LONGWOOD
U N I V E R S I T Y

Banner Data Standards Manual

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Contents

1 Banner Name and ID Search

1.1 General

Before creating a person or non-person ID in Banner, a thorough name and ID search must be performed to insure that the entity does not exist in Banner and to avoid the creation of a duplicate entry.

1.2 Standards

A thorough search using one of the Banner search forms should be done before any addition of person or non-person records.

The following is a list of some of the Banner search forms:

SOAIDEN – Person Search
SOACOMP – Non-Person Search
SOAIDNS – Person Search Detail
GUIALTI – SSN/SIN Alternate ID
Search FOICOMP – Finance Non-Person Search
FOIIDEN – Finance Person Search
FTIIDEN – Finance Entity Name/ID Search
POIIDEN – Employee Search Form (Employee, Applicant, COBRA)
ROAIDEN – Financial Aid Person Name/ID Search

1.3 Guidelines

The *OAIDEN search forms allow the search of a person using each or a combination of ID, Last Name, First Name and Middle Name fields. Wildcards can help when unsure how to spell a name. The percent sign (%) can be used at the beginning, middle, or end of a word and can represent any character or set of characters. The underscore (_) represent one character and can be used multiple times.

Examples:	Can be entered:
Harrison	Harris%
Klein	Kl%n%
Kline	Kl%n%
Schaffer	%affer
Allen	All_N
Allan	All_N
Allendale	All_nd%

The Soundex feature allows users to enter a name and Banner will query the database for similar sounding names. After entering an initial query, the Soundex feature can be accessed by clicking on "Search Using Sounds Like" on the Options menu.

Enter:	Sample Search Results:
Smith	Smith
	Schmidt
	Smithy
	Smythe

2 Banner ID / Longwood ID

2.1 General

A system generated identification number will be established for all persons and non-persons the first time they are entered into Banner. This Banner ID will be referred to as the Longwood ID and is different from the PIDM. The Longwood ID uniquely identifies an entity. For example, a student who is also a Longwood employee will have the same Longwood ID throughout Banner.

Exception: Federally-assigned IDs through the Department of Education must be used as primary Banner IDs for the purpose of federal loan processing. For non-student entities, lenders, the federal code is six digits. For non-student entities, guarantors, the federal code is three digits.

2.2 Standards

The system generated Longwood ID number will be a nine-character alphanumeric field where the first character is an 'L' followed by 8 digits.

      Example: L00001834

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
SRAQUIK	Student/Recruit
SPAIDEN	Student
RPAIDEN	Financial Aid
PPAIDEN	Human Resources
FTMVEND	Finance ('non-person' vendors)
FOAIDEN	Finance ('person' vendors)

2.3 Guidelines

Before creating a Longwood ID in Banner, a thorough name and ID search MUST be performed to ensure the person or non-person does not already exist in Banner. See the section on Banner Name and ID Search for more information.

3 Names

3.1 General

The University considers the 'current name' in Banner as 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.

The following forms are used to enter and change name information. The form used depends upon the Banner module in use:

FORM NAME	BANNER MODULE
SPAIDEN	Student
RPAIDEN	Financial Aid
PPAIDEN	Human Resources
FTMVEND	Finance ('non-person' vendors)
FOAIDEN	Finance ('person' vendors)

Last Name, First Name and Middle Name appear on all of the above forms.
Prefix, Suffix and Preferred First Name appear only on SPAIDEN and PPAIDEN.

Person Last Name – maximum length 60 characters
Person First Name – maximum length 15 characters
Person Middle Name – maximum length 15 characters

Non-Person Name – maximum length 60 characters

3.2 Standards

Enter the last, first and middle names exactly as the person has indicated. Human Resources will enter the name exactly as it appears on the employee's Social Security Card. If given the full middle name, enter the full middle name. Do NOT change a full name to an initial. Always use normal upper-and lowercase letters for names.

3.2.1 Case

If a 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, enter the first letter in lowercase.

For external data feeds, IITS 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.

> 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 = M F / 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 Gary / middle name = blank / 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, two periods will appear on the Banner form. As periods are not to be entered in name fields, double periods should only be seen in cases where errors have been made.

3.2.3 Persons with Two or More First Names

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

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

If you later receive information that the 'W' stands for William, change the name in Banner to:
> first name = William / middle name = Mark / last name = Jones

If a person has more than two first 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.

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

> Example: 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.

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

3.2.4 Persons with Two or More Last Names

Enter both last names in the Last Name field including hyphens and spaces.

> Example: Allison Marie Johnson Smith
> Enter as: first Name = Allison / middle name = Marie / last name = Johnson Smith

> Example: Teresa Butler-Dunlap
> Enter as: first Name = Teresa / middle name = blank / last name = Butler-Dunlap

3.2.5 Spaces in Last Name

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

> Examples:
> Van Buren   Van der Vaart

3.2.6 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.

3.2.7 Persons with One Name

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

3.2.8 Punctuation

Use hyphens, apostrophes or dashes exactly as the person indicates in writing. Do not use commas or periods in any name field. Do not add punctuation where there is none. In the following examples, any could be correct:

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				

3.2.9 Prefixes

Salutations (such as Dr, Rev, Mr, Mrs, Ms, etc.) are considered prefixes and should be entered in the PREFIX field on General Person Forms. A prefix is required for all persons defined in Banner if the person's gender is known or if the person has an indicated preferred prefix. (Exceptions can be made if person requests no prefix be used.) Prefixes will be entered in upper/lower case with no punctuation.

Input Mr for males or Ms for females if no preferred salutation is indicated.

DO NOT include any punctuation with a prefix or suffix.

Examples:

correct:	Mr	Ms	Dr
incorrect:	Mr.	Ms.	Dr.

DO NOT enter prefixes in the name fields of the current identification block on the Banner IDEN forms. Sample Prefixes:

Capt	Captain
Col	Colonel
Dr	Doctor
Fr	Father
Gov	Governor
Hon	Honorable
Lt Col	Lieutenant Colonel
Maj	Major
Miss	Miss
Mr	Mister
Mrs	Mistress
Ms	Miss or Madame
Pres	President
Prof	Professor
Rabbi	Rabbi
Rep	Representative
Rev	Reverend
Sen	Senator

See the Abbreviation section of Webster's Dictionary for additional options.

3.2.10 Suffixes

Generational indicators (such as Jr, II, Ill, etc.) and professional status indicators (such as MD, DO, PhD, DVM, etc) are considered Suffixes and should be entered in the SUFFIX field on the General Person forms.

DO NOT include any punctuation with a suffix.

Examples:
correct: Jr   IV   Sr   MD   PhD
incorrect: Jr.   I.V.   Sr.   M.D.   Ph.D.

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

Sample Suffixes:

CEO	Chief Executive Officer
CFO	Chief Financial Officer
CPA	Certified Public Accountant
DC	Doctor of Chiropractic
DDS	Dentist
DMD	Doctor of Dental Medicine
DO	Doctor of Osteopathy
DVM	Doctor of Veterinary Medicine
II	The Second
III	The Third
IV	The Fourth
Jr	Junior
JD	Juris Doctor
LLD	Doctor of Laws
MD	Doctor of Medicine
OD	Doctor of Optometry
PhD	Doctor of Philosophy
Ret	Retired
RN	Registered Nurse
Sr	Senior
V	The Fifth

See the Abbreviation section of Webster's Dictionary for additional options.

3.2.11 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 University offices ask for a person's previous name or names (for example, admission applicants). Enter the earliest name first:

Example:

Name: Lee Livingstone
Previous Name: Lee Stanley

Enter previous name (Lee Stanley) and save.
Enter current name (Lee Livingstone) and save.
Previous name will appear in the alternate identification block.

3.2.12 Legal Name

The 'Current Name' field in Banner is considered the legal name. The Preferred First Name field is used for variations to the legal name.

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

3.2.13 Preferred First Name

Offices may enter a name in this field.

> Examples:
>
> Current Name: William Knight Preferred
> First Name: Bill
>
> Current Name: D Mark Williams
> Preferred First Name: Mark

Note: Preferred first name is considered for 'informational use' only. It is not used in SCT Banner reports supplied with the system, but is available for use on any reports or letters generated and maintained by Longwood.

3.2.14 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, 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 (e.g. The Colorado College).

Do not use punctuation or special characters in the NON-PERSON NAMES field. The only exception is the apostrophe (') which may be used when the symbol is part of the proper, legal name. Use spaces in place of common punctuation marks, specifically period (.) or comma (,). Use "and" in the place of an ampersand (&) (e.g. The College of William and Mary).

Examples of punctuation and special characters NOT allowed:

:	colon	[]	brackets
,	comma	=	double hyphen
-	dash/hyphen	"	double quotation
.	period	…	ellipsis
;	semi-colon	#	pound sign
	space	( )	parentheses
&	ampersand	/	slash
*	asterisk		

> Examples:
>
> ABC Trucking   The Earle
> Department of Defense Williams Hoyt Inc
> University of Virginia Lane's Pharmacy
> J F Kennedy Company Top O' the Mornin'
> First National Bank

3.2.15 Name Type

Do not enter a name type for the "current" name in Banner. A name type is required for other names such as previous names and maiden names.

