



Data
Standards

For

NOCCCD

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ELECTRONIC INFORMATION GUIDELINES

I. INTRODUCTION

Banner is the name of the new integrated software purchased from SCT Corporation and tailored for NOCCCD. It eventually will replace the overburdened and non-integrated systems that the District has been using.

Banner offers the District a tremendous increase in the quantity and quality of information it can maintain as well as increased accessibility to that information, enhanced data security and compatibility across functional areas of responsibility.

Banner is modular, meaning that there are modules for different functional areas. There is a Financial Aid module, a Finance and Human Resources/Payroll module, Alumni module, and a Student module. There also is a General module that ties all of the functional modules together. A person's ID number, name, address, etc. is contained within the General module and is shared by the other modules.

Banner is a collection of forms (screens) with imbedded instructions used to enter data, modify data, delete data, and query data. Banner simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database. It is a relational database meaning that tables are linked together by means of some internal identification number and therefore data redundancy is limited. One table might have a student ID number and the course numbers that he/she is enrolled in. A separate table has the course numbers and the course descriptions. The course numbers would link the two tables together providing a course description for the courses a student is enrolled in. There are over 2,000 tables in the Banner system.

II. DATA INTEGRITY

PURPOSE

These guidelines are being established to provide quality and consistency for data entry and conversion. They also define the responsibilities of everyone accessing and managing the data and equipment. Offices may have individual guidelines that supplement, but do not supplant or contradict this statement. Data entrusted to the District by other organizations (e.g., Foundations and Governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document.

These guidelines are to ensure database integrity and the goals of easy, professional, cost-effective communication district wide:

- Avoiding creation of duplicate records for a single entity,
- Providing complete name/address information in a timely manner, with an audit trail of changes,

- Using standard entry to facilitate consistent reports and searches,
- Sharing effective processing discoveries and problem-resolution tasks with other team members,
- Using Postal Services recommended mailing address setup and procedures, and
- Taking advantage of the database capabilities and workflow analysis.

ADMINISTRATIVE RESPONSIBILITY

In accordance with the Family Education Rights and Privacy Act (FERPA), 1974, as amended, and to ensure maximum safeguards against indiscriminate distribution of information contained in student's personal records of the NOCCCD, only authorized District personnel will disclose information of a confidential nature (that is, information not normally available to the general public) only to the students themselves, or to a third party upon receipt of an original written release signed by the student concerned.

Certain exceptions to FERPA include authorized College personnel acting within the student's legitimate interest; organizations conducting studies for educational and governmental agencies; accrediting agencies; appropriate persons in case of health or safety emergencies; agencies or office in connection with the student's applications for a receipt of financial aid; governmental officials as identified by Public Law 93-380; and an appropriate official in response to a court order or subpoena. Without a signed release, the College can make only "directory information" available for public use in campus directories, publicity of events, honors, and the like.

The following constitutes directory information: Name, Dates and Terms of Attendance, Major Field of Study, and Degrees and/or Certificates Earned.

All levels of management shall ensure their areas of accountability, each information system user know his/her responsibilities. Employees must adhere to any applicable Federal and State laws covering storage, retention, use, release, and destruction of data.

Electronic data is owned by the District and is a vital asset. All institutional data, whether maintained in the central database or copied into other data systems including microcomputers, remains the property of the District. Access to data is not approved for use outside an individual's official District responsibility. Computerized, institutional data shall be used only for the legitimate business of the District. Institutional computing services and facilities shall be used only as required in the performance of job functions.

Supervising administrators shall ensure a secure office environment with regard to all institutional information systems. Administrators shall validate the access requirements of their staff according to job functions, before submitting requests for the provision of access. Under no circumstances shall anyone use institutional electronic data (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release data, in any form, outside the District without prior written approval from appropriate security officer. Data should never be left on any system to which access is not controlled.

As a general principle of access, District data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by

knowledge of such information. Although the District must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of District business.

All information systems owned by the District shall be constructed to assure that:

1. Accuracy and completeness of all system contents are maintained during storage and processing.
2. System capabilities can be re-established within an appropriate time after loss or damage by accident, malfunction, breach of security, or natural disaster.
3. Actual or attempted breaches of security can be detected promptly and controlled.

All who use institutional data have the right to expect the data to be accurate.

ACCESS TO OFFICIAL DISTRICT RECORDS

The following outlines the requirements and limitations for college departments/divisions to follow in obtaining permission for inquiry and update access to the District's official records. Data security is everyone's responsibility and must be impressed upon all employees.

Access will be awarded only after appropriate tailored training is received. Entries to Banner general entity (person or non-person) tables affect the overall integrity of the database used by all Banner modules. Failure to abide by the guidelines outlined in this manual for creating and maintaining general entity records will result in removal of access.

Employees are not to loan or share their access codes with anyone. If it is found that access codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action.

Departments/divisions should take steps to ensure that they have an alternate person assigned as backup for each office function, and that this individual has access to the system functions required to provide backup support. Every department/division will maintain a current list of primary and secondary users for the various module functions.

Departments/divisions may request access authorization for an employee by completing and submitting a System Access Authorization Request electronically to the appropriate manager. If a request is questioned or denied, the manager will contact the requesting department/division. If a request is approved, the manager will forward the request electronically to the Information Services Database Administrator (DBA) or designee. Once access is approved by the DBA, appropriate tailored training must be conducted and signed off on by the data custodian before access is granted to the production database. Under no circumstances will access authorization be granted without approval of the department/division head, the module manager and the DBA or designee. The Systems Access Authorization Request Form may be obtained from the Information Services Department or their manager.

Update access provides both inquiry and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data. Update access is available to administrators and users who have an authorized need to change institutional data in the routine performance of their job duties.

Each user of administrative information is assigned the appropriate combinations of inquiry-only and update access to specific parts of the administrative information system. The types of access are determined by the data custodians.

DATA CUSTODIANS

A data custodian, usually an administrator of a District/college office or department, may make data available to others within his or her purview for use and support of the unit's functions.

Before granting access to data, the data custodian shall be satisfied the protection requirements have been implemented and a "need to know" is clearly demonstrated. By approving end-user access to institutional data, the data custodian consents to the use of this data within the normal business functions of administrative and academic offices. Query (inquiry) access to institutional data will be broadly available throughout the institution.

Data custodians (or designees) are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data custodians are also responsible for coordinating maintenance and control of the administrative information system's validation and rule tables and to confer with other data custodians on impending changes. The validation and approval of software releases is the responsibility of Information Services. These tables and processes define how business is conducted at NOCCCD.

