



# **Data Standards Manual**

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## Introduction:

Banner is an integrated system that is used college-wide, so it is extremely important that offices and departments comply with these standards when entering data into the system. This is to avoid duplication of records, to simplify searches, to meet state and federal regulations, and to ensure an attractive, professional appearance when data is displayed in reports. If you have any questions regarding the use or update of these Standards, please refer to your supervisor before entering or altering any record.

# I. Modification of Shared Validation Tables

## 1.1 General and Student Tables:

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

### **Standard Validation Tables:**

TABLE	DESCRIPTION
STVNTP	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

## 1.2 Procedures:

If a change is desired, the Module Owners for the following modules, or their designees, must be informed of and must approve of any new codes or changes that are being contemplated.

**Modules 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 the following modules and can make changes once the Module Owners give permission.

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

Once the change is approved, then one of the following people can make the change to the table.

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

## II. Names

### 2.1 General

Names and addresses in Banner 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 or address is printed on correspondence, it looks contemporary and professional.

### 2.2 Procedures

#### 2.2.1 Adding New Records

Person and Non-Person records are created the first time someone enters them in Banner. Multiple offices have the ability to create new entities in Banner. The following offices have the ability to create a new student, general person or non-person record.

OFFICE	TYPE OF ENTITY
Admissions	Recruits/Prospective Applicants, Applicants
Office of Records and Registration	New non-degree seeking students (non-matrices)
Financial Aid	Lending Institutions/students, new financial aid applicants
Bursar	Bill payer/3rd party Bill Payers
Accounts Payable	Vendors, Contracted employees(consultants)
Human Resources	Employees, Prospective employees
Advancement/alumni	Constituent(parents/donor); person or non-person entities
CCED	Noncredit students

#### 2.2.1.2 Searching to Prevent Duplicate Records

A complete search must be done before creating a new entity record in Banner in order to ensure there is not already a record in Banner for this entity. It is vital that all College Offices develop written search guidelines and

procedures for their staff to use; and, that they ensure that these procedures are strictly enforced.

Use one or more of these Suggested Search Methods until you have exhausted all possibilities:

One place to check is in the Banner table SOAIDEN:

- Search on Social Security Number using the Advanced Search form (BUT DO NOT ASK THE STUDENT FOR THIS NUMBER OVER THE PHONE OR IN PERSON) You may look up a social security number if you have it on a written form
- OR Search on MVCC student Id number if the student provides it Search on any portion of the name using the Banner wild card (%)
- Search using the entity's full name (last, first)
- Verify date of birth, gender, or address
- Convert nicknames to "full" first name or convert "full" first names to possible nicknames (e.g. Bill to William and/or William to Bill or Will).
- Use the "soundex" feature if you are not sure of the spelling

If your initial search for an existing record is unsuccessful, use the **GOAMTCH** screen.

- If you have an MVCC ID and it's already in the system, you'll see: *"This ID is valid; use of this form is not allowed for valid IDs."* In that case, return to **SOAIDEN**, search by the ID, and update the student's information in the appropriate Banner form.
- If you don't have an MVCC ID, click **Generate ID** in **GOAMTCH**, enter as much information as possible, and select **Duplicate Check**.
  - If matches appear and the person is already in Banner, no new ID will be generated. Select the existing ID under *Potential Matches* and update the necessary Banner form.
  - If matches appear but none are correct, you've completed this search method.
- If you need to create a new record using this screen, follow the instructions under **Standards for Adding a New Record**.

NOTE: Any entities that are in Banner more than once must go through the "Duplicate PIDM Correction Procedure" in order to be purged from the System. The process of searching for duplicate records may take a few minutes to perform, whereas fixing a duplicate PIDM may take several weeks.

### 2.2.1.3 Duplicate Pidm Correction Procedure

A “duplicate pidm” exists when two or more valid “general person records” exist for the same student, employee and/or vendor and are indexed by a different “pidm” (“Personal Identification Number”). No two “duplicate pidms” problems are alike and the formation of a universal solution is not possible.

The department that identifies the problem should notify the Office of records and registration. The Office of Records and registration staff will then be responsible for correcting the records.

Upon completion, all of the data attached to the duplicate general person records will be consolidated into “one general person & one pidm”.

All departments with a stake in the data involved will be required to approve the accuracy of the new (consolidated) Banner General Person record/pidm.

### 2.2.2 Data Integrity across Multiple Modules

A common institutional database offers the potential for better service and convenience to our entities. Each administrative unit must be cognizant of data integrity requirements of other College offices in its practices.

Name change practices are a key example where specific policies must be followed. For instance, before changing a record, it is necessary to determine in which modules the record appears (e.g., to determine ownership) whenever an individual requests a name change. The Banner form GUASYST will list the different modules for individuals with more than one record in the System. For example, if an individual is a former student, an alumnus, and a current graduate applicant the Student (Office of Records/Registration), Advancement, and Applicant (Admissions) boxes on the form will be checked indicating that information on this individual exists in all these modules. While GUASYST is a handy tool, it should not be your only search method. It should simply be your first step in determining if a duplicate record exists and in determining ownership.