The following table describes names types defined in the Banner System.

NAME TYPE	DESCRIPTION	EXPLANATION
<blank>	Current Name	Current name of a person or non-person.
EMPL	Employee Number	Used to identify Employee ID Number.
LOAN	Student/Parent Loans	Non-person names to be used to identify lending institutions for financial aid.
MADN	Maiden Name	A person's maiden name.
PMIS	Employee Number	Used to identify PMIS ID Number.
PREV	Previous Name	Used for previous names other than maiden names. Applied to person and non-person.
TPID	Third Party Billing ID	Used to identify Third Party Billing ID Number.
SORT	Sorting Name	Recommended by SCT for reporting purposes. For example, a SORT Name Type assigned to an organization such as The Adea Group would cause the name to sort within the A's rather than the T's.
LGCY	Legacy Name	Names converted from the legacy Plus system to Banner. DO NOT USE.

3.3 Guidelines

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 (e.g. Human Resources, Admissions, Registration, Finance, etc.) Each office will develop individual procedures for adding and changing person and non-person records.

IF PERSON OR NON-PERSON IS:	RESPONSIBLE DEPARTMENT
Employee, Applicant	Human Resources
Lender or Guarantor	Financial Aid
Student Prospect	Admissions
Student Applicant	Admissions
Student	Registration
Vendor	Finance

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, units with marketing responsibility (such as Admissions) must be able to produce individualized correspondence conforming to formal addressing rules. Units such as Student Financial Services and Accounts Payable may have less stringent formatting requirements, but should still follow the standards set forth here. These standards must balance four considerations:

> Banner System Requirements
> Accepted standards for formal communications
> U.S. Postal Service guidelines
> International address requirements

All addresses must meet U.S. Postal Service addressing requirements. According to the US 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. Given these considerations, the following address data entry standards are recommended.

4.2 Standards

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

The Office of Admissions periodically purchases data from U.S. Postal Service to provide Longwood with updates to the zip code tables and related City, State, County relationships. The disks will be forwarded to IITS to update the appropriate Banner tables and records. Updates will be done on an as needed basis.

4.2.1 Symbols

Symbols should never be used in the first position of an address field.

The ampersand '&' should never be used in place of 'and'.

The percent symbol '%' should never be used.

The designation for 'in care of' should be abbreviated as 'c/o' and should be entered on the first street address line.

Never use a pound sign '#' within an address because it causes a problem with the Banner printing function. Replace the pound sign with "No".

Example:	Enter as:
838 able Sterns Ave #2A	838 Able Sterns Ave No 2A

4.2.2 Punctuation

With the exception of the hyphen in the zip + 4 configuration, punctuation in the street number and name should be avoided whenever possible.

Examples: Enter as:

202 O'Neill Drive	202 ONeill Dr
72 Hunter's Ridge Lane	72 Hunters Ridge Ln
4464 S. Green Dr.	4464 S Green Dr
P.O. Box 43-A	PO Box 43A
111-B Lancer Court	111B Lancer Ct
101 Keller Street Apt C-2	101 Keller St Apt C2
Hampden-Sydney College	Hampden Sydney College
Route 1 Box 122-G	RR 1 Box 122G

Periods, slashes and other hyphens may be used when necessary to clarify an address.

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. Commas should never be used.

4.2.3 Street Names

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

4.2.4 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

In cases where the unit designator is considered to be part of the primary address, do not enter the secondary unit separate from the primary address.

Examples:

103A Healy St
104E Lancer Cir
300J Poplar Forest Rd
409A Sunchase Blvd
803F Grace St

If the primary address uses all available characters on the address line, the secondary unit designator may be on the line following the primary address.

Examples:

1356 S Executive Dr   867 Rustic Ln Ave
Ste 202   Apt 3A

Sample abbreviations for common unit designators are:

UNIT DESIGNATOR	ABBREVIATION
Apartment	Apt
Building	Bldg
Department	Dept
Floor	Fl
Lot	Lot
Room	Rm
Space	Spc
Suite	Ste
Trailer	Trlr
Unit	Unit

Refer to the Postal Addressing Standards publication for other unit designator abbreviations. (See the section on Sources for Additional Address Information.)

4.2.5 Street Suffixes

Street suffixes should be abbreviated with no punctuation and should follow the standard U.S. Post Office standards. Please refer to Appendix B for an expanded list of street suffix abbreviations.

Examples: Enter as:

781 Main Avenue   781 Main Ave
43 Harvard Boulevard Southeast   43 Harvard Blvd SE

Sample abbreviations for common street suffixes are:

STREET SUFFIX	ABBREVIATION
Avenue	Ave
Boulevard	Blvd
Branch	Br
Center	Ctr
Circle	Cir
Court	Ct
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Square	Sq
Station	Sta
Street	St
Terrace	Ter
Trail	Trl
Way	Way

4.2.6 Compass Directions

When directional words are found at the beginning of the street name and/or after the street name and suffix, abbreviate the directional words.

Examples:	Input as
102 South Lomas St	102 S Lomas St
728 Bay Drive West	728 Bay Dr W
9331 North East Smith St	9331 NE Smith St
830 Carson Ave Northeast	830 Carson Ave NE
222 North Main Blvd Southwest	222 N Main Blvd SW

When any combination of cardinal directions NORTH-SOUTH or EAST-WEST appears as consecutive words, spell out the directional words completely.

Examples:

North South Oak St
Maple Ct East West

If the directional words appear to be part of the street name or the directional words appear between the street name and the suffix, spell out the directional words completely.

Examples:

505 North Ave
823 Bay West Dr

Compass directional words should be abbreviated as follows:

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

Do not use abbreviated compass directions in city names if there is enough space to enter the entire city name spelled out.

4.2.7 Numeric Street Names

When entering numeric street names, enter the number followed by the ordinal (e.g. 1st, 2nd, 3rd, 4th, etc.) and do not spell out the street name. Enter the ordinal in lower case letters. Do not put a space between the number and the ordinal.

Examples:	Input as:
111 Seventh Street	111 7th St
401 East Thirty Ninth Avenue	401 E 39th Ave
23488 Second Avenue Extension	23488 2nd Ave Ext

4.2.8 County, State and Local Highways

County, State and Local Highways should be entered without punctuation. Please refer to Appendix C for an expanded list of the U.S. Post Office recommended standards for County, State and Local Highways.

Examples:	Enter as:
754 Cnty Hwy 20	754 County Highway 20
8051 CH 58	8051 County Highway 58
101 Cnty Rd 441	101 County Road 441
226 CR 90 East	226 County Road E
39 Hwy #1 South	39 Highway 1 S
1501 South Hwy Fifteen	1501 S Highway 15
509 Highway Forty Seven North	509 Highway 47 N
517 Old Rt. 11	517 Old Route 11
311 Rte 25A	311 Route 25A
376 Route One	376 Route 1
777 Route 5 South	777 Route 5 S
23 North Route 47	23 N Route 47
127 St. Rte. 68	127 State Route 68
99 SR MM	99 State Route MM
757 West S.R. 28	757 W State Route 28
215 SH 45	215 State Highway 45
11 State Hwy 260	11 State Highway 260
1300 T.R. 198	1300 Township Road 198
2800 U.S. Hwy 29	2800 US Highway 29
204 US 41 SW	204 US Highway 41 SW

When the name of a state is used as a portion of the Primary Street Name, use the standard two-letter abbreviation.

Examples:	Enter as:
23 California County Road 555	23 CA County Road 555
11 KY St Hwy 24	11 KY State Highway 24
New Hampshire Rt. 4A	NH Route 4A

4.2.9 Rural Route Addresses

Rural Route addresses should be entered using the following format: RR N Box NN. Do not use the words RURAL, NUMBER, NO., or the pound sign (#).

Examples:

RR 2 Box 167
RR 9 Box 34A

Do not enter a leading zero before the rural route number.

Example:	Enter as:
RR03 Box 290	RR 3 Box 290

If the address contains a route number followed by a box number, enter the address using the Rural Route Address format.

Example:	Enter as:
Route 1 Box 24B	RR 1 Box 24B
Rt.3 Box12	RR3 Box 12

4.2.10 RFD and RD Designations

Change the designations RFD and RD (meaning for rural or rural free delivery) to RR.

Examples:	Enter as:
RD 5 Box 274	RR 5 Box 274
RFD Route 4 #69A	RR 4 Box 69A

See the Rural Route Addresses section for information on RFD and RD designation data standards.

4.2.11 Highway Contract Route Addresses

Highway Contract Route Addresses should be entered using the following format: HC N Box NN. Do not use the words Highway CONTRACT, Route, NUMBER, NO., STAR Route, or the pound sign (#).

Examples:	Enter as:
Highway Contract Route 69 Box 23A	HC 69 Box 23A
HCR1Box52	HC1Box52
HC-2 Box 24B	HC 2 Box 24B

Do not enter a leading zero before the highway contract route number.

Examples:	Enter as:
HC068 Box 444	HC 68 Box 444
HCR 05 Box 101B	HC 5 Box 101B

Change the designation STAR Route, which usually refers to highway contract route, to HC.