Data Custodians

Area of Responsibility	District	Cypress College	Fullerton College	Information Services	School of Continuing Ed
General Module	Applications Manager, I.S.	N/A	N/A	N/A	N/A
Financial Aid Module	Coordinator of Fiscal Affairs	Director, Financial Aid	Director, Financial Aid	N/A	N/A
Student Module	Director, Fiscal Affairs (A/R)	Executive Vice President	Executive Vice President	N/A	Dean, Student Services
Finance Module	Director, Fiscal Affairs	Director, Budget and Finance	Director, Budget and Finance	Administrative Support Manager	Coordinator, Administrative Services
Human Resources Module	Director, Personnel Operations	Vice President	Vice President	N/A	Dean, Student Services

Data Custodians Procedures

The following conventions govern which office makes changes to recipient records in the integrated administrative information system called BANNER.

If the PERSON is...	THEN...
An Employee/Faculty	Human Resources makes payroll changes /Other changes
An Employment Applicant Administrative/Academic	Human Resources makes the payroll change/Other changes Student/FA
A Student and not an employee	Admissions and Records office makes the change
A Student Applicant; not a Student or Employee	Admissions and Records makes the change
A Vendor, not an Employee and not a Student	Purchasing or Accounts Payable makes the change
A Student, and/or an employee, and /or a financial aid Recipient, and/or a Vendor	If the person is an employee, changes must be requested in person at Payroll/Human Resources. All other changes are sent on forms to Admissions & Records for filing.
A Graduated Student of the District; not a vendor and/or Student Applicant having obtained a degree	Alumni makes the change.

INFORMATION USERS

Users are responsible for understanding all data elements that are part of the General Entity record. If a person does not understand the meaning of a data element, he/she should consult online help or the appropriate training manual. Users will exercise due care in using the institution's electronic information systems, both the central institutional database and all departmental systems, to protect data files from unauthorized use, disclosure, alteration, or destruction. Each user is responsible for security, privacy, and control of his/her own data. Each user is responsible for all transactions occurring during the use of his/her login and password.

As a reminder to all employees of the importance of data confidentiality and security, as each new system access is requested, the department/division must have the employee, temporary employee, or student worker sign the confidentiality agreement that is on the System Access Authorization Request Form. All employees who require access to online records must use a system access code defined specifically for the employee. This will allow updates to be tracked to a specific user access code and specific person.

Any exceptions to the above guidelines must be requested in writing with justification and be approved by the data custodians.

INFORMATION ACCESS

Query (Inquiry) only access enables the user to view, analyze, and download, but not change institutional data. Once information is downloaded, however, data can, but should not, be altered in word processing documents or spreadsheets. Downloaded information should be used and represented responsibly and accurately. If any data is downloaded and reports generated, they need to be labeled unofficial.

The pound sign (#) and percent sign (%) are NOT to be used in any data field. These characters are reserved for technical purposes.

Abbreviations are often used when entering data. If you are in doubt about an abbreviation first check the approved list. The approved list can be found in the appendices of this document. If you do not locate an abbreviation, spell the word out rather than abbreviate.

III. GENERAL PERSON CRITERIA

Changes to an employee, student or vendor record will not be made without proper documentation and approval from the appropriate Data Custodian (or designee).

CLEAN ACCURATE RECORDS

Search First, before a new record is created for a person or organization. Conduct an ID and name search as specified in Appendix A to make sure the person or organization hasn't already been entered in the BANNER database. All offices must conduct a thorough search to prevent entering a duplicate record.

DATE STANDARDS

Banner accepts dates entered in these ways:

MM-DD-YY or MM-DD-YYYY (08-21-00 or 08-21-2000)

MMDDYY or MMDDYYYY (082100 or 08212000)

DD-MMM-YY or DD-MMM-YYYY (21-AUG-00 or 21-AUG-2000)

Banner will always display the date as DD-MMM-YY no matter how it is entered.

CENTURY CONSIDERATIONS:

When you enter a two-digit year in Banner, it assumes anything from 00 to 49 is in the 2000 range and anything from 50 to 99 is in the 1900 range.

082100 translates to 21-AUG-2000

082135 translates to 21-AUG-2035

082150 translates to 21-AUG-1950

082175 translates to 21-AUG-1975

If you are entering the date 08-21-35 and you mean August 21, 1935, you must enter the digits for the year: 08-21-1935.

When a Date is Not Available: When a date is required, but none is available, the holder code date 01-01-3000 is used. Periodically, records containing this date will be identified and corrected.

GENDER CODE

A gender code is entered in the General Person table SPAPERS as male, female or not available.

Code	Description	Explanation
M	Male	A male person, man or boy
F	Female	A female person, woman or girl
X	Unknown/ Non-Responsive	Use when the gender information is not available or if the gender cannot be determined by the name (i.e., Chris, Pat, Terry, etc.)

Note: All employees MUST be classified as male or female. 'X' is not an allowed entry in BANNER for an employee. The use of 'X' must be minimized in student records as well; additional research must be made to determine the gender code.

PERSON IDENTIFICATION NUMBER

A nine-character identifier (ID) is used to access a person's information in Banner.

All new person records will be assigned a system generated identification number. Procedures for adding new entities to the system are outlined in Appendix A.

System generated identifiers (ID) are in the form of @99999999. Where 9 represents any digit. The @ sign is a District wide defined value.

Social security numbers will be captured as an information item and can be used as search criteria. Social Security number validation procedures will be established to fulfill legal requirements. Prior to making changes to the SSN field, the change must be validated by comparison to appropriate documentation.

VENDOR (NONPERSON) IDENTIFICATION NUMBER

Vendors will be assigned a system generated ID. In addition, either the Federal Identification Number (FIN) or the SSN will be used as alternate search criteria. SSN's will be used in the case where there is no Federal Identification Number. These fields should not be left blank, nor should they be zero filled or filled with repeating characters.

DATE OF BIRTH

The Date of Birth (DOB) is required for all employees and students. It is entered on the General Person form SPAPERS.

CITIZEN TYPE

Citizen type is required for all students and employees. A person's citizenship is entered on the General Person form SPAPERS. Valid values are found in the validation table STVCITZ.

Code	Description	Explanation
Unknown	Status Unknown/Uncollected	
1	U.S. Citizen	
2	Permanent Resident	Person in possession of a valid permanent resident card
3	Temporary Resident	Refer to MIS standards
4	Refugee/Asylee	A person who is not a citizen or national of the US and who is in this country on a temporary basis.
5	Student Visa	(F-1 or M-1) visa
6	Other	A person who is not classified in another category.

MARITAL CODES

A person's marital status is entered on the General Person's form SPAPERS. When needed, the following codes apply. Valid values are found in the validation table STVMRTL.

Code	Description	Explanation
D	Divorced	Once married but now legally divorced
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Never legally married.
W	Widowed	Legally married and spouse is deceased
N	Not known	Information not available
X	Not Applicable	Not applicable

LEGACY CODE

A Legacy Code identifies a relative or friend with whom NOCCCD had or has a relationship. NOCCCD does not intend to use this field.