### 2.2.3. Name Change Policies

The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner. Informed professional judgment must be used to determine what constitutes a name **correction** (i.e. data entry spelling error) rather than a name **change**.

In a name **correction**, the current name should be “typed-over”. No previous or alternative name record should be kept and no documentation is required. When making a **name change** the following guidelines should be met. Entity type is in hierarchical order in the table below.

ENTITY TYPE	RESPONSIBLE OFFICE	PROCEDURES
Employee (faculty or staff- whether or not any other record type exists)	Human Resources	Request a copy of the person’s Social security card, two forms of ID with the new name. Acceptable forms are Marriage License, New 1-9, IDs listed on the I-9
Student (current-excluding faculty or staff who should follow the “employee guidelines” stated above)	Office of Records and Registration	Use Name Change Request Form and request two of the following items: <ul style="list-style-type: none"> <li>- Social Security Card</li> <li>- Marriage License/Certificate</li> <li>- Court Order Document</li> <li>- Drivers license</li> <li>- Passport</li> <li>- I-20</li> <li>- I-04</li> </ul>
Vendors - Purchasing Agent	Purchasing	Employee, Student or 3rd Party Vendors will be changed based upon information received from the Office of Records and Registration, Human Resources, or Student Accounts
Admissions (recruits or applicants)	Office of Admissions	Change upon request of the individual. Documentation the same as the Office of Records and Registration
3rd Party Payee	Bursar	Will change upon written and signed request of the individual.
Alumni Constituents, Former Students and Former Parents	Advancement/alumni	An alumnus or vendor may call or write the Alumni Office



		to request a name change. Will used any signed document to make the change
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## 2.3 Standards for Adding a New Record (GOAMTCH or SSAQUIK)

If you used GOAMTCH to search for matches, you can create a new student record in this Banner screen. After you have exhausted all potential matches, select the “RULE” for your area. Enter in as much information as you can. Once a final check for duplicates is completed, the records that you entered will be filled. (Note that suffix, prefix information is not entered in this form and must be entered through the SPAIDEN form (please see section below on Suffix/Prefixes).

Enter the last, first and middle names exactly as the person has indicated.

**Current Identification TAB:** The entry appearing in the Current Identification TAB is the display name on most forms, reports and correspondence.

**The Alternate Identification TAB:** Names and IDs other than the current name appear in this TAB. Various module owners may choose alternate name types for correspondence or reporting. Alternate names may also indicate a name change. These records should never be altered or deleted by anyone other than the office that created them.

**Admissions specific instructions:** After the account is created, using the full middle name, enter it; then, go to SPAIDEN, change the full middle name to an initial so that the person’s complete name can convert to the Alternate Identification Field. Add the appropriate prefix in the Current Identification TAB; as well as, the suffix if applicable. If available, include a Preferred Name (nickname) in the preferred first name field. These actions create what is called a “mailing” or correspondence name.

You may also generate a number and create a student record through the Banner form SAAQUIK. After doing a thorough search to be sure the student does not already exist in Banner, enter all the information asked for on this form and submit. Offices that are responsible for creating new student records will decide which method and Banner table they wish to use.

**Employee names – Faculty and Staff:** Human Resources enters the name as it appears on an employee’s Social Security card. Name changes for employees must go through the HR office. **Caution:** For HR purposes, an employee’s legal name is entered and maintained as the current name (Current Identification TAB) in Banner. A person’s legal name appears on a social security card or passport. Exceptions to this rule (for instance, an

employee is known by a professional name rather than their legal name) are handled individually by the HR office. In these cases, the legal name is entered in the PEAEMPL form as Social Security Name.

### 2.3.1 Case

Always use normal upper and lower case letters for names. If the person has written all upper case letters, enter the **normal** upper and lower case letters. If the person's name starts with a lower case letter, it is appropriate procedure to enter the first letter in lower case (for example, duBois).

### 2.3.2 Initials

Use a period after initials, whether a first name initial or a middle name initial. See the following examples:

D. Gary Smith (First name = D.; Middle name = Gary)

Pamela A. Humphrey (Middle name = A.)

Leslie M. F. Donner (Middle name = M. F.)

### 2.3.3 Spaces

Maintain spaces in last names (one space maximum). See the following **Examples:**

Van Buren

Van der Eijk

Vander Eijk

### 2.3.4 Punctuation

Use hyphens, apostrophes, dashes or periods exactly as a person indicates in writing. Do not add punctuation where there is none.

### 2.3.5 Prefixes and Suffixes

Enter prefixes and suffixes in the respectively named fields in the Current Identification tab.