Example:	Enter as:
Star Route 68 Box # 83	HC 68 Box 83

4.2.12 General Delivery

Use the words GENERAL DELIVERY spelled out (no abbreviations) in the address line.

Example:

John Thompson
General Delivery
Lunenburg, VA 23952

4.2.13 Post Office Box Addresses

Post Office Box addresses should be entered using the following format: PO Box NNN. Do not use the words POST OFFICE BOX or any periods. Hyphens may be used when necessary to clarify a box number.

Examples:	Enter as:
Post Office Box 477	PO Box 477
Box 23-A	PO Box 23A
Box 23-47	PO Box 23-47
POBox91	POBox91
FUMA Post Office Box 11	FUMA PO Box 11

4.2.14 Longwood Addresses – Residential Students

4.2.14.1 Residential Students Living On Campus

Longwood residential students living on campus will have two Longwood addresses entered in the Banner system, a residential housing address and a PO Box address. The two addresses will utilize different address types and are required so conflicts do not arise between the functional areas.

The residential housing address contains the dormitory information where the student resides (i.e. Academic Residence, Frazier, Tabb, etc.) and is entered using an Address Type of "RH".

The second mailing address will contain the student's Longwood PO Box information and is entered using an Address Type of "RB".

On-campus residential addresses should be entered with a nine digit zip code of 23909-1899.

Residential Housing Address Example: PO Box Address Example:

John Smith
Longwood University
107 South Cunningham
Farmville, VA 23909-1899

John Smith
Longwood University
PO Box 2910
Farmville, VA 23909-1899

Do not combine the Longwood dormitory information and the Longwood PO Box information in one address. Do not abbreviate dormitory names

4.2.14.2 Residential Students Living in Auxiliary Housing

Longwood residential students living in auxiliary housing, such as Lancer Park Apartments, will have two Longwood addresses entered in the Banner system, a residential housing address and a local address.

The residential housing address contains the auxiliary housing information where the student resides (i.e. Lancer Park). Auxiliary residential addresses should be entered with the appropriate USPS zip code which will usually be 23901. This address is entered using an Address Type of "RH".

Residential Housing Address Example:

Teresa Johnson
205D Healy St
Farmville, VA 23901

Do not enter the words LONGWOOD, LONGWOOD UNIVERSITY or the auxiliary housing name (i.e. LANCER PARK APARTMENTS).

Longwood residential students living in auxiliary housing will also have a local address indicated by an Address Type of "LO". This address is a repeat of the "RH" address type.

4.2.15 Longwood Addresses – Department or Work Addresses for Person

Longwood work addresses should be entered using the following format:

> Street Address
> Room Building
> Farmville, VA 23909

> Example:

201 High Street	line address 1
Lancer Hall 212	line address 2
	Line address 3
Farmville, VA 23909	city, state, zip

Do not use the department name or employee title.

4.2.16 Longwood Addresses – Department Addresses for Non-Person

Longwood non-person work addresses such as address for specific departments should be entered using the following format:

> Street Address
> Department
> Building
> Farmville, VA 23909

> Example:

201 High Street	line address 1
Aramark Dining	line address 2
	line address 3
Farmville, VA 23909	city, state, zip

Do not use the room number.

4.2.17 Dual Addresses -Street Address and PO Box

If a dual address must be entered, it is preferred that the post office box be the last part of the address entered before the city/state/zip. The U.S. Post Office will deliver mail to the first address line listed above the city/state/zip line if an address contains BOTH a street address and a post office box.

Example:	Example:	Enter as:
John Franklin	John Franklin	John Franklin
Evergreen Building	Evergreen Building	Evergreen Bldg
1379 West Pine	P.O. Box 2351	1379 W Pine
P.O. Box 2351	1379 W Pine	PO Box 2351
Denver, Colorado 87003	Denver, Colorado 87003	Denver, CO 87003

4.2.18 Attention Line and In Care Of Addresses

Attention lines and In Care Of lines should be eliminated whenever possible. If required, enter them on the first street line address.

The designation for 'in care of' should be entered in lower case letters and abbreviated as 'c/o'. Do not use the percent sign (%) or spell out 'in care of'.

Example:

Tom Jackson
c/o Janice Wood
Layne and Gait Inc
288 Woodlake Blvd Ste 9
Austin, TX 78705

Enter as: Name = Tom Jackson / Street Line 1 = c/o Janice Wood / Street Line 2 = Layne and Gait Inc / Street Line 3 = 288 Woodlake Blvd Ste 9

The designation for 'Attention' should be entered in upper case letters and abbreviated as 'ATTN:'

Example:

ABC Publishing
ATTN: David Harmon
PO Box 47122
Austin, TX 78705

Enter as: Non-Person Name = ABC Publishing / Street Line 1 = ATTN: David Harmon / Street Line 2 = PO Box 47122

4.2.19 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 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 22026, the city will default as Dumfries, but could also be the city of Montclair. If requested, manually change the city to Montclair 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.

Examples:	Enter as:	Not Acceptable
Amelia	Amelia Court House	Amelia
		Amelia CH
		Amelia C.H.
		Amelia Court Hse
Buffalo Jct	Buffalo Junction	
Christiansbrg	Christiansburg	
Colonial Hgts	Colonial Heights	
Highland Spgs	Highland Springs	
McLean	McLean	
Va Beach	Virginia Beach	
S Plainfield	South Plainfield	

Avoid using punctuation such as periods and hyphens in the city name field.

Examples:	Enter as:
Ft. Washington	Fort Washington
Fairfax Sta.	Fairfax Station
Hampden-Sydney	Hampden Sydney
Mt. Crawford	Mount Crawford
St. Louis	Saint Louis
Uppr. Marlboro	Upper Marlboro

If it is necessary to abbreviate city names to fit within the 50 characters allowed by Banner, use abbreviation standards described herein or in the US Postal Service Postal Addressing Standards.

4.2.20 State and Province

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. This includes U.S. territories/possessions and military addresses (APO/FPO). The appropriate codes may be selected using Banner software. For additional information, refer to the Postal Service Address Standards publication.

U.S. STATE/POSSESSION	CODE
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Military "states" are entered into the State/Province field. For more information, see the section on Military Addresses.

MILITARY "STATE"	CODE
Armed Forces Africa	AE
Armed Forces Americas (except Canada)	AA
Armed Forces Canada	AE
Armed Forces Europe	AE
Armed Forces Middle East	AE
Armed Forces Pacific	AP

Canadian provinces are entered in the State/Province field, NOT in the City field. Canadian provinces and territories are:

CANADIAN PROVINCE OR TERRITORY	CODE
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Québec	QC
Saskatchewan	SK
Yukon	YT

4.2.21 County

Banner is configured to automatically enter the VA county name when a zip code is entered. This may need to be updated where zip codes cross county lines. 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. If no county defaults when entering the zip, enter the county code from the list of values in the validation form or refer to FIPS Index of Codes PUB 6-4, May 2002 for the correct county code. (See the section on Sources for Additional Address Information.)

4.2.22 Zip or Postal Code

Zip or postal code MUST be entered for all U.S. and Canadian addresses. This includes U.S. territories/possessions and military addresses (APO/FPO). If available, the postal code should also be entered for other international addresses.

4.2.22.1 United States

A hyphen must be entered when the entire 9 digit (zip plus four) zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

Examples:

23901
23909-1988

4.2.22.2 Canada

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

Examples:

K9H 7K7

T2W 3Z3

4.2.23 Nation

A nation code is required for non-U.S. addresses. Banner maintains a list of all the current code options available.

DO NOT enter a nation code for U.S. addresses, U.S territories/possessions or military addresses (APO/FPO). In Banner, the default country designation is "US"

4.2.24 Military Addresses

4.2.24.1 Overseas Locations

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 Martinez
Unit 2050 Box 4190
APO AP 96522-1215

Sgt Cheryl Downey
PSC 802 Box 2625
APO AE 09777-0010

Seaman Duane Reeves
B Division
USS North Dakota
FPO AA 34093-2344

4.2.24.2 Domestic Locations

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

Examples:

Col Margaret Henry
Lowery Air Force Base
8205 Sixth Ave 405
Denver CO 80234

Capt Jack Harris
2314 Barracks St
Minot AFB ND 58705

4.2.25 U.S. Territories/Possessions Addresses

U.S. territories/possessions addresses, such as Puerto Rico and Guam, are entered using the same standards as "U.S. addresses" and should **NOT** be entered according to the standards in the international addresses section.

Enter the street address, city and postal code in the corresponding fields in Banner.

Enter the U.S. territory/possession 'state' code in the State field. See the State and Province section for a list of U.S. territory/possession 'state' codes.

Do NOT enter a nation code in the Nation field.

Example:

1234 Calle Aurora   (street address)
Mayaguez PR 00680-1234   (city, "state" code, postal code)

Enter as: Street Line 1 = 1234 Calle Aurora / Street Line 2 = <blank>
Street Line 3 = <blank> / City = Mayaguez
State = PR (select Puerto Rico from the state codes)
Postal Code = 00680-1234
Country = <blank>

4.2.26 Canadian Addresses
Enter the street address, city and postal code in the corresponding fields in Banner.
Canadian provinces are entered into the State or Province field.

