

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

8.2 Birth Date Standards

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

8.3 Citizenship Type Standards (STVCITZ)

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

8.4 Visa Code Standards (STVVYP)

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

			International Student Advisor
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8.5 Gender Code Standards

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

8.6 Ethnic Code Standards (STVETHN)

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

8.7 Relationship Code Standards (STVRELT)

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

8.8 Guardian Information Code Standards (SOAFOLK)

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

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

8.9 Marital Code Standards (STVMRTL)

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

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

		deceased
U	Unknown	Status unknown

8.10 Religion Codes (STVRELG)

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

9 Veteran Information

9.1 Student Module: Students (STVVETC)

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

7. Human Resources Module: Employees

CODE	VETERANS' STATUS TITLE
Y	Veteran
N	Non-Veteran

10 Confidential Information Indicator Standards

10.1 Students

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

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

8. Employees

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

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

10.3 Donors

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

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

11 Hold Type Standards (SOAHOLD)

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

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

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

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

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

12 Deceased Person Information

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

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

13 College Names and Addresses

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

Instructions to add a college.

1. Go to the Banner form **SOISBGI** to query for the college.
 - a. Enter "C" for College in the Type field. (Use "H" for a High School Search.)
 - b. It is recommended that you search by City and/or State first instead of using the actual institution's name.
 - c. If the institution is not found, proceed with the following instructions.
2. Go to form **STVSBGI**.
 - a. Clear form query mode by canceling the query using the "Cancel Query" icon located in the toolbar. (Help line at the bottom of the screen will say "Query Canceled").
 - b. Then fill in "Source/Background Institution", "Description", "Type" and "Src Ind. Save (Use F10 for a short cut).
3. Go to form **SOASBGI**.
 - a. Enter the Source/Background Institution or Fice code. Next Block.

- b. Address Street Line 1 field should ALWAYS be reserved for Institutions that have extended names. For example: University of Texas Health Science Center at San Antonio. "Health Science Center at San Antonio" should go on the Street Line 1 field. Never enter Address Information in Street Line 1.
 - c. Enter the institution address on Street Line 2.
 - d. Enter the institution in the City field.
 - e. Enter the institution state abbreviation in the State field.
 - f. Enter the institution zip code in the Zip Code field. Save.
 - g. Perform a Next Block function and enter the Institution Contact if available. (ASU will consider the official contact at an institution to be the Registrar.) Save.
 - h. Enter any Comments/Directions, Text that is necessary. This is a free form field. Save.
4. Go to form **SOABGTA**.
- a. Enter the "Institution" or Fice Code.
 - b. Enter the term (200710 or later).
 - c. Next Block. Populate the "Highest Degree Level Offered", "Acceptance Practice", "Calendar Type and Multiplier", "Acceptance Authority". (Double click on any of the above fields to view field options.) Save.
 - d. Next Block. Populate the "Level" of degree that is offered at that institution. (Double click to view field options.) Save.
5. Perform a Next Block Function.
- a. Populate "Accreditation" field. (Double click to view the field options.) Save.
 - b. Other information for Program Accreditation and Comments are not required.
6. Go to form **SHATGRD**.
- a. Enter the "Institution" or Fice Code.
 - b. Enter the "Default Institution" Code: 000000
 - c. Next Block. Save.
7. Go to form **SOABGIY**.
- a. Enter the "Source/Background Institution" or Fice code.
 - b. Select Options from the Toolbar and then select "Characteristics". (You can also perform the Next Block function until you get to the Characteristics form.)
 - c. Enter the Description on the College. Double click on the "Characteristic" filed for options. (i.e. Public 2 Year College, Private 2 Year College, Public 4 Year College, etc..) Save.

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

14 Reporting and FERPA Guidelines

14.3 FERPA Policy Statement

14.3.1 Definitions

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

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

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

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

14.3.2 Annual Notification

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

14.3.3 Procedure to Inspect Education Records

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

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

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

14.3.4 Student Rights

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

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

14.3.5 Right of University to Refuse Access

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

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

14.3.6 Fees for Copies of Records

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

14.3.7 Disclosure of Education Records

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

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

A school official is:

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

A school official has a legitimate education interest if the official is:

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

14.3.8 Directory Information

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

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

14.4 Definition of Student Types for Reporting

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

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

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

EXAMPLE:

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

14.5 Correction of Education Records

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

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

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

APPENDICES

15.1 APPENDIX 1: Campus Location Addresses (CL)

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

15.2 APPENDIX 2: Street Suffix Abbreviations

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



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

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

15.3 APPENDIX 3: Business Word Abbreviations

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

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

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

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

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



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

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

APPENDIX 5: Banner ID Request Form

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

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

If the person who needs access to Banner is a NEW Faculty Member:

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

If the person who needs access to Banner is a NEW Staff Member who will need access the first day on the job:

Once it has been determined that the person will be hired, the hiring department may mail the Request for Access to Banner form to the new employee to sign Section 3 (FERPA Compliance) and then initial Section 4. Once the hiring department receives the form back from the new employee, they can fill out the rest of the form by following the instructions found at the top of Section 1 of the form.