Do not enter prefixes or suffixes in the last name or first name fields. See Appendix 5 and 6 for common prefixes and suffixes. Use periods after the Suffix and Prefixes. For example, John Williams Jr. is correct. Exception to the rule is numerical designations. For example, John Williams III is written without a period.

### 2.3.6 Previous Names

With the exception of corrections made due to data entry errors, it is our policy to maintain previous name information in Banner. Forms used by some College offices ask for a person's previous last or first names. Storage of an individual's Previous Last name may prevent duplication of records ensuring accurate record matching. Enter the earliest name first.

**Examples:**

Current Name: Lee Livingston

Former Name: Lee Stanley

Enter Current Last and First Name (i.e., Lee Livingston) by overwriting the current Last and First Names and save.

The former Last and First names will appear in the Alternate Identification tab.

### 2.3.7 Full Legal Name

The Legal Name Field is **NOT** used or maintained by the College.

### 2.3.8 Preferred First Name

Offices may enter names in this field.

**Examples:**

William Knight (Preferred First Name: Bill) – William would be entered in the First Name Field and Bill would be entered in the Preferred First Name Field.

D. Mark Wilson (Preferred First Name: Mark) – D. would be entered in the First Name Field and Mark would be entered in the Preferred First Name Field.

### 2.3.9. Non-Person Name

The Non-Person Name Field is used by the Finance/Business and Advancement Offices.

### 2.3.10 Name Type and Description

The name in Current Identification tab in Banner should not have a name type associated with it; however, the following name types may appear on an individual's record in the Alternate Identification tab:

## Name Type Codes GTVNTYP

Code	Description	Owner
ASC	Admissions	Application Services Center Admissions
SSN	Social Security Number	Admissions and Office of Records and Registration
FORM	Former Name	Admissions and Office of Records and Registration
PREF	Preferred Name	Admissions and Office of Records and Registration

## 3 Addresses

### 3.1 General

College-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, offices with marketing responsibility such as Advancement and Admissions must be able to produce individualized correspondence conforming to formal addressing rules. These standards must balance three considerations:

- Banner system requirements
- Mass data entry\*\*
- The US Postal Service Guidelines\*

The Guidelines expressed herein are designed to convey the minimum standard requirements to be used throughout the College. Given these considerations, the following address data entry standards are recommended.

\*If using bulk mailing, all addresses must meet US Postal Service addressing requirements. Prior to sending bulk mailings, please check with the Mohawk Valley Community College mailroom for their standard requirements.

\*\*Mass Data Entry: For example, an admission prospect or a vendor address might be received on paper or electronic tape as follows:

William P Hicks 1238 S Humboldt St. Unit 234 Denver CO 80218-2455

While other 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. Data entry Standards require the address to be corrected as follows:

William P. Hicks  
1238 S. Humboldt Street, Unit 234  
Denver, CO 80218-2455

## 3.2 Procedures

### 3.2.1 Guidelines

Before changing an address, go to the GUASYST table to determine ownership then notify the appropriate office. When inactivating an address, enter the “TO DATE” and check the inactive address box.

The following table provides examples of ownership and rules:

PERSON TYPE	GUIDELINES
Student	Office of Records and Registration may add a new address. The previous address should not be modified; however it should be inactivated.
Faculty/Staff	The Human Resources Office may add a new address. The previous address should not be modified; however it should be inactivated.
New Applicant	The Admissions Office can and will change the new applicant’s address up to the Third week of classes. New Non-matriculated student addresses are entered by the Office of Records and Registration.
Others (vendors or Advancement Entities)	The Purchasing or Advancement Offices may add or update a vendor, donor, alumni, or non-person address. If the address belongs to a student or employee, the appropriate office must make the change.

### 3.2.2 Adding a New Address for a New Student

The standards listed below are used to enter information for the new student applicants, whether matriculated or non-matriculated.

Permanent Home Addresses (PH) are MANDATORY. Other addresses such as Mailing Addresses (MA), Parent/Guardian (PG) or Alumni (AL) may be entered as additional addresses, but the Permanent Home address must always remain. It can be updated, but there must always be a Permanent Home address in Banner.

### 3.2.3 Adding a New Address to an existing student record

To add a new address, follow these guidelines:

Check the Inactive address box and set the “TO DATE” to today for the existing address. Select “Insert Record” from the Options Menu and enter a new address record. Only enter a ‘TO’ date if the person has indicated that the address is a temporary one. The ‘From’ date on the new address record should be the data entry date.

If mail is returned:

If we get back mail with an incorrect address, go to SPAIDEN and click ‘inactive’. Put the ‘to’ date in as the current date. Please notify the Office of Records and Registration to place a “bad address” hold on the student account.

If we have mail returned that has a forwarding address, do the procedure above, but mail a change of address form with a return envelope to the student to the address on the forwarded piece of mail, asking the student to fill it out, sign it and return it. When the Office of Records and Registration receive the form, the new address will be entered using the procedures above.