Enter 'Canada' in the Nation field.

Example:

4560 Avalon St   (street address)
Regina SK S7K 2L4   (city, province and postal code)
Canada   (country)

Enter as: Street Line 1 = 4560 Avalon St / Street Line 2 = <blank>
Street Line 3 = <blank> / City = Regina
State or Province = SK (select Saskatchewan from the state codes)
Nation = CA

4.2.27 International Addresses (Excluding Military, U.S. Territories, Canadian)

Enter international addresses using the three address lines and the nation code field only. Enter the address as provided, including punctuation. Do not use commas, pound signs (#) or percent signs (%). Enter information in upper/lower case format.

Street address information should begin on Street Line 1.

City, postal code/international PIN and state/province, if applicable, should be entered on the same line and should follow on the next available street line. The postal code is entered either before, or after, the name of the city and state/province depending on the preferred format of that country. **Do not enter address information into the city, state/province, or zip code/postal code field. These fields are reserved for U.S. and Canadian addresses only.**

Enter a dot (.) in the city field to satisfy Banner data entry requirements.

Nation code is required and used for all international addresses excluding U.S. territories/possessions and military addresses.

NOTE: Military, U.S. territories/possessions and Canadian addresses should NOT be entered according to the international address data standards. Please see the sections on Military Addresses, U.S. Territories/Possessions Addresses, or Canadian Addresses for more information.

International Address Example:

5th Floor 11-12 Pall Mall	(street address)
London WIP 6HQ	(city and postal code)
England	(country)

Enter as: Street Line 1 = 5th Floor 11-12 Pall Mall / Street Line 2 = London WIP 6HQ /
Street Line 3 = <blank> / City = **.** /
Nation = <select 'United Kingdom' from drop down box>

Example:

John Bradbury	
Sumo Informatica S.A.	(business name)
Calle 39 No 1540	(street address)
B1000TBU San Sebastian	(postal code and city)
Argentina	(country)

Enter as: Street Line 1 = Sumo Informática S.A. / Street Line 2 = Calle 39 No 1540 /
Street Line 3 = B1000TBU San Sebastian / City = **.** /
Nation = <select 'Argentina' from drop down box>

Example:

Apartado 3899	(street address)
46807 Puerto Vallarta Jalisco	(postal code, city, state)
Mexico	(country)

Enter as: Street Line 1 = Apartado 3899 / Street Line 2 = 46807 Puerto Vallarta Jalisco /
Street Line 3 = <blank> / City = **.** /
Nation = <select 'Mexico' from drop down box>

4.2.28 Address Types

It is our desire to maintain a standardized list of address types based on their purposes, rather than separate addresses for each University department. This will reduce redundant data entry. Thus, an individual with a single address may be a Longwood employee, enrolled as a current student in the College of Business, and may appear in accounts payable.

Each Banner application (e.g. recruitment mail, billing, etc.) will look for a valid address in a prescribed sequence. For example, the billing routine might look for addresses in this order: BI, MA and then LO. Admissions might typically search for a mailing address in this order: MA and then LO.

The following table describes address types defined for Longwood University's Banner System.

ADDRESS TYPE	DESCRIPTION	EXPLANATION
BI	Billing Address	Used when the billing address is different from the primary Mailing Address. Used for student or other entity billing purposes. (This address type is system required for sample data purposes).
BU	Business Address	The principal address for finance transactions and is used primarily for submitting purchase orders. This address type will be used even if it is a duplication of another address type. (This address type is system required for sample data purposes).
CE	Cell Phone Number	The actual address corresponding to the cell phone number is blank but this address type is needed for Self-Service.
DM	Diploma Mailing Address	Used when a separate address is needed for mailing a diploma to a graduating student.
EM	Emergency Contact Address	Primarily used by the Human Resources.
EV	Purchase Order Address	Purchase Order Address for a vendor being sent from eVA to Banner.
GR	Grant Billing Address	Used by the Grants Accounting Office in the Finance Division.
I2	I-20 Mailing Address	Used to mail I-20 forms for foreign students.
LO	Local Mailing Address (Off-campus)	This address type is used for students and employees and represents an off-campus, local address that is different than their MA -permanent mailing address. Student residential addresses and residential PO Box addresses will NOT be coded using this type.
MA	Permanent Mailing Address	This is the permanent mailing address for faculty, staff, and students and is the primary address type used in the Student, Financial Aid and Human Resources systems. (This address type is system required for the Student tape load processing.)

ADDRESS TYPE	DESCRIPTION	EXPLANATION
PA, P2	Parent Address(es) of a Student	PA is used when there is only one parent address. PA and P2 are used when parents have separate addresses. (The PA address type is system required for the Student tape load processing.)
RA	Reimbursement Address	This address type is used when the address needed for mailing a check differs from the MA mailing address. Use by the Finance area.
RB	Residential PO Box Address	This address type is used to indicate PO Box addresses for residential students living on campus. See the section on Longwood Addresses – Residential Students for additional information.
RH	Residential Housing Address	This address type is used for residential students living on campus and students living off-campus in Longwood auxiliary house. See the section on Longwood Addresses – Residential Students for additional information.
TE	Temporary Address	This is used to temporarily override Permanent Mailing Address. It should be entered with a termination date.
TP	Third Party Billing Address	This address type is used for invoicing of Third Party Billing.
WK, W2, W3	Work Address for Longwood and Non-Longwood Employees	This address type is intended to record the work address of persons. DO NOT use this address type for non-person entities. Approved format for Longwood work addresses is as follows: Room Building Farmville, VA 23909 Approved format for non-Longwood work addresses is as follows: Business Name Street Address City, State Zip
XX	TGR Feed	Used internally by Banner (Student AR feed to Finance)

4.2.29 Departments Responsible for Addresses based on Address Type

ADDRESS TYPE	DESCRIPTION	RESPONSIBLE DEPARTMENT (STEWARD)
BI	Billing Address	Finance
BU	Business Address	Finance
CE	Cell Phone Number	Registration
DM	Diploma Mailing Address	Registration
EM	Emergency Contact Address	Human Resources
EV	Purchase Order Address	Finance
GR	Grant Billing Address	Finance
I2	I-20 Mailing Address	Institutional Research
LO	Local Mailing Address (Off-campus)	Registration
MA	Permanent Mailing Address	Registration
PA, P2	Parent Address of a Student	Financial Aid
RA	Reimbursement Address	Finance
RB	Residential PO Box Address	Post Office
RH	Residential Housing Address	Residential and Commuter Life
TE	Temporary	Human Resources
TP	Third Party	Student Accounts
WK, W2, W3	Work Address for Longwood and non-Longwood Employees	Human Resources
XX	TGR Feed	TBD

4.2.30 Sources for Additional Address Information

U.S. Postal Service, Postal Addressing Standards, Publication 28:
http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf

U.S. Postal Service Zip Code Lookup and Information:
http://www.usps.com/ncsc/ziplookup/lookupmenu.htm

The U.S. Postal Service National Customer Support Center:
http://www.usps.gov/ncsc/

The Canadian Postal Service (Canada Post):
http://www.canadapost.ca/tools/pcl/bin/advanced-e.asp

FIPS Index of County Codes:
http://www.itl.nist.gov/fipspubs/co-codes/states.htm

FIPS Index of Country Codes:
http://earth-info.nga.mil/gns/html/fips10-4.html

International Organization for Standardization
http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html

4.3 Guidelines

To add a new address, follow these steps:

- If the new address has the same address type as an existing address:
  - Change the "To Date" on the exist address to the current date
  - Click the "Inactive Address" box
  - Save the changes
  - Select "Insert Record"
  - Enter the new address information
  - Save the changes

- If the new address does NOT have the save address type as an existing address:
  - Select "Insert Record"
  - Enter the new address information
  - Save the changes

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. International phone numbers are entered in a special 'international' field in the following Banner forms: FOATELE, PPATELE, RPATELE and SPATELE.

5.2 Standards

All regional and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format (XXX XXXXXXX).

5.2.1 Telephone Types

A telephone type distinguishes each telephone number entered in the Banner system. There are two categories of telephone types:

5.2.1.1 General Telephone Type

This is a telephone number associated with a person or a non-person that is not related to a specific address.

CODE	DESCRIPTION
CE	Cell Phone Number
EMCE	Emergency Contact Cell Phone
EMWK	Emergency Contact Work Phone
FAX	Fax Number
PAB	Parent Business Phone 1
P2B	Parent Business Phone 2
PGR	Pager Number
TDD	Telecommunication Device for the Deaf

5.2.1.2 Address Telephone Type

This is a telephone number associated with a specific address of the same type. Each Address Type defined in General Person will have a like Address Telephone Type defined.