ETHNIC CODES

NOCCCD's procedures require the ethnic code be entered for all students and employees. A person's ethnicity is entered on the General Person form SPAPERS. Valid values are found in the validation table STVETHN.

Code	Description	Explanation
A.	<i>Asian</i>	
AC	Chinese	All persons having origins in any of the original people of China.
AI	Asian Indian	All persons having origins in any of the original people of Asia not included in the above Asian categories.
AJ	Japanese	All persons having origins in any of the original people of Japan.
AK	Korean	All persons having origins in any of the original people of Korea.
AL	Laotian	All persons having origins in any of the original people of Laos.
AM	Cambodian	All persons having origins in any of the original people of Cambodia.
AV	Vietnamese	All persons having origins in any of the original people of Vietnam.
AX	Other Asian	All persons having origins in any of the original people of Asia not included in the above Asian categories.
B.	<i>African-American</i>	All persons having origins in any of the black racial groups of Africa (except those of Hispanic origin).
F.	<i>Filipino</i>	All persons having origins in any of the original people of the Philippine Islands.
H.	<i>Hispanic</i>	
HM	Mexican-American, Mexican, Chicano	All persons having origins in any of the original people of Mexico
HR	Central American	All persons having origins in any of the original people of Central America.
HS	South America	All persons having origins in any of the original people of South America.
HX	Other Latino/Spanish-Origin/Hispanic	All persons having origins in any of the original people of the Caribbean Islands, or other persons of Spanish or Latino origin, and not included in the above categories of Mexican, Central American, South American, Cuban, and Puerto Rican.
N.	<i>American Indian or Alaskan Native</i>	All persons having origins in any of the original people of North America, and who

		maintain cultural identification through tribal affiliation or community recognition.
O.	<i>Other</i>	All persons who do not fall into one of the above categories.
P.	<i>Pacific Islander</i>	
PG	Guamanian	All persons having origins in any of the original people of Guam.
PH	Hawaiian	All persons having origins in any of the original people of Hawaii.
PS	Samoaan	All persons having origins in any of the original people of Samoa.
PX	Other Pacific Islander	All persons having origins in any of the original people of Europe, North America, North Africa, or the Middle East (except those of Hispanic origin).
W.	<i>White</i>	All persons having origins in any of the original people of Europe, North America, North Africa, or the Middle East (except those of Hispanic origin).
X.	<i>Unknown Non-Responsive</i>	Respondents not surveyed or who do not make a choice of codes from the list provided.
XD	Decline to State	All persons who overtly decline to identify themselves with any ethnic category.

Note: The District has chosen to use the Chancellor's Reporting data elements defined for Student reporting recognizing that Human Resource/Payroll reporting data elements differ from student data elements.

CONFIDENTIAL INFORMATION INDICATOR

If a person wishes to have their information marked "confidential" this field is checked. When the confidential field (box) is checked, this denotes that the person does not want address and telephone number information released. Checking this field is optional for students. Employee's information is always confidential and the field always checked. When information marked confidential, no directory information is to be released. If the Confidentiality indicator is set to 'N', the directory information that will be released is limited to: Name, Affirmation of whether currently enrolled full time or part time, dates and terms of attendance, major field of study, and degrees and/or certificates earned. A person's confidential request is entered on the General Person Form, SPAPERS. For more information see Confidential Flag located in the Appendix F.

VETERAN FILE NUMBER

The Veteran File Number is used to maintain a person's veteran identification number. A person's veteran file number is entered on the General Person form SPAPERS. For the majority of people this is their SSN. This information is collected and maintained for students by the Financial Aid Office. This information is not collected or maintained for employees by Human Resources at this time.

DECEASED INFORMATION

If a person is deceased, this information is entered on the General Person form SPAPERS with their date of death. This information will be entered for all employees, students, and applicants when available. To denote that a person is deceased the field (box) is checked. The date of death is then entered.

NAME AND ID CHANGES

Name or ID changes are not permitted without documentation (i.e., social security card for employee and/or other legal documentation for students). All persons employed by the District must change their name at the Office of Human Resources. Name or ID changes will not be permitted via the Internet.

IV. NAME STANDARDS

Every identifier (ID) in Banner has a name associated with it. The name is either the name of the person or the name of a non-person. Names are entered on the General Person form SPAIDEN. The name for a person has six (6) separate parts. These are:

- Last Name
- First Name
- Middle Name
- Prefix
- Suffix
- Preferred First Name

LAST NAME

All information is to be entered using upper and lowercase letters; i.e., not all caps or all lower case letters. Enter the legal spelling and format of the last name, using standard capitalization rules. The last name is to be entered **as presented** following the following guidelines.

Hyphens may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names; i.e., Cooper-Smith). However, if there are two last names not hyphenated (e.g., Monica Lou Creton Quinton, Monica would be input as the first name; Lou would be input as the Middle Name; and Creton Quinton, with no hyphen, would be input as the Last Name).

The **period** is not used. Not even in an abbreviation in a person's name. If a person's last name has a period in it, such as St. John, you omit the period and put a space there.

St. John would be input as: St John
St. Thomas would be input as: St Thomas

Apostrophes may be used in such names as O'Leary, O'Connor, etc.

Special Characters. The comma (,), the pound sign (#), and the percent sign (%) are never used.

Do **NOT** use prefixes and suffixes in the last name field. Examples: Dr, Mr, Ms, III, Jr., M.D., etc., should never be used in the last name field.

Note: When a new person is being entered, and the new person has a previous name that is deemed necessary to be registered, enter the former name FIRST and immediately correct it.

LEGAL FIRST NAME

All information is typed in upper/lower case format, i.e., not all caps or all lower case. Always enter the legal first name even if they prefer to use the initial of their first name and prefer their middle name.

Special Characters. The comma (,), the pound sign (#), and the percent sign (%) are never used.

Hyphens may be used.

Apostrophes may be used.

Spaces are permitted for double names, i.e., Mary Ann, Bobby Joe.

The **period** is used after a single character initial in the first name field only when all that is available is an initial:

Single Character First Names should be entered with a period. In those cases where a single character is designated as first name, place the single character in the first name field followed by a period.

Do **NOT** use titles, prefixes, and suffixes in the first name field.

Examples: Dr., Mr., Mrs., should never be used in the first name field.

PREFERRED FIRST NAME

See standards for Legal First Name.

MIDDLE NAME

All information is typed in upper/lower case format, i.e., not all caps or all lower case letters. Enter the entire middle name if available for identification purposes.

Hyphens may be used to separate double names.

Apostrophes may be used.