## 3.3 Standards

### 3.3.1 Street Standards

All information is typed in upper and lower case format (i.e., not all caps or all lower). Street names should be abbreviated, because Banner only allows 30 characters to be printed. Please see Appendix 1 for a complete list of street abbreviations.

**Example:**

Ave instead of Avenue

### 3.3.2 Punctuation

Omit all punctuation from the address, with the exception of the hyphen in the zip plus 4 configuration and/or within official names.

### 3.3.3 Symbols

The percent symbol “%” should **never** be used in the first position of an address field.

The ampersand “&” should only be used in place of “and” if it is used on individual or business letterhead.

The designation for “in care of” should be abbreviated as “c/o” when necessary and should only be entered on the first street address line.

Never use the pound sign “#” as the first character in an address. The pound sign “#” is acceptable as a unit designator if the unit type is unknown (e.g., 1624 West Donner Street # 101). Enter a space in between the pound sign and the unit designator numbers or letters. Do NOT use “No.” as a unit designator.

### 3.3.4 Secondary Address Unit Designators

Banner address formats allow three lines of street address information. If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately below the Delivery Address Line. (Please remember the 30 character limit)

**Example:**

1356 S Executive Dr, Suite 202

**Example:**

1356 S Executive Dr

Suite 202

### 3.3.5 Compass Directions

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Because a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out.

**Examples:**

102 Main Street, SW

160 North South Street

Compass directional words should be abbreviated as follows:

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

### 3.3.6 Street Address and P.O. Box Number

As stated earlier, Banner address formats allow up to three lines of street address information; however, if both the physical street address and PO Box number need to be maintained you may enter the physical street address on the first street address line and you may enter the PO Box number on the second street address line – entering both under the same address type.

**NOTE: P.O. Boxes can only be used in ADDITION to, not in place of Street Addresses, for both Permanent Home and Parent Guardian Address types.**

### 3.3.7. Abbreviations for Street Designators

Refer to the US Postal Service Address Standards publication for abbreviations of designators not listed in Appendix 1.

### 3.3.8 Sources for Additional Information

There are style manuals that deal with formal addressing styles available on the US Postal Service website. The most comprehensive manual is the ***Postal Addressing Standards, Publication 28***. To access this publication, go to:

<http://www.usps.com/ncsc/addressmgmtpubs/addressmgmtpubsmenu.htm>

The US Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information: <http://www.usps.gov/ncsc/>

The Canadian Postal service (Canada Post) also offers a very useful web site: <http://www.canadapost.ca/business/default-e.asp>

### 3.3.9 City

All information is typed in upper and 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 20 characters, use abbreviation standards described herein or in the US Postal Service Postal Addressing Standards, Publication 28. The system will populate city and state automatically if you leave them blank and enter the first 5 digits of the zip code number first and the zip code exists in the GTVZIPC table.

## International

Information is typed in upper and lower case format, (i.e., not all caps or all lower). Enter city name, province or state and postal code in the city field. It may not always be possible to enter city, province/state and/or postal code in the 20 characters of the city field; however, this city field is required and the individual must use best judgment in how to employ the city field and address lines to best replicate the international address. Spell out names in their entirety if possible. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards. For additional information or examples regarding data entry of an international address see Section 3.3.17.

### 3.3.10 State and Province

State codes **MUST** be entered for all US and Canadian addresses. The appropriate code may be selected using Banner software. For additional information, refer to the *US Postal Service Postal Addressing Standards, Publication 28. See Appendix 3 for state and province codes.*

Canadian Provinces are entered in the State/Province field, **NOT** in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. They have their own code for entry into the state field. (Note: Canadian addresses can be system generated from zip code entry).

International States and Provinces (excluding Canada) are entered in the City field, **NOT** in the State/Province field. The state field should have FC (Foreign Country) for all non-Canadian International addresses.

### 3.3.11 County

You may enter the county code from the list of values in the System's validation table. It is important to remember to also enter county codes for non New York State addresses. See information below regarding county codes for military and international addresses.

CODE	DESIGNATION
70	Out of State
71	International
98	NYS Chapter 328 Law (veterans)
99	Unknown ( used sparingly)

### 3.3.11 Zip or Postal Code

Zip or postal codes **MUST** be entered for all US and Canadian addresses. If applicable, you may also enter zip or postal codes for international addresses in this field.

### 3.3.12 United States

A **hyphen** must be entered when the entire 9 digit zip code is available.

**Example:** 97203-5798

#### 3.3.12.2 Canadian

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters.

**Example:** T2T 2YT.

### 3.3.13 Nation

A nation code is required for all non-US addresses including military addresses. Banner maintains a list of all the current code options available. See Appendix 2 regarding policy for changing or adding Nation codes. Leave the Nation code blank for all US addresses.

### 3.3.14 Military or State Department Addresses

#### 3.3.14.1 Overseas Locations

Ensure that the county code for military **addresses default to State Unknown or New York State Unknown (if the applicant is requesting in-state tuition rates).**

- Enter the APO, FPO or DOD code into the City field.
- Enter the military 'state' code (AA, AE, or AP) into the State field.