CODE	DESCRIPTION
BI	Billing Telephone
BU	Business Telephone
DM	Diploma Mailing Telephone
EM	Emergency Contact Telephone
EV	Purchase Order Telephone
GR	Grant Billing Telephone
I2	I-20 Telephone
LO	Local Telephone (Off-campus)
MA	Permanent Mailing Telephone
PA	Parent of Student Telephone 1
P2	Parent of a Student Telephone 2
RA	Reimbursement Telephone
RB	Residential PO Box Telephone
RH	Residential Housing Telephone
CODE	DESCRIPTION
TE	Temporary Address Telephone
TP	Third Party Billing Telephone
WK	Work Telephone 1 for Longwood and Non-Longwood Employees
W2	Work Telephone 2 for Longwood and Non-Longwood Employees
W3	Work Telephone 3 for Longwood and Non-Longwood Employees
XX	Used internally by Banner

5.2.2 Departments Responsible for Telephone Numbers based on Telephone Type

CODE	DESCRIPTION	RESPONSIBLE DEPT (STEWARD)
BI	Billing Telephone	Finance
BU	Business Telephone	Finance
CE	Cell Phone Number	Registration
DM	Diploma Mailing Telephone	Registration
EM	Emergency Contact Telephone	Human Resources
EV	Purchase Order Telephone	Finance
GR	Grant Billing Telephone	Finance
I2	I-20 Telephone	Institutional Research
LO	Local Telephone (Off-campus)	Registration
MA	Permanent Mailing Telephone	Registration
PA	Parent of Student Telephone 1	Financial Aid
P2	Parent of Student Telephone 2	Financial Aid
PAB	Parent Business Phone 1	Admissions
P2B	Parent Business Phone 2	Admissions
RA	Reimbursement Telephone	Finance
RB	Residential PO Box Telephone	Post Office
RH	Residential Housing Telephone	Residential and Commuter Life
TE	Temporary Address Telephone	Human Resources
TP	Third Party Billing Telephone	Student Accounts
WK	Work Telephone 1 for Longwood and non-Longwood Employees	Human Resources
W2	Work Telephone 2 for Longwood and non-Longwood Employees	Human Resources
W3	Work Telephone 3 for Longwood and non-Longwood Employees	Human Resources
XX	TGR Feed	TBD

5.2.3 Telephone Number

The telephone number is presented in a three-field format: an area code, a seven digit phone number and an extension number.
The three-digit area code must be entered for all phone numbers including the local (434) area.
Enter the seven-digit number without inserting a hyphen.

> Example: 3952000

If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

> Example: 7300

5.2.4 International Telephone Numbers

International phone numbers usually consist of three parts: country code, city code and phone number.

"011" must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

5.2.4.1 Country Code

The country code consists of one to four digits and is required (e.g. 876).

5.2.4.2 City Code

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). Do NOT enter the zero.

5.2.4.3 Phone Number

International telephone numbers consist of four to seven digits.

5.2.4.4 North American Numbering Plan (NANP)

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.

Enter any phone numbers from NANP countries in the domestic phone number field in the Banner system.

COUNTRY	AREA CODE
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 (Saipan, Rota and Tinian)	671
Puerto Rico	787
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649
U.S. Virgin Islands	340

5.3 Guidelines

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

NOTE: Telephone numbers, while displayed on SPAJDEN or APAIDEN with the address, are not stored with the address in the Banner tables. Telephone numbers must be changed on the SPATELE or APATELE form, not the SPAIDEN or APAIDEN form.

6 Email

6.1 General

An entity (person or non-person) may have multiple email address within the Banner system. Email addresses should be accurate and reflect the most recent data received.

6.2 Standards

CODE	DESCRIPTION
BUS1, BUS2	Business Email (vendors and similar non-persons)
EMER	Emergency Email Address (Cell Phone Text Message)
LONG	Longwood Email
PAR1, PAR2	Parent's Email
PER1, PER2	Personal Email
WORK	*Non-Longwood* Work Email for Students and Employees

6.3 Guidelines

When adding a subsequent email address of the same type, the prior email address should be end dated 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.

7 Calendar Dates

7.1 General

Date fields appear on forms throughout the Banner system.

Banner is set up to accept dates in the format MMDDYYYY (Month, Day, 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.
        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.

7.2 Standards

Always enter four digits for the year.
        Example: Enter 2005 -not 05
Always enter two digits for the month and day.
        Example: January
        Input as: 01
        Example: 8th day of the month
        Input as: 08

A date can be entered using dashes (-) or slashes (/) as separators. A date can also be entered without separators (no spaces or special character).
        Examples: 03-05-2005   03/05/2005   03052005
        In all cases, the date will display as: 05-MAR-2005.
Enter a "T" in the date field to default to the current date.

8 Gender

8.1 General

The U.S. Department of Education required that the University reports gender Information.

8.2 Standards

CODE	DESCRIPTION
M	Male
F	Female
N	Not Available

All employees and admitted students must be classified as male or female.

9 Tax Identification Number (SSN, SIN, TIN)

9.1 General

The SCT Banner product is designed to use Social Security Numbers (SSN) and Federal Tax Identification Numbers (TIN) as unique identifiers for employees, students and/or organizations. The Federal Tax Identification Number for organizations is sometimes referred to as the TFN in the Banner documentation.

9.2 Standards

Enter the entire 9-digit Social Security Number or Federal Tax Identification Number, omitting dashes and spaces between numbers (e.g. 123456789).

9.3 Guidelines

Only valid U.S. Social Security Numbers and Federal Tax Identification Numbers may be entered into the SSN/SIN/TIN field. Do **not** enter fabricated Social Security Numbers or Federal Tax Identification Numbers.

Social Security Numbers are required for all employees and student applicants. The SSN/SIN/TIN field may be left blank for foreign student applicants without valid Social Security Numbers.

Canadian Social Insurance Numbers (SIN) will not be entered into Banner.

IF PERSON OR NON-PERSON IS:	RESPONSIBLE DEPARTMENT
Employee	Human Resources
Student Prospect	Admissions
Student Applicant	Admissions
Student	Registration
Graduate Student	Graduate Studies
Vendor	Finance

10 Date of Birth

10.1 General

A date of birth is required for all Longwood employees and students. Student prospect data of birth is optional.

10.2 Standards
Enter date of birth in the format MMDDYYYY (Month, Day, Year).
     Examples: 09/01/1970   09-01-1970   09011970
     In all cases, the date will display as: 01-SEP-1970
See the section on Calendar Dates for additional information.

10.3 Guidelines

When a date of birth is required but none is available, enter the holder code date 07/01/1839. Periodically, records containing this date will be identified and corrected.

IF PERSON IS:	RESPONSIBLE DEPARTMENT
Employee	Human Resources
Student Prospect	Admissions
Student Applicant	Admissions
Student	Registration
Graduate Student	Graduate Studies

11 Marital Code

11.1 General

Marital status is maintained for Longwood employees and all Longwood students applying for financial aid.

11.2 Standards

Marital status is maintained on the General Person record in each module.

CODE	DESCRIPTION	EXPLANATION
D	Divorced	Legally divorced
L	Life Partner	Not married but considered a partner
M	Married	Legally married
P	Separated	Legally married, but separated
S	Single	Not married
U	Unknown	Marital status is unknown
W	Widowed	Widowed. and not remarried

11.3 Guidelines

Changes to a marital status may originate in any office on campus.

A copy of marriage license or divorce decree must be provided with all marital status change requests. Professional judgment should be used when making corrections to marital status based on error at initial entry.

12 Race and Ethnicity

12.1 How to Collect the Data

Ask the two part question:

Are you of Hispanic, Latino or Spanish origin? Yes No

Select your race – one or more
African American or Black
American Indian or Alaska Native
Asian
Native Hawaiian or Other pacific islander
White

Only use self-identified information; don't use observer information

12.2 How Responses are Coded in Banner

Banner Field
New Ethnicity: (if not answered, leave as none)

> Not Hispanic or Latino
> Hispanic or Latino
> None

Ethnicity: (for non-Hispanics only) (only 1 can be entered)

American Indian or Alaska Native	2	
Asian	3	
Black or African American	4	
Native Hawaiian or Other Pacific Islander	5	
White	6	
Two or more races	7 (use if selected two or more from race question)	
Unknown	U (use if left blank)	
Chose not to respond	8 (use if they indicate they chose not to respond)	

Race: (for Hispanics who indicate one or more on the 2nd questions **and** for non-Hispanics indicating two or more on the 2nd question.) (Enter all that they indicate) (Do not use for non-Hispanics indicating only one on the 2nd question.)

American Indian or Alaska Native	2
Asian	3
Black or African American	4
Native Hawaiian or Other Pacific Islander	5
White	6

13 Deceased Information

13.1 General

Due to the sensitivity of this issue, prompt attention is important so future mailings from University offices are discontinued. Deceased status must be verified information, not just perceived information.

13.2 Standards

The responsible department will enter and change this information based on prevailing policies.

13.3 Guidelines

If notification of a death is received:
-Check the General Person form GUASYST to what other Banner applications track this person.

-Notify the departments indicated on GUASYST. Include the name of the deceased, Banner ID, date of death (if known) and how the death notification was received.

IF DECEASED IS:	RESPONSIBLE DEPARTMENT
Employee	Human Resources
Student Prospect	Admissions
Student Applicant	Admissions
Student	Registration

14 Citizenship and International Persons Information

14.1 General

Citizenship is required information for students and employees at Longwood. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States.