The **period** is not used in the middle name field. The system will generate the period after the middle initial. If you enter a period after an initial it will cause the period to duplicate, i.e., Jack R.. Smith.

Exception to Use of the Period - Person name is John A.H. Smith-a period is entered after the single character first initial in the middle name field but not after the second single character.

Last: Smith

First: John

Mid: A. H

Special Characters. The comma (,), the pound sign (#), and the percent sign (%) are never used.

Spaces are permitted between multiple names.

Example:

Mary Ann
Bobby Jo

INDIVIDUAL PREFIX

Code	Description
Mr.	Mister
Mrs.	Madam
Ms.	Ms
Dr.	Doctor
Hon.	Honorable
Rev.	Reverend

SUFFIX

Code	Description
Sr.	Senior
Jr.	Junior
II	The Second
III	The Third
IV	The Fourth

NON-PERSON NAME/VENDOR

All information is to be entered using upper and lower case letters. Acronyms are an exception. See the acronym section that follows. Enter the vendor's name as supplied to you by the vendor.

Apostrophes may be used.

The **period** may be used.

Special Characters. The comma (,), the pound sign (#), forward slash (/), back slash (\) and the percent sign (%) can never be used.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces.

Acronyms – Companies who are recognized by it's acronyms should be entered using it's acronym; e.g., IBM, AT&T. Use no spaces or punctuation between letters. Acronyms that are not commonly recognized should not be entered into the corporate entity name.

The **Ampersand (&)** can be used only when part of a formal name; e.g., Baltimore & Ohio Railroad; use "and" in all other cases.

Abbreviations are allowed for Co, Corp, Ltd, or Inc when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name.

Government Offices – State and County departments and agencies should be entered with the State or County as the vendor. Each department or agency should be listed as a separate address sequence.

Example	State of California Department of Revenue
	State of California would be entered as the vendor name.
Address 1	Department of Revenue
Address 2	Department of Transportation
Address 3	Department of Taxation

V. ADDRESS STANDARDS

BANNER permits multiple addresses to be entered for a person or vendor. These addresses can be of different types and can be by effective date. The use of each address type must be strictly defined so that conflicts do not arise among the various functional areas; admissions, registration, financial aid, student billing. As a user having permission to update address data, one can update all address data. Banner does not restrict address updates by functional area. Therefore, it is critical for the user to ensure that the most current appropriate address is available for all areas. Procedures must be in place to ensure areas make address changes only under certain conditions based upon the classification of the person or vendor.

In addition, there are some restrictions in BANNER on how addresses can be used within each system. Each module permits address hierarchy to be used when printing reports. For instance, when invoices are ran, the system will first search for a billing address and then a permanent address type. This allows for multiple locations for a single student.

ADDRESS TYPES

Addresses are entered on the General Person Form in the Address Information Block on SPAIDEN. For additional information on address standards required by the U.S. Postal Service, check their web site at <http://www.usps.gov.ncsc/pubs/>. You will find the web site to be a valuable resource. Multiple addresses can be entered for a person or vendor by using different address types. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from the STVATYP table as recreated below. NOTE: There are system-required address types that will not be used by NOCCCD. The description of these address types will bear the words NOT USED AT NOCCCD.

PERSON ADDRESS TYPES

CODE	DESCRIPTION	EXPLANATION
BI	Billing	Not Used
CN	Confidential	California Confidential Address Program (SB489)
CO	County Payroll	HR use only
MA	Mailing	Mailing address if different from permanent, local, and campus address
PA	Parent	Not Used
PR	Permanent	Primary address for individual
RE	Remittance	Address used for mailing checks

- For a District location or Campus address enter the building, department, etc., in the Street field (ex. Admission and Records, etc), Location in the City field (ex. Cypress, District, etc), do not enter anything in the State and Zip fields, and enter 157 (USA) into the Nation Field.

NON-PERSON ADDRESS STANDARDS

Code	Description	Explanation
BU	Business	Address where the business is located
RE	Remittance	Address used for mailing checks
MA	Mailing	Address for business correspondence

STREET STANDARDS

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

Special Characters. The period (.) cannot be used when entering the number portion of an address. The following is an example:

39.2 Rd use 39-2 Rd

Ampersand – The symbol "&" rather than spelling out "and". Symbols such as "%" (in care of) should not be used. "In Care Of" should be written out.

Secondary Address Unit Designators - If the address is multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided and only a pound sign (#) along with the number is provided; i.e., 3454 N. Jones #4. Remove the (#) and replace it with the abbreviation for number (No.). **NEVER** use the # sign.

UNIT DESIGNATORS ABBREVIATIONS

Code	Description	Example
Apt	Apartment	102 Main St Apt 101
Bldg	Building	1600 Central Pl Bldg 14
Dept	Department	Florida Tech Accounting Dept
Fl	Floor	2700 College Blvd 4 th Fl
Rm	Room	55 Sylvan Blvd Rm 18
Sp	Space	454 N Jones Rd Sp 6
Ste	Suite	1356 Executive Dr Ste 202

Compass directions used to identify the geographic area of a city are always abbreviated.

DIRECTIONS ABBREVIATIONS

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

Street Address and PO Box - Non-person BANNER address format allows three lines of street address information. Three address lines cause a problem when printing one-inch labels. If both the street address and PO Box number need to be maintained, enter the street address on the first line and the PO Box number on the second address line:

Do not enter data into the second address line until data has been entered into the first address line. Only use the first two lines.

Information Given	Permanent Address	Mailing Address
Dr. John F Smith Evergreen Building 1379 Del Monte Ave PO Box 2351 Lancaster, CA 93536	Dr. John F Smith Evergreen Building 1379 Del Monte Ave Lancaster, CA 93536	Dr. John F Smith PO Box 2351 Lancaster, CA 93536

Note: Mail is delivered to the address immediately above the City, State and Zip Code line.

Dual Address Examples:

Mail will be delivered to:

Mr John Smith

100 Major St

PO Box 200 Morgan St

New York NY 10001

PO Box 200 Morgan St

New York NY 10001

Mr John Smith

PO Box 200 Morgan Station

100 Major St

New York NY 10001

100 Major St

New York NY 10001

For additional information, please refer to Street Address Abbreviations in Appendix B.

CITY STANDARDS

All information is typed in upper/lower case format; i.e., not all caps or all lower. Do not abbreviate unless limited by space. A sample of city abbreviations follows. For additional examples, refer to the U.S. Postal Address Standards. If you are in doubt about an abbreviation, spell out rather than use an abbreviation.

Punctuation characters, the pound sign (#), the asterisk (*), and the percent sign (%) are never used.

Do **NOT** enter Canadian Provinces into the City Field. Canadian Provinces are Alberta, British Columbia, Labrador, Manitoba, New Brunswick, New Foundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan and Yukon have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City Field and the Province in the State Field. Enter 27 (Canada) into the Nation field. For additional information please refer to Appendix C.