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

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



**ANGELO STATE UNIVERSITY
Request for Access to Banner**

Section 1 - USER INFORMATION

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

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

Employee _____ Date _____
Last First MI

Campus ID _____ Title _____ Department _____

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

ASU TAA (i.e., ASMITH)

Type of Access: New Account Revised Access* Delete Access

Employee Status: Staff Faculty Student Other _____

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

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

Section 2 - TYPE OF ACCESS REQUESTED

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

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

Section 3 - COMPLIANCE

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

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

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

To respond to an inquiry from outside the University, you must check whether the student has checked the "Confidentiality" box on his/her records. This can be found on SPAPERS. Release of information regarding a group of students, such as a request for all seniors' mailing addresses, must be handled through the Student Life Office in coordination with the Registrar's Office. Unless explicitly suppressed by the student, the following "public" information may be released:
 Student's name, local and permanent mailing address, e-mail address(es), telephone number(s), date and place of birth, photograph, marital status, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, enrollment status, classification, degrees, awards and honors received, previous educational agencies or institutions attended, hometown, parents' names and mailing addresses.

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

Section 3 - COMPLIANCE (continued)

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

Staff granted access to Banner student institutional databases or batch files agree to:

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

Violations. Violation of federal law, System policy, or University policy constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and any other comparable action:

- Not adhering to data standards guidelines as presented in the Guidelines for Data Standards, Data Integrity and Security;
- Releasing public information about student requested on the basis of non-public information (e.g., names of all international students, name of all students with a GPA lower than 2.0);
- Altering a student's record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a student record outside of your assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing a student's record in a way that might personally identify that student;
- Sharing computer security passwords.

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

Signature of Employee

Section 4 - AUTHORIZATION

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

Signature of Supervisor

Printed Name

Phone Number

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

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

(Supervisor's initials)

As the employee, I understand I must score 80% or more on the Data Standards Quiz within two weeks of receiving access to Banner.

(Employee's initials)

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

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

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

For IT Security Use Only Date Completed _____ Initials _____

Last Revised 1/25/07

15.5 APPENDIX 6A: Banner Compliance Statement Form

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

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

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

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

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

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

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



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

Staff granted access to Banner student institutional databases or batch files agree to:

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

Violations. Violation of Federal law, System policy, or University policy constitutes grounds for rescinding access to Banner records or imposing disciplinary action, up to and including dismissal. Violations include the following offenses and any other comparable action:

- Not adhering to data standards guidelines as presented in the Guidelines for Data Standards, Data Integrity and Security
- Releasing public information about student requested on the basis of non-public information (e.g., names of all international students, name of all students with a GPA lower than 2.0);
- Altering a student's record without appropriate supporting documentation/authorization, regardless of whether you benefit from this alteration;
- Accessing a student record outside of your assigned duties;
- Releasing suppressed or private information without authorization;
- Publicly discussing a student's record in a way that might personally identify that student;
- Sharing computer security passwords.

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

Name (Please Print)

Title

Department

Signature

Date

15.6 APPENDIX 6B: Data Confidentiality Agreement Form for Research

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

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

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

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

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



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

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

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

(Name & Title of Researcher)

By: _____

(Signature of Researcher)

Dated: _____

ANGELO STATE UNIVERSITY

By: _____

(Director of Institutional Research)

Dated: _____

15.7 APPENDIX 7: Data Request Proposal Form

ANGELO STATE UNIVERSITY Data Request Proposal Form

Project Title:

Project Description and Uses:

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

Data Elements Requested:

Sort Order:

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

Date Needed: _____

Signature of Project Initiator _____

Printed Name and Title _____

Date Submitted _____

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

Cost (determined by Dean of Student Life) \$ _____

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

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

15.8 APPENDIX 8: Internal Office Change Management Documentation

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

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

How to find a Zip code

<http://zip4.usps.com/zip4/welcome.jsp>

Additional Postal Standards

<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

17 Approval to Proceed

Brian Braden
Project Manager
3/31/04

Jeff Sefcik
Project Technical Lead
3/31/04

Denise Brodnax
Controller
3/31/04

Felix Marquez
Director of Human Resources
3/31/04

Jackie Droll
Coordinator of Graduate
Admissions
3/31/04

Elisa Hernandez
Admissions - Undergraduate Office
Coordinator
3/31/04

Mary Ragland
Registrar
3/31/04

Connie Frazier
Director of Residence Life
3/31/04

Rhonda McClung
Director of Development

Lyn Wheeler
Director of Financial Aid



3/31/04

3/31/04

Walt Glass
SCT, Account Manager
3/31/04

Patricia Zepeda
SCT, Project Manager
3/31/04

18 Document History

18.1 Revision Record

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

				Data Standards Committee.
1.3	11/24/04	20	Cam Stone	Section 4.3.12, E-mail Addresses was added. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	11/24/04	23	Cam Stone	Section 4.9, Ethnicity Code Standards. The table was amended to mirror what has already been moved forward into the Banner production system. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	22	Cam Stone	Section 4.7.1, Visa Code Standards created. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	15	Cam Stone	Section 4.2.6, Name Type Table. ALTN and LGCY Codes added to the Data Standards Document to reflect what was implemented in Banner production. These additions were discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	18	Cam Stone	Section 4.3.5 County Code Standards information created. This created changing Zip Codes to 4.3.6; Nation Codes to 4.3.7; Military Addresses to 4.3.8; Rural Route Addresses to 4.3.9; Post Office Boxes to 4.3.10; Campus Mailing to 4.3.11; Telephone Numbers to 4.3.12. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	21	Cam Stone	Section 4.7, Citizenship Type Standards table amended. Code of PR changed to P so as to be uniform with other codes in STVCITZ, Banner production. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	27	Cam Stone	Section 4.16, Religion Codes, created. The addition was discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	27-28	Cam Stone	Section 5 Appendix 1, Address Types, amended. D1 code changed to DS. PO,PS and XX code added to match what was in Banner production. N2 changed to NS, and NK changed to NP to reflect what was set up in Banner production. The amendments were

				discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	30-31	Cam Stone	Section 6 Appendix 2, Phone types, amended. MG, NP, NS, TE, TP codes were added to the table to reflect what was in Banner production. CA changed to CL. CELL changed to CE. D1 changed to DS. DR changed from Donor's Home to Donation Receipt. E1 changed to EM. FAX changed to FX. MA (Mailing) changed to LO (Local Residence). PAGE changed to PG. E2, P1, P2, and XX codes were deleted from the table. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	24	Cam Stone	Section 4.10, Relationship Code Standards, amended to reflect what was currently in Banner production. The amendments were discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	10-11	Cam Stone	Section 2, Data Change Rules, amended to reflect that the Graduate Office could make changes to addresses with proper documentation. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/4/05	12	Cam Stone	Section 4.2.1, Last Name, amended. XXXAIDEN changed to SPAIDEN. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	16	Cam Stone	Section 4.3, Address and Telephone Standards, amended. Sentence removed regarding reference to following procedures established by department for address entries for that of what is proposed in the Data Standards document. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	16-17	Cam Stone	Section 4.3.1, Street Standards, amended. Sentence added "Do not use any of these lines for information other than addresses" in paragraph 6 of this section. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	20	Cam Stone	Section 4.3.12, Telephone Numbers, paragraph 1, amended

				to reflect new policy on placement of phone numbers. The amendment was discussed and agreed upon by the Data Standards Committee.
1.3	1/5/05	31-32	Cam Stone	Section 7, Appendix 3 E-mail Address Types table amended. Codes of DO, HO, and OF modified with verbiage allowing the Graduate Office to update these e-mail address types. The amendments were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	12-13	Sarah Logan	Section 3: deleted some of ASU instructions and added Gonzaga University's pages 3 and 4 searching instructions. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	14-15, 17	Sarah Logan	Section 4.2.1-4.2.3 and 4.2.9: changed rules for spacing in all name types. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	29-31	Sarah Logan	Section 5: changed address types as per 4/1/05 mtg: added UN; deleted DR, DS, NS; changed lo to CM. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	4/14/05	33-34	Sarah Logan	Section 7: changed email types: deleted AD, DO, OT, VN; added FA; changed CA to LU, Of to BU. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	30	Sarah Logan	Delete address types MG, NP unless Res Life needs them. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	33	Sarah Logan	Delete address types MG, NP unless Res Life needs them. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	34	Sarah Logan	Changed email type from LU to ASU. The changes were discussed and agreed upon by the Data Standards Committee.
2.0	5/4/05	17	Sarah Logan	OFCL was added to name types and then changed to OF. The changes were discussed and agreed upon by the Data

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

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



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

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

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

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

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

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

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



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