- AA for units 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:**

PSC 803 Box 2625  
APO AE 09777-0011

### 3.3.15 Domestic Locations

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

**Example:**

Lowry Air Force Base  
8205 E Sixth Ave, #205  
Denver, CO 80234

### 3.3.16 US Territories

A State code is required for all US Territories. The Nation field must be left blank. U.S. Territories include:

LOCATION	ABBREVIATION
America Samoa	AS
Guam	GU
Puerto Rico	PR
US Virgin Islands	VI
Northern Mariana Islands	CM

### 3.3.17 International Addresses

Care should be taken to enter international addresses as closely as possible to the format required by that nation. The nation name appears automatically when a Nation code is entered. The city field is required, and three address lines are available. Due to limited space, in some cases the postal code and city may have to be inserted in the City field.

**Example:**

27 Rue Pasteur  
14390 Cabourg  
France

In other cases, the postal code alone should appear in the City Field:

49 Featherstone St, Abasa  
EC1Y 8SY  
Nigeria

There are numerous resources available for international addresses. An easily accessible reference can be found at the following website:

<http://www.bitboost.com/ref/international-address-formats.html#Formats>

County Codes for Foreign Countries-the county code should default to “foreign countries” on international addresses. (71)

### 3.3.18 Hierarchy of Modifications

When it is necessary to modify addresses to fit Banner fields or conventions use these steps as guidelines.

Abbreviate addresses using standard postal abbreviations.

When secondary delivery information (e.g., Apt, Building, Suite etc.) is part of the address but does not fit on the Delivery Address Line, place all components of the secondary delivery information immediately below the Delivery Address Line.

**Example:**

14200 E Mississippi Pkwy  
Apt 14  
Aurora CO 80111

### 3.3.19 Address Types

It is our desire to maintain a standardized list of address types based on their purposes. An individual may appear in accounts payable, be an alumni, employee and enrolled as a current student and may have several different address types attached to their information.

### 3.3.20 Address Types Codes (STVATYP)

ADDRESS TYPE	CODE
Alumni	AL
Purchasing addresses	B 1-9
Billing Address	BL
Business Address	BU

Conversion Address	CN
Foundation	FO
Harris Address	HA
Local Mailing Address	MA
Parent/Guardian	PG
Permanent Home	PH
Remit	RA
Relative Address	RE
Temporary Address	TE
WW entered address	WW
Reserved by TGRFEED only	XX

## 4 Telephone Numbers

### 4.1 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.

### 4.2 Procedures

#### 4.2.1 Adding New Records

Telephone numbers are generally linked to a specific address in SPAIDEN; however, it is possible to have more than one telephone number for a single address. All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format. Enter all three parts in the appropriate field, using no parentheses or hyphens. Do NOT enter the standard “1” code for long distance dialing.

### 4.3 Standards (STVTELE)

All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format (XXX XXXXXXXX).

PHONE NUMBER TYPE	CODE
Alumni	AL
Purchasing addresses	B 1-9
Billing Address	BL
Business Address	BU
Cell Phone	CE
2 <sup>nd</sup> Cell Phone	CELL
Conversion Address	CN
fax	FAX
Harris Address	HA
Local Mailing Address	MA
MV Office tele	OF
Parent/Guardian	PG
Permanent Home	PH
Remit	RA
Relative Address	RE
Temporary Address	TE
BOGUS	ZZZZ

## 5 E-Mail (GOAEMAL)

### 5.1 General

A person may have multiple e-mail addresses within the Banner System. If the person is a current student or employee the MVCC e-mail address is the preferred default e-mail address. This “Preferred” flag on the MVCC e-mail address must be checked. The MVCC e-mail address is system generated and should not be changed or inactivated by any user. The MVCC E-mail address is for MVCC e-mail addresses only. Use a different e-mail type from the table below when creating an email address that uses another domain name.

### 5.2 Procedures

#### 5.2.1 Adding an E-Mail Address

Excluding the MVCC e-mail address, any e-mail address may be replaced when updating or adding a new e-mail address of the same type. Inactivate an e-mail address if you know that it is no longer active.

## 5.3 Standards

All e-mail addresses entered should be evaluated for case sensitivity and spelling. Be aware that e-mail addresses follow a standard format. E-mail addresses consist of a login name followed by the “@” sign, followed by the domain name. Remember that the preferred indicator must be checked in order to extract the e-mail address for use in mail merge communications. If an **ACTIVE** MVCC email address exists, it should be the one marked preferred.

### 5.3.1 E-Mail Address Type Codes (GTVEMAL)

EMAIL TYPE	CODE
MVCC on-campus Email	MVCC
Business Email	BUSS
Personal Email	PER
Disabled MVCC student email	MOLD

## 6 Calendar Dates

### 6.1 General

Dates are entered on a variety of screens for various purposes.