14.2 Standards

14.2.1 U.S. Citizen Type

A person's citizenship is entered and maintained on the General Person form in each module using the following values:

CODE	DESCRIPTION
Y	Yes-U.S. citizen
N	Non-Resident Alien-Individual is a citizen of a foreign country
D	Dual Citizen-Individual is a citizen of both the U.S. and another country
P	Pending-Individual whose application for permanent resident or immigrant status is pending a decision
R	Permanent Resident/Immigrant- Individual holds permanent resident or immigrant status
U	Unknown

For reporting purposes use codes D, R, and Y to identify U.S. residents. Citizenship is used in IPEDS reporting for Human Resources

14.2.2 Country of Citizenship

Country of citizenship is maintained on the General Person form in each module. The country codes are the same as those used for addresses.

14.2.3 Visa Type

Visa type is maintained for all non U.S. citizens. Visa type for students is established by the Office of Admissions, Graduate Studies Office or Office of Multicultural Affairs and maintained by the Office of Multicultural Affairs. Visa type for employees is established and maintained by Human Resources.

VISA CODE	DESCRIPTION
A1	Ambassador; public minister; career, diplomatic or consular officer and family
A2	Other foreign government official and family
AS	Granted asylum
B2	Temporary visitor for pleasure
E1	Treaty trader, spouse and children
E2	Treaty investor, spouse and children
F1	Academic student
F2	Spouse or child of F-1
H3	Trainee
H4	Spouse or child of H-1, H-2, H-3
HA	Temporary agricultural worker
HB	Specialty occupations, DOD worker or fashion model
HC	Registered nurse
HD	Other temporary worker: skilled and unskilled
J1	Exchange visitor
J2	Spouse or child of J-1
L1	Executive, managerial
L2	Spouse or child of L-1
LB	Specialized knowledge
N8	Parent of SK-3 alien (Special Immigrant)
N9	Child of special immigrant (SK-1 through SK-4)
PR	Permanent resident

See Appendix D for an extended list of Visa Type codes.

14.3 Guidelines

Citizenship and related information is maintained by the following offices:

IF INTERNATIONAL PERSON IS:	RESPONSIBLE DEPARTMENT
Employee	Human Resources
Student Prospect	Admissions
Student Applicant	Admissions
Student	Multicultural Affairs

Any changes to citizenship or visa information must be coordinated with the appropriate offices as identified by checking the Banner form GUASYST.

15 Veteran Information

15.1 General

Veteran information is maintained for students by the Registration office. Human Resources does not maintain this information for employees.

15.2 Standards

15.2.1 Veteran File Number

Veteran File Number (Veteran ID) is maintained on the SPAPERS form in General Person. This is most often the veteran's social security number, but not always.

15.2.2 Veteran Category

Veteran Category is maintained on the SGASTDN form in General Person.

CATEGORY	DESCRIPTION
None	Non-Veteran
Other Eligible Veteran Only	Other Eligible Veterans that did not serve in Vietnam
Vietnam Veteran Only	Vietnam veterans who do not meet the criterion for Other Eligible Veterans
Both Vietnam & Other Eligible Veteran	Vietnam veterans who meet the criterion for Other Eligible Veterans

15.2.3 Veteran Type Code

Veteran Type Code is maintained on the SGASTDN form in General Student.

Code	Description
0	Chapter 30 MGIB
1	Chapter 31 Rehabilitation
2	Chapter 32 VEAP
4	Chapter 34 Regular Veteran
5	Chapter 35 Survivor and Depend
6	Chapter 1606 MGIB Reserve
7	Chapter 1607 REAP
8	Chapter 33 Post 9/11

16 Legacy Information

16.1 General

Legacy codes identify a student or employee who has an Alumnus in their family.

16.2 Standards

Code	Description
A	Aunt
B	Brother
C	Cousin
D	Daughter or Son
F	Father
G	Grandparent
H	Husband
M	Mother
N	Niece or Nephew
P	Parents
S	Sister
U	Uncle
W	Wife
X	Multiple
Y	Parent and Other
Z	Parent, Sibling and Other

17 Religion Codes

17.1 General

The University will NOT collect or maintain religion data.

18 Driver's License Information

18.1 General

Human Resources maintains driver's license information for employees.

The Transportation Office in Facilities Management is required to secure driver's license information for operators of state owned vehicles. The Transportation Office can collect and maintain student and employee driver's license information if needed.

18.2 Standards

Enter the driver's license number as it appears on the license. Do not include the state which issued the license in the license number field. Enter the state which issued the license in the state field.

18.3 Guidelines

Financial Aid also collects driver's license numbers from the filing of the FAFSA, but these do not become part of the student record.

19 Confidential Records

19.1 General

The Banner information system is an integrated database with information on constituents of all types – applicants, students, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University 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 Longwood University. Failure to adhere to privacy regulations can result in disciplinary action up to and including termination.

The Registration Office administers FERPA for Longwood University. All inquires regarding FERPA should be referred to:

> Registration Office
> 201 High Street
> Farmville, VA 23909

For information on confidentiality of employee information, see Policy 5207 (Confidential Employee Information) on the Longwood University Human Resources website.

19.2 Guidelines

19.2.1 Confidentiality Indicator

After a student has filled out a "Student Information Restriction Form" and submitted it to the Registration Office, the confidentiality indicator will be checked on Banner. 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 release information.

19.2.2 Releasing Confidential Information

Releasing **any** information (including directory information) about a student who has signed a "Student Information Restriction Form" should never occur. The Registration Office handles all requests for student information. Requests should be forwarded to the Registrar.

20 Letter Names

20.1 General

The names of letters created within any module of Banner are stored in a common validation table called GTVLETR. Letter names are 15 characters

20.2 Standards

In order to avoid confusion as to the owner of a letter defined within Banner, the following prefixes will be used by offices when defining a letter name on the Banner screen GTVLETR:

AD	Admissions
AR	Cashiering and Student Accounts (Accounts Receivable)
FA	Financial Aid
FN	Finance
GS	Graduate Studies
HO	Residential and Commuter Life (Housing)
HR	Human Resources
MM	Materiel Management
RR	Registration

21 QuickFlow Names

21.1 General

A QuickFlow is a technique that lets Banner users access a set of forms in a specific sequence. The QuickFlow accesses the first form defined in the QuickFlow. When the first form is exited, the next form in the sequence is automatically accessed. This process continues until all the forms in the QuickFlow have been accessed and exited. The names of QuickFlows created within any module of Banner are stored in a common validation table called GTVQUIK. QuickFlow names are 4 characters.

21.2 Standards

In order to avoid confusion as to the owner of a QuickFlow defined within Banner, the following prefixes will be used by offices when defining a QuickFlow name on the Banner screen GTVQUIK:

AD_	Admissions
AR_	Cashiering and Student Accounts (Accounts Receivable)
FA_	Financial Aid
FN_	Finance
GS_	Graduate Studies
HO_	Residential and Commuter Life (Housing)
HR_	Human Resources
MM_	Materiel Management
RR_	Registration

22 Acknowledgments

Eastern Michigan University (December 2004). Data Standards Manual. Retrieved 30 March 2005 from
http://www.emich.edu/irim/cmte_data_standards.php

University of Denver (5 January 2005). Data Standards Document For All Banner Systems. Retrieved 30 March 2005
from http://www.du.edu/banner/docs/datastandard.pdf

Appendix A
Shared Tables in Banner

This appendix contains two tables:

Table 1: Shared Data Tables
Table 2: Shared Validation Tables and Data Stewards

Table 1: Shared Data Tables

Table	Description	Student	Financial Aid	Finance	Human Resources
SPRIDEN	Identification Table	X	X	X	X
SPRADDR	Address	X	X	X	X
SPBPERS	Person Information	X	X	X	X
SPRTELE	Telephone	X	X	X	X
GOREMAL	Email	X	X	X	X

Table 2: Shared Validation Tables and Data Stewards

Table	Description	Student	Financial Aid	Finance	Human Resources	Data Steward
FTVACCI	Account Index Code			X	X	Finance
FTVACCT	Account Code			X	X	Finance
FTVACTV	Activity Code			X	X	Finance
FTVCOAS	Chart of Account			X	X	Finance
FTVFUND	Fund Code			X	X	Finance
FTVLOCN	Location Code			X	X	Finance
FTVORGN	Organization Code		X	X	X	Finance
FTVPROG	Program Code			X	X	Finance
GTVEMAL	Email Type	X	X		X	Registration
GTVNTYP	Name Type	X	X		X	Registration
GTVZIPC	ZIP/Postal Code	X	X	X	X	Registration
PTRCALN	Payroll Calendar Rules		X		X	Human Resources
SOATBRK SORTBRK	Student Term Break	X	X			Registration
STVACCG	Activity Category	X	X			Registration
STVACYR	Academic Year Code	X	X			Registration
STVAPDC	Admissions App Decision Codes	X	X			Admissions
STVASRC	Address Source	X		X	X	Admissions
STVATYP	Address Type Code	X	X	X	X	Registration
STVCAMP	Campus Code	X	X		X	Registration
STVCIPC	CIPC Code	X			X	Institutional Research
STVCITZ	Citizen Type Code	X	X		X	Institutional Research
STVCLAS	Class Code	X	X			Registration
STVCNTY	County Code	X	X	X	X	Institutional Research
STVCOLL	College Code	X	X		X	Registration
STVCOMT	Committee/Service Type	X			X	Registration
STVCTYP	Contact Type	X	X			Admissions
STVDAYS	Days of the Week	X	X			Registration
STVDEGC	Degree Code	X	X		X	Registration
STVDLEV	Degree Level	X			X	Registration
STVEMPT	Employment Type	X			X	Human Resources
STVETHN	Ethnic Code	X	X		X	Institutional Research
STVGMOD	Grading Mode Code	X	X			Registration
STVHOND	Departmental Honors Code	X	X			Registration
STVLANG	Language	X			X	Institutional Research
STVLEVL	Level Code	X	X			Registration

