module:** Executive Director of IT or designee (Information Technology)
 - **Selected Modules:** Dean of Institutional Research and Organizational Performance or designee (Institutional Research)
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Names

General Standards

Names and addresses in Banner should appear customer-friendly. Use both upper and lower case letters so printed correspondence looks contemporary and professional.

Adding New Records

Person and Non-Person records are created the first time an entity is entered into Banner. Multiple offices are authorized to create new records:

- **Admissions:** Recruits, prospective applicants, applicants
- **Office of Records and Registration:** New non-degree seeking students (non-matriculated)
- **Financial Aid:** Lending institutions, students, new financial aid applicants
- **Bursar:** Bill payers and third-party bill payers
- **Accounts Payable:** Vendors and contracted employees (consultants)
- **Human Resources:** Employees and prospective employees
- **Advancement/Alumni:** Constituents, parents, donors; person and non-person entities
- **CCED:** Non-credit students

Searching to Prevent Duplicate Records

A complete search must be conducted before creating a new record. Offices must maintain written search procedures and enforce them strictly.

Suggested search methods include:

- Search by Social Security Number using Advanced Search (never request SSN verbally)
- Search by MVCC ID number
- Search using wildcards (%) for partial names
- Search by full name (last, first)
- Verify date of birth, gender, or address
- Convert nicknames to formal names and vice versa
- Use Soundex if spelling is uncertain

If no match is found, use GOAMTCH following established procedures.

Duplicate PIDM Correction Procedure

A duplicate PIDM exists when multiple Banner records exist for the same individual.

- The identifying department becomes the solution sponsor.
 - Information Technology coordinates resolution with Banner users.
 - Data is consolidated into one PIDM.
 - All affected departments must approve the consolidated record.
 - Incorrect PIDMs are documented in Banner comments and then removed by IT.
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Data Integrity Across Multiple Modules

Each administrative unit must consider how its actions affect other offices. Name changes require determining record ownership using GUASYST and additional search methods.

Name Change Policies

A **name correction** (spelling error) is typed over with no documentation.

A **name change** requires documentation and must follow entity-specific responsibility:

- **Employees:** Human Resources; SS card and two forms of ID required
 - **Current Students:** Office of Records and Registration; Name Change Request Form and two supporting documents
 - **Vendors:** Purchasing; based on official documentation
 - **Applicants:** Office of Admissions; same documentation as students
 - **Third-Party Payees:** Bursar; written and signed request
 - **Alumni/Former Students/Parents:** Advancement/Alumni; signed documentation
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Standards for Adding a New Record (GOAMTCH / SAAQUIK)

- Enter names exactly as provided by the individual.
- Current Identification Tab controls display names.
- Alternate Identification Tab stores previous or alternate names and must not be altered by unauthorized offices.

Human Resources enters employee names exactly as shown on Social Security cards. Exceptions are handled individually.

Case, Initials, Spacing, and Punctuation

- Use normal upper and lower case letters.
 - Use periods after initials.
 - Preserve spacing in last names (one space maximum).
 - Use punctuation exactly as provided by the individual.
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Prefixes, Suffixes, and Previous Names

- Enter prefixes and suffixes only in designated fields.
 - Use periods except for numerical suffixes (e.g., III).
 - Maintain previous names in Alternate Identification to prevent duplication.
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Addresses

General Standards

Addresses must be entered as they should appear on correspondence, following Banner limits and USPS guidelines.

Ownership and Changes

- Students: Office of Records and Registration
- Faculty/Staff: Human Resources
- Applicants: Admissions (time-limited)
- Vendors/Advancement: Purchasing or Advancement

Permanent Home addresses are mandatory for students.