### 6.2 Standards

#### 6.2.1 Calendar Dates

Dates can be entered in **mm-dd-yyyy format**. The System will display the date in the **dd-mm-yyyy** format.

#### 6.2.2 Shortcuts

You may enter ‘T’ or any alpha letter in the date field and that day’s date will appear.

## 7 Gender

### 7.1 General

The United States Department of Education requires that the College report gender information. Employees and students **MUST** be classified either as a male or female.

## 7.2 Standards

### 7.2.1 Gender Codes

CODE	DESCRIPTION
M	Male
F	Female
N	Not Available

## 8 Social Security Number

### 8.1 General

Great care should be used in the acquisition and storage of social security numbers.

Although social security numbers are required for students and employees, individuals do have the right to refuse to provide the College with their SSN. Financial Aid and Finance have specific requirements regarding SSNs. Check your office procedures for more information.

### 8.2 Procedures

#### 8.2.1 Changes to Social Security Number

Correcting social security numbers impacts many areas. Employees, current or prospective students may request a social security number change by presenting their social security identification card to Human Resources, Office of Records and Registration or Admissions Office as appropriate. Purchasing requires written documentation from the vendor to change a number. College Offices should determine ownership of the record before making any changes to determine impact to those areas.

### 8.3 Standards

#### 8.3.1 Social Security Number (SPAPERS)

Enter the entire 9-digit number, omitting dashes and spaces between numbers.

**Example:** 555491133.

- The SSN is required for employees. SUNY System Administration strongly encourages us to get a SSN from every student as well.



- If the students do not want to give us the SSN, we **MUST** at least get the Date for Birth. It is required to have at least one or the other of these identifiers for the SUNY System data requirements.

## 9 Date of Birth

### 9.1 General

Dates can be entered in **mm-dd-yyyy** format. The System will display the date in the **dd-mm-yyyy** format.

### 9.2 Standards

#### 9.2.1 Date of Birth

- The Date of Birth is required for employees.
- The Date of Birth is optional for constituents and vendors and students.
- If the students do not want to give us the date of birth, we **MUST** at least get the Social Security number. It is required to have at least one or the other of these identifiers for the SUNY system data requirements.

#### 9.3.2 Changes to Date of Birth

An employee or student requesting a change to their date of birth must present a form of legal paperwork that has the correct date of birth on it. Forms that will be accepted by the Human Resources Office, Admissions or Office of Records and Registration are a driver's license, passport, military ID, that has a photo and a date of birth on it.

## 10 Marital Code

### 10.1 General

Individuals are not required to submit their marital status, but if they submit it, it should be entered in the following convention.

### 10.2 Standards

#### 10.2.1 Marital Code

This information may be collected for students, employees and constituents of the College.

#### Marital Type Codes STVMRTL

CODE	DESCRIPTION
------	-------------

0	Unknown Marital Status
D	Divorced
M	Married
S	Single
W	Widowed
P	Separated

## 11 Ethnicity Code

### 11.1 General

SUNY System Administration strongly urges us not to let students refuse to submit their ethnicity. However, if they do so, the system default should be unknown. (UN)

### 11.2 Standards

#### 11.2.1 Ethnicity and Race

##### Entered on SPAPERS

These two fields **MUST** be entered for students and employees who are US citizens or US permanent residents.

#### 11.2.2 New Ethnicity Field in SPAPERS

##### Must choose one of the following options:

Non-Hispanic or Latino

Hispanic or Latino

None (**only used if the student has not supplied the information**)

#### 11.2.3. If the student has indicated that they are Hispanic or Latino SUNY Hispanic

##### Origin needs to be entered with one of the following options.

None (**only used if the student has not supplied the information**)

Dominican

Mexican

Puerto Rican

Central American

South American

Other Hispanic/Latino

### 11.2.4 ALL Students need to have RACE filled out.

Students can choose to identify more than one Race, however 'Unknown' cannot be entered with any other choice.

**Table GORRACE**

CODE	DESCRIPTION
AI	American Indian or Alaska Native
AS	Asian
BL	Black or African American
PI	Nation Hawaiian or Other Pacific Islander
UN	Unknown
WT	White

## 12 Deceased Information

### 12.1 General

Due to the sensitivity of this issue, prompt attention is important so future mailings from College offices are discontinued. Deceased status must be verified.

### 12.2 Procedures

For employees and retirees of the College, ONLY the Human Resources Office may enter and change this information based on prevailing policies.

For alumni, Alumni/ Advancement will enter and change this information based on prevailing policies.

For students, the Office of Records and Registration will enter and change this information upon receipt of a death certificate or notification from the College Counseling Center of the death.

The Admissions Office will update this information for applicants.

### 12.3 Standards

Enter the Deceased Date and check the Deceased flag. Changes to other data items, such as removing registration records, inactivating addresses, salutations and marital status may need to be made depending on the

previous relationship of the deceased to the College. Offices listed in procedures are responsible to make sure the appropriate changes are made.