STATE & PROVINCE STANDARDS

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to Appendix D for the appropriate U.S. states and Canadian provinces codes.

ZIP CODE STANDARDS

Zip codes **MUST** be entered for all U.S. and Canadian addresses.

United States

Enter the five (5) digit zip code. A Hyphen must be used when the entire nine (9) digit zip code is available. If the last four digits are unavailable, enter the first five digits without the hyphen.

Example: 97203
 97203-5798

Canadian

Enter the six-character zip code. Do not add spaces or hyphens in Canadian zip codes.

Example: T2T2Y5
 R2L1N4

International Pin Numbers

Enter the six-digit international pin number (without hyphens) to the right of the city on the second address line. Do NOT enter the PIN number in the zip code field. In the event the PIN number will not fit to the right of the city because of space, enter the city on the third address line and enter the PIN number in the city line.

Example: Petko Metodiev Kitano
 PO Box 140
 Balgoevgrad Hyderab
 2700
 Bulgaria

NATION CODE STANDARDS

A NATION code is required for all non-U.S. addresses and for campus addresses. Do **NOT** enter a NATION code for U.S. addresses. A complete listing of Nations can be found in the Appendix E.

MILITARY STANDARDS

Foreign Military Address

Enter the APO or AFO code into the CITY field.

In the State Field enter:

AE - Europe, Middle East, Africa, Canada	[ZIP=09nnn]
AP - Pacific	[ZIP=96nnn]
AA - The Americas (excluding Canada)	[ZIP=34nnn]

Example: Alice VanFrogulemen
 HHB 6th Batallion 43rd Box 72
 Air Defense Artillery CMR 417

APO AE 09602-8802

United States Military Address

Enter the APO or AFO code into the CITY field.

Enter the normal state code into the State field.

Example: APO (AA, AE, AP) Nine Digit ZIP code
 FPO (AA, AE, AP) Nine-Digit Zip code
 AE for mail going to EUROPE, the MIDDLE EAST, AFRICA and
 CANADA (090 thru 098)
 AP for mail destined to the Pacific (962 thru 966)
 AA for units in the AMERICAS other than CANADA (340)

Example: APO AE 09815
 APO AA 34030
 FPO AE 09508
 FPO AP 96522

Air Force Base (AFB)

Enter the City into the City Field followed by AFB (all CAPS) for Air Force Base.

EXAMPLE: 5 202A 2nd St
 Elmendorf AFB
 AK 99506-1207

Sample Address

Larry R. Adams
123 East Fir Street, Apartment #6
Lancaster, CA 93536

Data Entry Format

Larry R Adams
123 E Fir St Apt 6
Lancaster, CA 93536

ADDRESS CHANGES

Address changes are entered in the address information block on the General Person form SPAIDEN. The source of the change can also be entered. Sources for valid address change values are found in the table STVASRC.

The following procedures should be followed for address changes:

Diane to send changes to Sally...

ADDRESS CHANGE SOURCE TYPES

Code	Description	Explanation
CONV	Conversion Process	Computerized changes
PERS	Personal Contact	Information given by the person
POST	Post Office Change	Returns from US Postal Service

STFF	Info provided by Staff	Notification from a staff member
UNDL	Address is undeliverable	Coded by appropriate staff
WWW	World Wide Web	Captured through Banner “web for” product

VI. TELEPHONE TYPES

<i>Code</i>	<i>Description</i>	<i>Explanation</i>
BI	Billing	Invoicing phone if different from business phone
BU	Business	Primary phone for business or individual's business phone number
CELL	Cellular Phone Number	Phone number for cellular phone
EM	Emergency Contact	Phone number of person to contact in an emergency
FAX	Fax Phone Number	Facsimile phone number
LC	Local/Campus	Phone number to contact while attending school or working on campus
P1	Parent(s)	Parent of an individual
PGR	Pager	Pager phone number
PR	Permanent	Phone number of primary address of individual

VII. APPENDIX A

Record Creation Guidelines

Banner “entity” records can be created on-line thru several forms as well as resulting from batch electronic processes. It is most critical that procedures be in place to ensure that the same person or organization does not exist more than one on the database. Having a single entity on the database represented by more than one key record is a violation of data integrity and can lead to labor-intensive procedures to merge duplicate entities and to maintain or discard the appropriate parts of the underlying records. Adherence to these procedures by users authorized to create entities on the database can and will be monitored. Users who repeatedly fail to follow this procedure may have their privileges revoked.

BEFORE CREATING RECORDS ONLINE:

SEARCHES

Careful searching will prevent the creation of duplicate entities. Special note for student searches: It may be more effective to begin with a name search rather than relying on SSN, prior Perm Number or system-generated ID's as a searching mechanism.

ID Search

Select an “Identification: (i.e., IDEN) or VEND form in your module.

If ID is known, enter in KEY BLOCK to see if a match is found.

Person Name Search

Two search methods are available:

1. If the ID is not known, TAB to the field to the immediate right of the ID field, which is the NAME field. Here the user may enter as many characters of the last name as desired. If the entire last name is not entered, it must be ended with a percent (%) symbol. Pressing the ENTER key will open a ‘**SEARCH RESULTS**’ window which will show a pull-down and the number of records found which match the search criteria. If the number of records found is greater than 25, the search should be narrowed by providing additional information in the **Reduce Search By** panel. Here the user may indicate City, State, Zip, Name Type, SSN (if not used as the record key), Date of Birth and Gender (partial criteria followed by ‘%’ is accepted). After data is entered to reduce the search, the SEARCH (Flashlight) icon can be pressed with the left mouse button and the records found should display a lower number. Whether or not additional criteria is provided, pressing the pull-down will display a list of the matching records. The list will display CURRENT names as right justified and PREVIOUS names as indented. Double clicking with the left

mouse button will select the desired record and place it in the key block of the IDEN form..

2. Left clicking on the SEARCH (flashlight) icon of the “???IDEN” or “???VEND” Form will display an Options List for a Person Search or Non Person Search. Choose one by left clicking. This will display either the SOAIDEN (**Person Search Form**) or SOACOMP (**Non-Person Search Form**)

Search criteria can be entered in any of the fields displayed, with or without “%” wildcards. If too many like records display, the search may be refined by accessing the (SOAIDNS) Person Search Detail Form. This form displays other data which may be used to differentiate between otherwise identical appearing records.

Type in the name to be searched using the % (wildcard) to broaden the search.

Example: record = John Smith

Query as: Last Name – Smith

First Name – J%

Note: Some names have unique spellings. Search on all possibilities by broadening the wildcard search or use the “Soundex Search” functions available on the Person Search Detail Form (SOAIDNS).