Formatting Standards

- Use upper and lower case letters.
 - Abbreviate street names where necessary.
 - Omit punctuation except hyphens in ZIP+4.
 - Use standard directional abbreviations (N, S, E, W, etc.).
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Telephone Numbers

- Multiple phone numbers may exist per entity.
 - Use ten-digit format only, no punctuation or leading 1.
 - Phone types must be selected appropriately.
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E-Mail Addresses

- Multiple email addresses may exist.
 - MVCC email is system-generated and must be marked preferred for active students and employees.
 - Non-MVCC emails must use appropriate email types.
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Calendar Dates

- Enter dates in mmm-dd-yyyy format.
 - The system displays dates as dd-mmm-yyyy.
 - Entering any letter defaults to today's date.
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Gender

Gender is required for federal reporting. Values include:

- Male
 - Female
 - Not Available
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Social Security Number and Date of Birth

- SSNs are required for employees and strongly encouraged for students.

- Enter all nine digits with no spaces or dashes.
 - Date of Birth may substitute if SSN is refused.
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Marital Status

Marital status is optional and entered using standardized codes such as Single, Married, Divorced, Widowed, Separated, or Unknown.

Ethnicity and Race

- Required for students and employees who are U.S. citizens or permanent residents.
 - Ethnicity and race must be recorded according to SUNY and federal standards.
 - Multiple race selections are allowed; “Unknown” cannot be combined.
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Deceased Information

- Must be verified before entry.
 - Managed by Human Resources, Advancement, Admissions, or Records and Registration depending on entity type.
 - Enter deceased date and activate deceased flag.
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Additional Data Elements

- Citizenship, legacy, veteran, driver’s license, and emergency contact information are entered only by authorized offices.
 - Religion data is not collected.
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Confidential Records and FERPA

Personally identifiable information is available only for official College business. FERPA violations may result in disciplinary action.

The Office of Records and Registration administers FERPA and manages confidentiality indicators.

Appendices

The following appendices provide reference guidance for Banner data entry. All content is presented in narrative and list format and intentionally avoids tabular layouts to support accessibility and reuse across platforms.

Appendix A: Common Street and Address Abbreviations

When entering address information, use standard abbreviations only when space constraints require them. Follow USPS conventions where applicable. Examples of commonly accepted abbreviations include:

- Street, Avenue, Boulevard, Road, Drive, Lane, Court, Circle, Highway, Parkway
- Directionals such as North, South, East, West, Northeast, Northwest, Southeast, and Southwest
- Apartment or unit designators such as Apartment, Suite, Unit, Floor, Building

Abbreviations should be used consistently and without punctuation. Do not invent nonstandard abbreviations.

Appendix B: Prefixes and Suffixes

Prefixes and suffixes must be entered only in their designated Banner fields and never as part of the legal name.

Common prefixes may include professional or courtesy titles provided by the individual. Common suffixes may include generational identifiers or professional credentials.

Guidelines include:

- Use periods with alphabetic suffixes where appropriate
 - Do not use punctuation with numeric suffixes such as II or III
 - Do not create new prefixes or suffixes without approval
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Appendix C: Name Types and Alternate Identifications

Name types distinguish how a name is used within Banner, such as legal, preferred, or former names. Alternate Identification records must be maintained to support historical accuracy and duplicate prevention.

Standards include:

- Legal names are entered exactly as provided on official documentation
- Preferred or alternate names are stored only in approved identification areas
- Previous names must not be deleted

Only authorized offices may add or modify alternate identification records.

Appendix D: Address Types

Address types identify the purpose of an address record and control how it is used by the system.

Examples of address usage categories include:

- Permanent or legal residence

- Mailing or local address
- Business or organizational address
- Billing or accounts receivable address

Address type ownership is defined in the main body of this manual and must be respected at all times.

Appendix E: Telephone and Email Types

Telephone and email types allow multiple contact methods to be stored for a single entity while maintaining clarity and reporting accuracy.

Standards include:

- Telephone numbers are entered as ten digits with no punctuation
- Email addresses must be valid and appropriately typed
- Institutional email addresses are system generated and controlled

Only approved types may be used. New types require formal approval through validation table procedures.

Appendix F: Codes, Acronyms, and Definitions

Banner relies on standardized codes and acronyms to support reporting, compliance, and data sharing.

Guidelines include:

- Use only approved codes from shared validation tables
- Do not repurpose existing codes
- Request new codes only when a documented business need exists

Definitions and explanations for institutional acronyms and commonly used terms should be maintained as narrative references and updated as systems or regulations change.