## 13 Citizenship, Veteran and Legacy Information, Religion Code, Driver's License Information, Emergency Contact Information

### 13.1 General

Banner allows for the storage of this information. College policies may or may not require that an individual submit this information.

### 13.2 Standards

#### 13.2.1 Citizen Type

Entered on SPAPERS

If the person is an applicant, student or employee, this information is required.

If the person is a constituent and not a student or employee, this field may be left blank to indicate that their citizenship is not known.

#### Citizen Type Codes STVCITZ

CODE	DESCRIPTION
N	Non-citizen
Y	Citizen

#### 13.2.2 Legacy Codes

A Legacy Code identifies a relative or employee with whom the College had or has a relationship. For example, if your mother were an alumna of the College, your legacy would be Mother Alumna. Admissions may enter this information.

#### Entered on SPAPERS

CODE	DESCRIPTION
1	Over 25
A	Father Alumnus
B	Mother Alumna
C	Parent Alumni (both)
D	Brother Alumnus

E	Sister Alumna
O	Other Relative Alumni

### 13.2.3 Religion Code

The College will NOT collect or maintain religion data in Banner.

### 13.2.4 Driver's License Information

The Security Office collects Driver's License information for parking regulation only. It is the only office that maintains that information in Banner and are the only ones who can enter it.

### 13.2.5 Emergency Contact Information

This information is not collected by the college from students. However, they may include or update this information via Student Banner Self Serve. The Office of Human Resources does collect this information and employees may also change or include it.

## 14 Confidential Records

### 14.1 General

Banner is an integrated database with information on entities of all types. Many benefits come from this integration. Personally identifiable information is made available to College employees for the sole and explicit purpose of allowing them to carry out their official College functions. Any other use is prohibited.

The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA and other privacy regulations at the College. Failure to adhere to privacy regulations can result in disciplinary action up to and including termination.

The Office of Records and Registration administers FERPA for the College. All inquiries regarding FERPA should be referred to:

FERPA OFFICER

Office of Records and Registration

Mohawk Valley Community College

110 Sherman Dr

Utica, New York 13501

[www.mvcc.edu](http://www.mvcc.edu)

## 14.2 Procedures

### 14.2.1 Confidentiality Indicator

After a student has filled out a “Directory Exclusion Request” form and submitted it to the Office of Records and Registration who will check the confidentiality indicator. When any information is accessed in the System about the student, a warning will appear.

***Warning: Information about this person is Confidential.***

**\*Confidential\*** will also appear in most forms accessed to alert faculty and staff that the student does not wish to have personal information about them released.

### 14.2.2 Releasing Confidential Information

Releasing **any** information (including directory information) about a student who has signed a “Directory Exclusion Request” should never occur. The office of Records and Registration handles all requests for student information and all requests should be forwarded there.

## 14.3 Standards

To be determined by the Office of Records and Registration.

## 15 Appendices

### 15.1 Appendix 1: Street/Unit Designator Abbreviations

When necessary, please use these recommended abbreviations for common street/unit designators are:

Annex	Anx	Expressway	Expy	Lane	Ln	Road	Rd
Arcade	Arc	Fall	Fall	Light	Lgt	Row	Row
Avenue	Ave	Falls	Fls	Loaf	Lf	Run	Run
Bayou	Byu	Ferry	Fry	Locks	Lcks	Shoal	Shl
Beach	Bch	Field	Fld	Lodge	Ldg	Shore	Shr
Bend	Bnd	Fields	Flds	Loop	Loop	Shores	Shrs
Bluff	Blf	Flats	Flt	Mall	Mall	Spring	Spg
Bottom	Btm	Ford	Frd	Manor	Mnr	Springs	Spgs
Boulevard	Blvd	Forest	Frst	Meadows	Mdws	Spur	Spur
Branch	Br	Forge	Frg	Mill	Ml	Square	Sq
Bridge	Brg	Fork	Frk	Mills	Mls	Station	Sta
Brook	Brk	Forks	Frks	Mission	Msn	Stravenue	Stra
Burg	Bg	Fort	Ft	Mount	Mt	Stream	Strm
Bypass	Byp	Freeway	Fwy	Mountain	Mtn	Street	St
Camp	Cp	Gardens	Gdns	Neck	Nck	Summit	Smt
Canyon	Cyn	Gateway	Gtwy	Orchard	Orch	Terrace	Ter
Cape	Cpe	Glen	Gln	Oval	Oval	Trace	Trce
Causeway	Cswy	Green	Grn	Park	Park	Track	Trak
Center	Ctr	Grove	Grv	Parkway	Pkwy	Trafficway	Trfy
Circle	Cir	Harbor	Hbr	Pass	Pass	Trail	Trl
Cliffs	Clfs	Haven	Hvn	Path	Path	Trailer	Trlr
Club	Clb	Heights	Hts	Pike	Pike	Tunnel	Tunl
Corner	Cor	Highway	Hwy	Pines	Pines	Turnpike	Tpke
Corners	Cors	Hill	Hl	Place	Pl	Union	Un
Course	Crse	Hills	Hls	Plain	Pln	Valley	Vly
Court	Ct	Hollow	Holw	Plains	Plns	Viaduct	Via
Courts	Cts	Inlett	Itlt	Plaza	Plz	View	Vw
Cove	Cv	Island	Is	Point	Pt	Village	Vlg
Creek	Crk	Islands	Iss	Port	Prt	Ville	Vl
Crescent	Cres	Isle	Isle	Prairie	Pr	Vista	Vis
Crossing	Xing	Junction	Jct	Radial	Radl	Walk	Walk
Dale	Dl	Key	Ky	Ranch	Rnch	Way	Way
Dam	Dm	Knolls	Knls	Rapids	Rpds	Wells	Wls
Divide	Dv	Lake	Lk	Rest	Rst		
Drive	Dr	Lakes	Lks	Ridge	Rdg		
Estates	Est	Landing	Lndg	River	Riv		