Code	Description					Office
STVLGCY	Legacy	X			X	Admissions
STVMAJR	Major/Minor/ Concentration Code	X	X		X	Registration
STVMDEQ	Medical Equipment Code	X			X	Academic Support Center
STVMEDI	Medical Code	X			X	Academic Support Center
STVMRTL	Marital Status Code	X	X		X	Human Resources
STVNATN	Nation Code	X	X	X	X	Institutional Research
STVPENT	Port of Entry Code	X			X	Institutional Research
STVRELG	Religion Code	X			X	Not used
STVRELT	Relation Code	X			X	Human Resources
STVRSTS	Course Registration Status	X	X			Registration
STVSBGI	Source/Background Institution	X	X		X	Admissions
STVSTAT	State/Province Code	X	X	X	X	Institutional Research
STVTELE	Telephone Type	X	X	X	X	Registration
STVTERM	Term Type	X	X			Registration
STVVTYP	VISA Type	X			X	Institutional Research
STVWDRL	Student Withdrawal Status Codes	X	X			Registration
TSACONT	Contract Authorization Form	X	X			Cashiering & Student Accts
TSADETC	Detail Code Control Form	X	X			Cashiering & Student Accts
TSAEXPT	Exemption Authorization Form	X	X			Cashiering & Student Accts
TVVAUTH	Authorization Validation Form	X	X			Cashiering & Student Accts
GURFEED	Finance Transaction Input Table	X		X	X	Finance
GURAPAY	Accounting Feed AP Table	X		X		Finance

Appendix B
Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service Standard Suffix Abbreviations.

STREET SUFFIX	ABBREVIATION	STREET SUFFIX	ABBREVIATION
Alley	Aly	Estate	Est
Annex	Anx	Estates	Ests
Arcade	Arc	Expressway	Expy
Avenue	Ave	Extension	Ext
Bayou	Byu	Extensions	Exts
Beach	Bch	Fall	Fall
Bend	Bnd	Falls	Fls
Bluff	Blf	Ferry	Fry
Bluffs	Blfs	Field	Fld
Bottom	Btm	Fields	Flds
Boulevard	Blvd	Flat	Flt
Branch	Br	Flats	Flts
Bridge	Brg	Ford	Frd
Brook	Brk	Fords	Frds
Brooks	Brks	Forest	Frst
Burg	Bg	Forge	Frg
Burgs	Bgs	Forges	Frgs
Bypass	Byp	Fork	Frk
Camp	Cp	Forks	Frks
Canyon	Cyn	Fort	Ft
Cape	Cpe	Freeway	Fwy
Causeway	Cswy	Garden	Gdn
Center	Ctr	Gardens	Gdns
Centers	Ctrs	Gateway	Gtwy
Circle	Cir	Glen	Gln
Circles	Cirs	Glens	Glns
Cliff	Clf	Green	Grn
Cliffs	Clfs	Greens	Grns
Club	Clb	Grove	Grv
Common	Cmn	Groves	Grvs
Commons	Cmns	Harbor	Hbr
Corner	Cor	Harbors	Hbrs
Corners	Cors	Haven	Hvn
Course	Crse	Heights	Hts
Court	Ct	Highway	Hwy
Courts	Cts	Hill	Hl
Cove	Cv	Hills	Hls
Coves	Cvs	Hollow	Holw
Creek	Crk	Inlet	Inlt
Crescent	Cres	Island	Is
Crest	Crst	Islands	Iss
Crossing	Xing	Isle	Isle
Crossroad	Xrd	Junction	Jct
Crossroads	Xrds	Junctions	Jcts
Curve	Curv	Key	Ky
Dale	Dl	Keys	Kys
Dam	Dm	Knoll	Knl
Divide	Dv	Knolls	Knls
Drive	Dr	Lake	Lk
Drives	Drs	Lakes	Lks
Land	Land	River	Riv
Landing	Lndg	Road	Rd
Lane	Ln	Roads	Rds

Light	Lgt	Route	Rte
Lights	Lgts	Row	Row
Loaf	Lf	Rue	Rue
Lock	Lck	Run	Run
Locks	Lcks	Shoal	Shl
Lodge	Ldg	Shoals	Shls
Loop	Loop	Shore	Shr
Mall	Mall	Shores	Shrs
Manor	Mnr	Skyway	Skwy
Manors	Mnrs	Spring	Spg
Meadow	Mdw	Springs	Spgs
Meadows	Mdws	Spur	Spur
Mews	Mews	Spurs	Spur
Mill	Ml	Square	Sq
Mills	Mls	Squares	Sqs
Mission	Msn	Station	Sta
Motorway	Mtwy	Stravenue	Stra
Mount	Mt	Stream	Strm
Mountain	Mtn	Street	St
Mountains	Mtns	Streets	Sts
Neck	Nck	Summit	Smt
Orchard	Orch	Terrace	Ter
Oval	Oval	Throughway	Trwy
Overpass	Opas	Trace	Trce
Park	Park	Track	Trak
Parkway	Pkwy	Trafficway	Trfy
Parkways	Pkwy	Trail	Trl
Pass	Pass	Trailer	Trlr
Passage	Psge	Tunnel	Tunl
Path	Path	Turnpike	Tpke
Pike	Pike	Underpass	Upas
Pine	Pne	Union	Un
Pines	Pnes	Unions	Uns
Place	Pl	Valley	Vly
Plain	Pln	Valleys	Vlys
Plains	Plns	Viaduct	Via
Plaza	Plz	View	Vw
Point	Pt	Views	Vws
Points	Pts	Village	Vlg
Port	Prt	Villages	Vlgs
Ports	Prts	Ville	Vl
Prairie	Pr	Vista	Vis
Radial	Radl	Walk	Walk
Ramp	Ramp	Walks	Walk
Ranch	Rnch	Wall	Wall
Rapid	Rpd	Way	Way
Rapids	Rpds	Ways	Ways
Rest	Rst	Well	Wl
Ridge	Rdg	Wells	Wls
Ridges	Rdgs		

Appendix C

County, State, Local Highways Address Standardization

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

EXAMPLES IN USE STANDARDS

County Highway 140	County Highway 140
County Hwy 60E	County Highway 60E
Cnty Hwy 20	County Highway 20
County Rd 441	County Road 441
County Road 110	County Road 110
CR 1185	County Road 1185
Cnty Rd 33	County Road 33
CA County Rd 150	CA County Road 150
California County Road 555	CA County Road 555
Expressway 55	Expressway 55
Farm to Market 1200	FM 1200
FM 187	FM 187
Hwy FM 1320	FM 1320
Highway 101	Highway 101
HIWAY 1080A	Highway 1080A
Hwy 64	Highway 64
Hwy 11 Bypass	Highway 11 Byp
Hwy 66 Frontage Road	Highway 66 Frontage Rd
Highway 3 BYP Road	Highway 3 Bypass Rd
I10	Interstate 10
Interstate 40	Interstate 40
IH280	Interstate 280
Interstate Hwy 680	Interstate 680
I 55 Bypass	Interstate 55 Byp
I 26 BYP Road	Interstate 26 Bypass Rd
I 44 Frontage Road	Interstate 44 Frontage Rd
Loop 410	Loop 410
RD 5A	Road 5A
Road 22	Road 22
RT 88	Route 88
RTE 95	Route 95
Route 1150EE	Route 1150EE
Ranch Rd 620	Ranch Road 620
ST Highway 303	State Highway 303
State Hwy 60	State Highway 60

EXAMPLES IN USE STANDARDS

SR 220	State Road 220
ST RD 86	State Road 86
State Road 55	State Road 55
SR MM	State Route MM
ST RT 175	State Route 175
State Rte 260	State Route 260
Township Rd 20	Township Road 20
TSR 45	Township Road 45
US 41 SW	US Highway 41 SW
US Hwy 44	US Highway 44
US Highway 70	US Highway 70
Kentucky 440	KY Highway 440
Kentucky Highway 189	KY Highway 189
KY 1207	KY Highway 1207
KY Hwy 75	KY Highway 75
KY ST Hwy 1	KY State Highway 1
KY State Highway 24	KY State Highway 24
Kentucky State Highway 625	KY State Highway 625

Appendix D
Visa Type Codes

The following is an extended list of Visa Type codes. These are not the only possible codes.