When a list of possible names is retrieved for a person, verify social security number, student ID number, birth date, previous names, and any other information available. For example: William as well as Bill; Lawrence as well as Larry.

The underscore (_) key can be used to replace one character at a time. For example, to search for Anderson that may actually be AndersEn use:

Anders_n --- This will find both AndersOn and AndersEn records.

If a match is found:

1. Highlight the line that matches and double click the left mouse button to return to the main screen.
2. Check to be sure the data matches the data you have using. NEXT BLOCK to display all records (if there are multiple entries for address, etc.)
3. Input new data according to guidelines in this manual and the needs of your particular functional module.
4. Update/correct any information; such as, PERS data that may be missing.

To create a record if no match is found:

1. Try another version of the query; if still no match---return to main screen (CANCEL QUERY) and go to an IDEN screen to create the record.

2. Click on the “Generate ID icon. The word “GENERATED” will appear in the ID field. Click the mouse in name fields and type in name and press COMMIT (create the record)
3. Add the name in the upper and lower case letters, using punctuation and spacing as appropriate. If no first name is available (foreign names), put a dash (-) in the first name field.
4. Create address(es) in appropriate fields---consult Quick Reference Section for recommended abbreviations.
5. Abbreviate when space limitations require it .

Add information to PERS screen for person records.

BEFORE CREATING RECORDS FROM OFF LINE SOURCES:

Transactions creating new person and organization records in the database from external sources such as tape loads, FTP imports, and World Wide Web must be reviewed before they can be established in the production environment. Chapter 11 of the Banner2000 Student System User’s Manual outlines the setting up of the rules and edits that control these processes as well as giving specific procedures for the importing of new applications established by Banner Web for Students. These rules and procedures must be carefully reviewed in order to prevent the inadvertent creation of duplicate entity records in the system.

BEFORE ACCEPTING RECORDS RECEIVED VIA WWW:

Please refer to the Banner2000 Student System User’s Manual, Chapter 11 *“Receiving and Processing Electronic Applications”*

APPENDIX B

ABBREVIATIONS for STREET DESIGNATOR

ALLEE.....	Aly	CRESCENT.....	Cres
ALLEY.....	Aly	CREEK.....	Crk
ANNEX.....	Anx	CROSSING.....	Xing
ARCADE.....	Arc	CROSSWAY.....	Cswy
AVENUE.....	Ave	DALE DI	
BAYOO.....	Byu	DAM.....	Dm
BAYOU.....	Byu	DIVIDE.....	Dv
BEACH.....	Bch	DRIVE.....	Dr
BEND.....	Bnd	ESTATE.....	Est
BG.....	Bg	EXPRESSWAY.....	Expy
BLUFF.....	Blf	EXTENSION.....	Ext
BLVD.....	Blvd	FALL.....	Fall
BOTTOM.....	Btm	FALLS.....	Fls
BOULEVARD.....	Blvd	FERRY.....	Fry
BRANCH.....	Br	FIELD.....	Fld
BRIDGE.....	Brg	FIELDS.....	Flds
BROOK.....	Brk	FL.....	Fl
BURG.....	Bg	FLAT.....	Flt
BYPASS.....	Byp	FORD.....	Frd
BYU.....	Byu	FORDS.....	Frd
CAMP.....	Cp	FOREST.....	Frst
CANYON.....	Cyn	FORGE.....	Frg
CAPE.....	Cpe	FORK.....	Frk
CAUSEWAY.....	Cswy	FORT.....	Ft
CENTER.....	Ctr	FRD.....	Frd
CIRCL.....	Cir	FREEWAY.....	Fwy
CIRCEE.....	Cir	FRST.....	Frst
CLB.....	Clb	FRY.....	Fry
CLIFF.....	Clfs	FT.....	Ft
CLUB.....	Clb	GARDEN.....	Gdns
CMP.....	Cp	GATEWAY.....	Gtwy
CNTER.....	Ctr	GLEN.....	Gln
CNYN.....	Cyn	GREEN.....	Grn
CORNER.....	Cor	GROVE.....	Grv
CORNERS.....	Cors	HARBOR.....	Hbr
COURSE.....	Crse	HAVEN.....	Hvn
COURT.....	Ct	HEIGHT.....	Hts
COVE.....	Cv	HIGHWAY.....	Hwy
COVES.....	Cv	HILL.....	Hl
CIRCLE.....	Cir	HOLLOW.....	Holw
INLET.....	Inlt	KEYS.....	Ky
ISLAND.....	Is	KNOLL.....	Knls
ISLANDS.....	Iss	KNOLLS.....	Knls
JUNCTION.....	Jct	LAKE.....	Lk
KEY.....	Ky	LAKES.....	Lks

LANDING Lndg
 LANE..... Ln
 LANES Ln
 LIGHT..... Lgt
 LIGHTS Lgt
 LOAF Lf
 LOCK..... Lcks
 LOCKS..... Lcks
 LODGE..... Ldg
 LOOP Loop
 MALL Mall
 MAJOR..... Mjr
 MEADOW Mdw
 MILL MI
 MISSION Msn
 MOUNTAIN Mtn
 MANOR..... Mnr
 HILL..... HI
 ORCHARD Orch
 OVAL..... Oval
 PARK Park
 PASS Pass
 PATH Path
 PIKE..... Pike
 PINE..... Pnes
 PARKKWAY Pky
 PLACE..... Pl
 PLAIN Pln
 PLAINES Plns
 PLAZA..... Plz
 POINT Pt
 PORT Prt
 PORTS Prt
 PRAIRIE Pr
 RADIAL..... Radl
 RADIEL..... Radl
 RANCH..... Rnch
 RANCHES Rnch

RAPID..... Rpd
 RIDGE Rdg
 ROAD Rd
 REST..... Rst
 RIVER..... Riv
 ROW Row
 SHOAL Shl
 SHORES Shrs
 SPRING..... Spgs
 SPUR..... Spur
 SQUARE..... Sq
 STATION..... Sta
 START Start
 STRAVE Stra
 STREAM Strm
 STREET St
 SUMMIT..... Smit
 TERRACE Ter
 TURNPIKE..... Tpke
 TRACE..... Tree
 TRACK Trak
 TRAFFICWAY..... Trfy
 TRAILER..... Trlr
 TRAIL Trl
 TUNNEL..... Tunl
 UNION..... Un
 VALLEY..... Vly
 VIADUCT..... Via
 VIEW Vw
 VILLAGE Vlg
 VILLE Vl
 VISTA Vis
 WALK..... Walk
 WAY Way
 WELLS Wls
 XING..... Xing

APPENDIX C

CITY ABBREVIATIONS

ALASKA

Denali National Park	Denali Park
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ARIZONA