**Examples:** 102 Main St Apt 101

1356 Executive Dr, Rm 202

1600 Central Pl, Bldg 14

## 15.2 Appendix 2: Nation Codes (STVNATN)

Policy regarding the updating of Nation Codes. No office shall update the Nation Code Table without first consulting the Admissions Office, Office of Records and Registration and the Office of Institutional Research and Analysis.

### Armed forces

CODE	CANADIAN PROVINCE
AA	Military - Americas
AE	Military –Eur,Africa,ME, Canada
AP	Military - Pacific

### US Territories

CODE	CANADIAN PROVINCE
AS	American Samoa
CM	Northern Mariana Islands
CZ	Canal Zone
GU	Guam
PR	Puerto Rico
VI	US Virgin Islands

### Canadian Provinces

CODE	CANADIAN PROVINCE
AB	Alberta Province
BC	British Columbia Province
MB	Manitoba Province
NB	New Brunswick Province
NL	Newfoundland and Labrador



NS	Nova Scotia Province
NT	Northwest Territories
ON	Ontario Province
PE	Prince Edward Island Province
QU	Quebec Province
SA	Saskatchewan Province
YT	Yukon

## 15.5 Appendix 4: Prefixes

If a prefix is known, use the following guidelines. Note: this list is not exhaustive.

### Prefix Code

SUFFIX	CODE
Captain	Capt.
Colonel USAF Retired	Colonel USAF Ret
Doctor	Dr
Doctor and Mistress	Dr and Mrs
Father	Fr
Honorable	Hon
Honorable Judge	Hon Judge
Junior	Jr
Lieutenant	Lt
Major	Maj
Mistress	Mrs
Mister	Mr
Mister and Mistress	Mr and Mrs
Monsignor	Msgr
Non specific marital status, Female	Ms
Reverend	Rev

Sergeant	Sgt
Sister	Sr

## 15.6 Appendix 5: Suffixes

**Sample Suffixes:** If a suffix is known, use the following guidelines.

**Note:** This list is not an exhaustive list.

### Suffix Code

SUFFIX	CODE
Captain	Capt.
Certified Public Accountant	C.P. A.
Company	Co
Doctor of Dental Science	D.D.S.
Doctor of Education	Ed.D.
Doctor of Juris Prudence	J.D.
Doctor of Laws	L.H.D.
Doctor of Medical Dentistry	D.M.D.
Doctor of Philosophy	Ph.D.
Esquire	ESQ
Foundation	Fo.
Incorporated	Inc.
Junior	Jr. ESQ
Junior, Esquire	Jr. ESQ
Lieutenant Colonel	Lt. C
Limited	Ltd.
Master of Arts	M.A.
Master of Fine Arts	M.F.A.
Master of Science	M.S.
Medical Doctor	M.D.
Medical Doctor, PC	M.D.P.C.

Pastor	Pastor
Reverend	Rev.
Senior	Sr.
The Fifth	V.
The First	I
The Fourth	IV
The Second	II
The Third	III

## 16 Glossary

**Banner:** An integrated system that serves as a common institutional data base for the college.

**Block:** A section of a form or window that contains a collection of related information, usually inside a beveled box or within a window. A form contains more than one block.

**Constituent:** Refers to any Alumni, parents, donors, or friends of the College, etc. entered in Banner.

**Entity:** Refers to any person or non-person record entered in Banner.

**Form:** Screen display (Oracle form) that allows data to be entered or viewed in Banner.

**Module Owner:** Persons responsible for granting access privileges so others can view, enter, update and generate reports from Banner.

**Tabs:** Tabs use a tabbed interface rather than the traditional window appearance. Tabs are used to arrange information in a meaningful way and allow you to navigate easily between groups or blocks. The form displays 'tabs' similar to file folder tabs, allowing you to navigate to the section of the form quickly.