VISA CODE	DESCRIPTION
A1	Ambassador; public minister; career, diplomatic or consular officer and family
A2	Other foreign government official and family
A3	Personal employee of A1 or A2 and family
AS	Granted asylum
B1	Temporary visitor for business
B2	Temporary visitor for pleasure
E1	Treaty trader, spouse and children
E2	Treaty investor, spouse and children
F1	Academic student
F2	Spouse or child of F-1
F3	Commuting academic student
G1	Principle representative of foreign government to intl organization and family
G2	Other representative to intl organization and family
G3	Non-Government representative to intl organization and family
G4	International Organization officer or Employee and family
G5	Attendant, servant or employee of G-1, G-2, G-3, G-4 and family
H3	Trainee
H4	Spouse or child of H-1, H-2, H-3
HA	Temporary agricultural worker
HB	Specialty occupations, DOD worker or fashion model
HC	Registered nurse
HD	Other temporary worker: skilled and unskilled
J1	Exchange visitor
J2	Spouse or child of J-1
K1	Fiance(e) of U.S. Citizen
K2	Minor child of K-1
K3	Spouse of a U.S. Citizen (LIFE Act)
K4	Minor child of K-3 (LIFE Act)
L1	Executive, managerial
L2	Spouse or child of L-1
LB	Specialized knowledge
M1	Vocational student or other nonacademic student
M2	Spouse or child of M-1
M3	Commuting vocational student
N1	NATO principle permanent representative, official staff or family
N2	NATO other state representative and dependents
N3	NATO clerical staff and family
N4	NATO official and family
N5	NATO expert and family
N6	NATO civilian staff and dependents
N7	NATO personal employee and family
N8	Parent of SK-3 alien (Special Immigrant)
N9	Child of special immigrant (SK-1 through SK-4)
O1	Extraordinary ability in sciences, arts, education, business, athletics
O2	Support staff for O-1
O3	Spouse or child of O-1 or O-2
P1	Individual or team athletes or entertainment groups
P2	Artists and entertainers in reciprocal exchange program
P3	Artists and entertainers in culturally unique program
P4	Spouse or child of P-1, 2, or 3
PR	Permanent resident
Q1	Cultural exchange visitor
Q2	Irish Peace Process Cultural and Training Program (Walsh)
Q3	Spouse or child of Q-2
R1	Religious worker
R2	Spouse or child of R-1

S5	Informant of criminal organization information
S6	Informant of terrorism information
T1	Victim of a severe form of trafficking in persons
T2	Spouse of a victim of a severe form of trafficking in persons
T3	Child of victim of a severe form of trafficking in persons
T4	Parent of victim of a severe form of trafficking in persons
TD	Spouse or child of TN
TN	NAFTA professional
TP	Temporary protected status
U1	Victim of certain crimes
U2	Spouse of U-1
U3	Child of U-1
U4	Parent of U-1
V1	Spouse of an LPR who is the beneficiary of a family petition
V2	Child of an LPR who is the beneficiary of a family petition
V3	Child of a V-1 or V-2

Appendix E

Standard Change Record

12/8/05	**16.2 Standards** Added Daughter or Son, Husband, and Wife Legacy codes

12/9/05   4.2.2 Punctuation
Corrected street suffixes in examples

4.2.4 Secondary Address Unit Designators
Corrected street suffix in example

4.2.20 State and Province
Clarified that state codes are required for U.S. territories/possessions and military addresses (APO/FPO)
Added U.S. State/Possession chart
Added Military "State" chart

4.2.22 Zip or Postal Code
Clarified that Postal Codes are required for U.S. territories/possessions and military addresses (APO/FPO)

4.2.23 Nation
Clarified that a nation code should not be entered for U.S. territories/possessions and military addresses (APO/FPO)

4.2.25 U.S. Territories/Possessions Addresses
Added U.S. Territories/Possessions Addresses section

4.2.26 Canadian Addresses
Added Canadian Addresses section

4.2.27 International Addresses
Clarified that Canadian, U.S. territories/possessions and military addresses (APO/FPO) should not be entered according to international address standards

4/24/06   4.2.9 Rural Route Addresses
Added section on addresses which contain a route number followed by a box number

Appendix B Street Suffix Abbreviations
Corrected street suffix and abbreviation for Estates and Shoals

5.2.1.2 Address Telephone Type
Clarified description in Code/Description table
Added EV – Purchase Order Telephone

10/9/06   2.1 General Added Federally-assigned IDs exception

3.2.15 Name Type
Added LOAN name type

3.3 Guidelines
Added Financial Aid as responsible for Lender or Guarantor

4.2.4 Secondary Address Unit Designator
Modified section to allow secondary address indicator to be on line following primary address

4.2.19 City
Correct Saint Stephen's Church example
Added King and Queen Court House and Natural Bridge Station examples

1/18/07   5.2.1.1. General Telephone Type
Added EMCE – Emergency Contact Cell Phone, EMWK – Emergency Contact Work Phone, PF –
Father's Business Phone and PM – Mother's Business Phone
6.2 Standards
Added PARF and PARM codes which replace PAR1 and PAR2 effective Spring 08
Modified PAR1 and PAR2 text to indicate codes should be used only through Fall 07

10/15/07   3.2.15 Name Type
Added EMPL name type
Added PMIS name type
Added TPID name type

4.2 Standards
Wording was changed to reflect frequency of data updates.

4.2.14.2 Residential Students Living in Auxiliary Housing
A second address type of "LO" was added for students living in Auxiliary Housing per mcmillianda.

4.2.28 Address Types
Added CE -Cell Phone Number
Added RA -Reimbursement Address

4.2.29 Departments Responsible for Addresses based on Address Type
Added responsibility for address type CE
Added responsibility for address type RA

5.2.2 Departments Responsible for Telephone Numbers Based on Telephone Type
Clarified description in Code/Description table

5.2.1.1 General Telephone Type
Deleted PF and PM codes. Decision was made to reverse 1/18/07 modification
Added PAB -Parent Business Phone 1
Added P2B -Parent Business Phone 2
Added RA -Reimbursement Telephone

5.2.2 Departments Responsible for Telephone Numbers based on Telephone Type
Added responsibility for CE telephone type
Added responsibility for PAB telephone type
Added responsibility for P2B telephone type
Added responsibility for RA telephone type

6.2 Standards
Added EMER -Emergency Email Address (Cell Phone Text Message)
Decision was made to reverse 1/18/07 modification: Removed PARF and PARM codes
and reinstated PAR1 and PAR2 codes as permanent codes

11/12/08   12.1 Added How to Collect Data Section
12.2   Updated all codes in Ethnicity section (letter to number format) and added   Race codes

03/20/13   4.2.6 , pg 17 :   add cardinal directions   between of and NORTH ;
When any combination of cardinal directions; NORTH-SOUTH

4.2.10   RFD and RD Designations, pg 18 - move header to before discussion of how to change

4.2.10 RFD and RD Designations
Change the designations RFD and RD (meaning for rural or rural free delivery) to RR.

Examples:	Enter as:
RD 5 Box 274	RR 5 Box 274
RFD Route 4 #69A	RR 4 Box 69A

4.2.17 pg 21, delete first paragraph and examples – second one is correct per USPS.
Dual addresses containing BOTH a street address and a post office box should be entered into Banner as one address.

John Franklin
Evergreen Building
1379 Pine Avenue
P.O. Box 2351
Denver, Colorado 87003

4.2.19 CITY   pg 22   -
a.   Mc Lean should be McLean under Enter as: column
b.   20 characters   -- is now   50 characters
If it is necessary to abbreviate city names to fit within the **20** characters a…
c.   pg 23 top delete all the formatting contradicts the previous page.

Examples:	Enter as:	Not Acceptable
Charlotte Court House	Charlotte C H	Charlotte CH
	Charlotte C.H.	
	Charlotte Court Hse	
King and Queen Court House		King Queen C H
Natural Bridge Station	Naturl Br Sta	
Saint Stephen's Church	St Stephns Ch	St Stephens Church

 4.2.21   County, pg 24
Banner is configured to automatically enter the VA county name when a zip code is entered. This may need to be updated where zip codes cross county lines.

4.2.23 Nation -- bold this text.
DO NOT enter a nation code for U.S. addresses, U.S territories/possessions or military addresses (APO/FPO). In Banner, the default country designation is "US"

4.2.27 – International addresses, pg 27 – bold this text;
Enter a dot (.) in the city field to satisfy Banner data entry requirements

15.2.2, Veteran Category pg 47 –
Veteran Category is maintained on the ~~SPAPERS~~ SGASTDN.

15.2.3 Veteran Type Code, pg 47 –
Replace table with this.

Code	Description
0	Chapter 30 MGIB
1	Chapter 31 Rehabilitation
2	Chapter 32 VEAP
4	Chapter 34 Regular Veteran
5	Chapter 35 Survivor and Depend
6	Chapter 1606 MGIB Reserve
7	Chapter 1607 REAP
8	Chapter 33 Post 9/11

16.2   Standards, pg 48   add niece, nephew, parent/other/sibling and Other codes new table below;

Code	Description
A	Aunt
B	Brother
C	Cousin
D	Daughter or Son
F	Father
G	Grandparent
H	Husband
M	Mother
N	Niece or Nephew
P	Parents
S	Sister
U	Uncle
W	Wife
X	Multiple
Y	Parent and Other
Z	Parent, Sibling and Other