Marine Corps Air Station	Mcas
Pinnacle Peak Village	Pincle Pk Vilg

ARKANSAS

Hot Springs National Park	Hot Springs
Univ of Ark at Monticello	Monticello

CALIFORNIA

California Hot Springs	Calif Hot Spg
Commerce Contract Station	Cmrc Cntr Sta
El Toro Marine Corps Air Sta	El Toro Mcas
Kings Canyon National Pk	Kcnp
La Canada Flintridge	La Canada Flt
Lemoore Naval Air Station	Lemoore Nas
Palos Verdes Estates	Pls Vrds Est
Palso Verdes Peninsula	Pls Vrds Pnsl
Rancho Santa Margarita	Rcho Sta
	Marg
Rolling Hills Estates	Rllng Hls Est
Sequoia National Park	Seq Natl Pk
Yosemite National Park	Yosemite
	Ntpk

COLORADO

Mesa Verde National Park	Mesa Verde
United States Air Force	
ACAD	Air Force

DELAWARE

Dover Air Force Base	Dover AFB
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FLORIDA

Kennedy Space Center	Kennedy Sp Ct
Lauderdale by the Sea	Laud By Sea
Mayport Naval Station	NS Mayport
Naval Air Station Unit 2	Naval Air Sta
Naval Coastal Systems Lab	NCSC Lab
Naval Training Center	Naval Tng Ctr
Recruit Training Command	Rec Tng Comm

FLORIDA (continued)

Saint Augustine Beach	St Augstn Bch
Saint Augustine South	St Augustin S
Saint Petersburg Beach	St Pete Bch
Silver Spring Shores	Silver Spg Sh
Town and Country Plaza	T Aan C Plz
Univ of West Florida	Univ Of W Fl
College Collection	Uinv Collect
Warm Mineral Springs	Warm Minl Spg
West Panama City Beach	W P C Beach
Worthington Springs	Worhtngtn Spg

GEORGIA

Airport Mail Facility	AMF
Centerville-Gwinnett	Centervl-Gwnt
Chestnut Mountain	Chectnut Mtn
Gwinnett Mall Corners	Gwinnett Cors
Pine Mountain Valley	Pine Mtn Valy

HAWAII

Hawaii National Park	Hi Natl Park
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IDAHO

Mountain Home A F B	Mtn Home AFB
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ILLINOIS

National Stock Yards	Natl Stock Yd
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INDIANA

Culver Military Academy	Clvr Mil Acad
Fort Benjamin Harrison	Ft Harrison
Grissom Air Force Base	Grissom AFB
Saint Mary-of-the-Woods	St Mary Of Wd

KENTUCKY

Cold-Sprgs-Highland Hts	Cld Sp Hld Ht
Mammoth Cave National Park	Mammoth Cave

MAINE

West Boothbay Harbor	W Boothby Hbr
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MARYLAND

Aberdeen Proving Grounds	Aber Prov Grd
Cockeysville/Hunt Valley	Cocvle Ht Vly
Dundalk-Sparrows Point	Dundalak Sp Pt
Farney Keedy Mem Home	Fhrny Kdy Mem
Lutherville-Timonium	Luthvle- Timon

MASSACHUSETTS

Incoming Mail Ctr North	I M C North
Thos P Oniell Fed Bldg	Oniell Bldg
Village of Nagog Woods	Vlg Nagog Wds

MICHIGAN

Houghton Lake Height	Hghtn Lk Hts
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MINNESOTA

Duluth Federal Prison	Dlth Fed Pris
Inver Grove Heights	Inver Grove
Marine on St. Croix	Marine
South International Falls	S Intl Falls

MISSISSIPPI

Stennis Space Center	Sten Sp Ctr
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MONTANA

White Sulpher Springs	White Sulphur
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NEW JERSEY

Cape May Court House	Cape May C H
Point Pleasant Beach	Pt Pleas Bch

NEW MEXICO

High Rolls Mountain Park	High Rls Mt P
Holloman Air Force Base	Holloman AFB
Santo Domingo Pueblo	St Dmng Pblo
Truth or Consequences	Truth Or Cons
White Sands Missile Range	White Sands

NEW YORK

Farmersville Station	Farmersvl Sta
Port Jefferson Station	Prt Jeff Sta

NEW YORK (continued)

Shelter Island Heights	Shelter Is Ht
Thousand Island Park	Shelter Is Park
Veterans Administration	Veterans Admn

NORTH CAROLINA

Black Mountain Sanatorium	Black Mn Sant
Gardner Webb College	Gmr Webb Col
RDU International AMF	Rdu Intl AMF
Research Triangle Park	RTP
Seymour Johnson A F B	SJAFB

OHIO

Colonial Flower Shop	Colnl Flr Shp
Lakeside-Marblehead	Lksid Marblhd
Washington Court House	Wshngtn Ct Hs

OREGON

Mount Hood-Parkdale	Mt Hood Prkd
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PENNSYLVANIA

Columbia Cross Roads	Columbia X Rd
Greater Pittsburg Airport	Gtr Pgh Arpt
Mount Pleasant Mills	Mt Pleasant M
Pennsylvania Furnace	Pa Furnace
Pocono Lake Preserve	Pocono Lk Prs
Veterans Administration	Veterans Adm
Hosp	

TENNESSEE

Naval Air Station Memphis	Nas Memphis
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TEXAS

Big Bend National Park	Bg Bnd Ntl Pk
Wilford Hall U S A F Hosp	Hall Af Hosp

VERMONT

East Saint Johnsbury	E St Johnsbry
Hartland Four Corners	Hartland 4 Cor
Saint Johnsbury Center	St Jhnsbry Ct
White River Junction	White Riv Jct

VIRGINIA

Charlotte Court House	Charlotte C H
King and Queen Court House	King Queen C H
Natural Bridge Station	Naturl Br Sta
Naval Amphibious Station	Nav Amph Base
Naval Weapons Station	Nav Wpns Sta
Rappahannock Academy	Raphanck Acad
Virginia State College	VA State Univ
Washington Birthplace	Washgtns Brhp

WASHINGTON

Fairchild Air Force Base	FAFB
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WASHINGTON (continued)

Spokane intl Airport	Spkn Intl Apt
Whidbey Island Naval Air	NAS Whidbey

WEST VIRGINIA

Green Sulphur Springs	Grn Sphr Spgs
Newton D Baker Va Center	VA Center
Nutter Fort Stonewood	Stonweood
White Sulphur Springs	Wht Sphr Spgs

WISCONSIN

Howards Grove Millersville	Howards Grove
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WYOMING

Yellowstone National Park	Yelwstn Nl Pk
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APPENDIX D

TWO-LETTER STATE and POSSESSION ABBREVIATIONS

*Military APO/AFO Americas	AA	Missouri	MO
Alberta.....	AB		
*Military APO/AFO - Europe,		Montana.....	MT
Middle East, Canada, Africa	AE	Nebraska.....	NE
Alabama	AL	Nevada	NV
Alaska.....	AK	New Brunswick.....	NB
*Military APO/AFO - Pacific	AP	Newfoundland	NF
American Samoa	AS	New Hampshire.....	NH
Arkansas.....	AR	New Jersey	NJ
Arizona.....	AZ	New Mexico	NM
British Columbia	BC	New York	NY
California	CA	North Carolina.....	NC
Colorado.....	CO	North Dakota.....	ND
Connecticut	CT	Northwest Territories	NT
Canal Zone	CZ	Nova Scotia	NS
Delaware	DE	Ohio.....	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Ontario	ON
Federated Micronesia	FM	Oregon.....	OR
Georgia.....	GA	Palau Islands	PW
Guam.....	GU	Pennsylvania	PA
Hawaii	HI	Prince Edward Island	PE
Idaho	ID	Puerto Rico.....	PR
Illinois	IL	Quebec	QE
Indiana	IN	Rhode Island	RI
Iowa.....	IA	Saskatchewan.....	SK
Kansas	KS	South Carolina.....	SC
Kentucky.....	KY	South Dakota.....	SD
Louisiana	LA	Tennessee	TN
Labrador.....	LB	Texas	TX
Maine	ME	Trust Territories	TT
Manitoba	MB	Utah.....	UT
Mariana Islands.....	MP	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts.....	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota.....	MN	Wisconsin.....	WI
Mississippi	MS	Wyoming.....	WY

APPENDIX E

FOREIGN NATION CODES

1	AFGHANISTAN		GUAM (See State Codes)
2	ALBANIA	61	GUATEMALA
3	ALGERIA	63	GUYANA
4	ANDORRA	64	HAITI
5	ANGOLA	65	HONDURAS
6	ANTIGUA AND BARUDA	171	HONG KONG
7	ARGENTINA	66	HUNGARY
8	AUSTRALIA	67	ICELAND
9	AUSTRIA	68	INDIA
10	THE BAHAMAS	69	INDONESIA
11	BAHRAIN	70	IRAN
12	BANGLADESH	71	IRAQ
13	BARBADOS	72	IRELAND
14	BELGIUM	73	ISRAEL
15	BELIZE	74	ITALY
16	BENIN	75	IVORY COAST
170	BERMUDA	76	JAMAICA
36	CONGO	77	JAPAN
107	COOK ISLANDS (New Zealand)	78	JORDAN
37	COSTA RICA	79	KENYA
38	CUBA	80	KIRIBATI
39	CYPRUS	81	NORTH KOREA
40	CZECHOSLOVAKIA	82	SOUTH KOREA
41	DENMARK	83	KUWAIT
42	DJIBOUTI	84	LAOS
43	DOMINICA	85	LEBANON
44	DOMINICAN REPUBLIC	86	LESOTHO
45	ECUADOR	87	LIBERIA
46	EGYPT	88	LIBYA
47	EL SALVADOR	89	LIECHTENSTEIN
48	EQUATORIAL GUINEA	90	LUXEMBOURG
49	ETHIOPIA	91	MADAGASCAR
50	FIJI	92	MALAWI
51	FINLAND	93	MALAYSIA
52	FRANCE	94	MALDIVES
53	GABON	95	MALI
54	THE GAMBIA	96	MALTA
55	REPUBLIC OF GERMANY	97	MAURITANIA
57	GHANA	98	MAURITIUS
58	GREECE	99	MEXICO
59	GRENADA	100	MONACO
		101	MONGOLIA

102	MOROCCO	136	SOUTH AFRICA
103	MOZAMBIQUE	137	SPAIN
104	NAURU	138	SRI LANKA
105	NEPAL	139	SUDAN
106	NETHERLANDS	140	SURINAM
107	NEW ZEALAND	141	SWAZILAND
108	NICARAGUA	142	SWEDEN
109	NIGER	143	SWITZERLAND
110	NIGERIA	144	SYRIA
111	NORWAY	145	TANZANIA
112	OMAN	146	THAILAND
113	PAKISTAN	147	TOGO
114	PANAMA	148	TONGA
115	PAPUA NEW GUINEA	149	TRINIDAD AND TOBAGO
116	PARAGUAY	150	TUNISIA
117	PERU	151	TURKEY
118	PHILIPPINES	152	TUVALU
119	POLAND	153	UGANDA
120	PORTUGAL	155	UNITED ARAB EMIRATES
121	QATAR	156	UNITED KINGDOM
122	ROMANIA	157	UNITED STATES OF
154	RUSSIA		AMERICA
123	RWANDA	158	UPPER VOLTA
124	ST. KITTS AND NEVIS	159	URUGUAY
125	SAINT LUCIA	172	VATICAN CITY
126	ST. VINCENT AND	160	VANUATU
	GRENADINES	161	VENEZUELA
127	SAN MARINO	162	VIETNAM
128	SAN TOME AND PRINCIPE	163	WESTERN SAMOA
129	SAUDI ARABIA	164	NORTH YEMEN
130	SENEGAL	165	SOUTH YEMEN
131	SEYCHELLES	166	YUGOSLAVIA
132	SIERRA LEONE	167	ZAIRE
133	SINGAPORE	168	ZAMBIA
134	SOLOMON ISLANDS	169	ZIMBABWE
135	SOMALIA		

APPENDIX F

CONFIDENTIAL FLAG

The Confidential Flag, which is set on the PERS screen, will be added by Student records or Human Resources and may be used by other offices; such as, Alumni. A warning will appear on any field displaying the affected GID.

This Flag indicates that a person wants all or part of their record kept confidential, that they want some or all of their information blocked from the Campus Directory and/or wants some or all of their information to NOT be published in other document.

~~~~~PRINT SCREEN

## **APPENDIX G**

### **COMMON FORMS**

#### Maintenance Form Considerations

##### **GUASYST**

The General Person System Information form shows all BANNER modules where data is entered on a specific GID. This is helpful for tracking the progress of student applications or determining quickly what role an individual or entity plays at NOCCCD.

~~~~~Print Screen~~~~~

GUAIDEN

The General Person Identification form shows all BANNER modules

APPENDIX H

DUPLICATE RECORDS

When duplicate records are found or suspected, do a print screen of both records using GUASYST. This screen lists what transactions are shown for each record.

Scripts will be ran which will determine all tables that are affected. The record to be kept will need identified and the “bad record” will be flagged. If there are financial transactions, the record cannot be deleted. The flagged record will be noted as “Bad Record – Do Not Use”. Each office that has transactions will then be contacted. The information will need to be moved from the bad record to the good record.