
Data Standards Document

Contents Summary

- 1.0 OVERVIEW..... 1**
 - 1.1 Purpose..... 1
 - 1.2 Acceptable Use of College Computing Resources..... 1
 - 1.3 Security Statement..... 1
 - 1.4 Access to College Data..... 1
 - 1.5 Appeals Procedure..... 2
 - 1.6 Information Access Definitions..... 2
 - 1.7 Secured Access to Data..... 2
 - 1.8 Requesting Access to BANNER 3

- 2.0 DATA CUSTODIANS 3**
 - 2.1 SLCC Data Custodians 4

- 3.0 DATA STANDARDS PROCEDURES..... 5**
 - 3.1 Data Change Rules..... 5
 - 3.1.1 Approved Supporting Documentation..... 6
 - 3.2 Rules for Clean and Accurate Records..... 6
 - 3.2.1 Person Record Search Procedure – Overview and Procedure 7
 - 3.2.2 Non-Person Record Search Procedure 8
 - 3.3 General Person Information 9
 - 3.3.1 Identification Number Standards 9
 - 3.3.2 Name Standards 9
 - 3.3.3 Name and ID Change Standards..... 14
 - 3.3.4 Address Standards 14
 - 3.3.5 Phone Numbers 16
 - 3.3.6 City Standards 16
 - 3.3.7 State Standards 16
 - 3.3.8 Zip Code Standards..... 16
 - 3.3.9 International (Personal Identification Number) 17
 - 3.3.10 Date Standards 17
 - 3.3.11 Birth Date Standards..... 17
 - 3.3.12 SSN/SIN..... 17
 - 3.3.13 Confidential Information Indicator Standards..... 18
 - 3.3.14 Citizen Type Standards..... 18
 - 3.3.15 Ethnic Code Standards 18
 - 3.3.16 Marital Code Standards 18
 - 3.3.17 Religion Code Standards..... 18
 - 3.3.18 Legacy Code Standards 18
 - 3.3.19 Veteran File Number Standards 18
 - 3.3.20 Deceased Information..... 18

- APPENDIX A – STREET DESIGNATOR ABBREVIATIONS 1**

Document Change Control

Version	Date	Authors	Comments
1.0	May 5, 2001	John LaPlante	<ul style="list-style-type: none">Created Document
1.1	May 14, 2001	John LaPlante	<ul style="list-style-type: none">Added comments from 5/14 meeting
1.2	May 23, 2001	John LaPlante	<ul style="list-style-type: none">Added comments from 5/21 meeting
1.3	May 27, 2001	John LaPlante	<ul style="list-style-type: none">Revised the Security Procedures portionAdded recommendations from A/P Vendor Team regarding Government and Acronyms
1.4	May 30, 2001	John LaPlante	<ul style="list-style-type: none">Added comments from 5/29 meeting

1.0 OVERVIEW

1.1 Purpose

These guidelines establish measures for the protection, access, and use of Salt Lake Community College's data that is electronically maintained on the BANNER system. The guidelines also define the responsibilities of users who input and access that data. Divisions/departments may have individual guidelines that supplement, but do not replace or supersede these guidelines.

1.2 Acceptable Use of College Computing Resources

Salt Lake Community College's policy #C2S17.01 Acceptable Use of College Computing Resources, outlines all acceptable uses of computing resources and shall be adhered to by all SLCC computer users, including BANNER users.

Division/department heads will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document.

Data is a vital asset owned by the college. All institutional data, whether maintained in the central database or copied into other data systems (e.g., personal computers) remains the property of Salt Lake Community College. Access to data is not approved for use outside a user's official college responsibility. Data will be used only for legitimate Salt Lake Community College business.

Division/department heads will ensure a secure office environment with regard to all college data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a BANNER Security Request Form.

1.3 Security Statement

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult their supervisor or the appropriate Data Custodian. (See Data Custodian section.) Users must protect all college data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data in their control. You, the user, are responsible for all transactions occurring during the use of your log-in identification (ID) and password. **USERS ARE NOT TO LOAN OR SHARE THEIR ACCESS CODES WITH ANYONE.** If it is found that users are loaning or sharing their access codes, they are subject to disciplinary action, up to and including termination.

1.4 Access to College Data

Below are the requirements and limitations for all college divisions/departments to follow in obtaining permission for inquiry and update access to the college's data. All users must understand that data security is every user's responsibility.

Division/department heads must request access authorization for a user under their supervision by completing and submitting a BANNER Security Request Form to the required Data Custodian. The Data Custodian will review the request and may approve or deny it. Once the request is approved, the request form will be forwarded to the BANNER Security Administrator for processing. If the request is denied, the division/department head may follow the established appeals procedure. Under no circumstances will access be granted without written approval of the division/department head and the Data Custodian or as a result of the appeals procedure. (See Appeals Procedure section.)

The Computer Access Security Form and instructions for completing it can be obtained from the Computer Center or any of the Data Custodians. Your signature on the Computer Access Security Form signifies your agreement to abide by all Data Standards - Data Integrity, Security Rules and Guidelines, as well as Salt Lake Community College and federal guidelines regarding release of personally identifiable information.

1.5 Appeals Procedure

If a user is denied access by a Data Custodian, the user can appeal the decision by writing a request for review of the decision to the BANNER Steering Committee. The request for review should include the following information: (1) description of the specific data access requested, (2) justification for access to the data, and (3) the name of the Data Custodian who denied access to the data. The Steering Committee will contact the Data Custodian for a written explanation of why access was denied. The Steering Committee will consider the information and then either uphold the Data Custodian's decision to deny access, or overrule the Data Custodian and permit access. The Steering Committee's decision will be final. The Steering Committee's written decision and justification will be permanently kept in the office of the BANNER Security Administration. Copies will be forwarded to the user and the Data Custodian.

1.6 Information Access Definitions

"Inquiry-only" access enables the user to view, analyze, **but not change**, college data. If data is downloaded to a personal computer or other device that data **must not** be altered. Permission to download data must be approved by all Data Custodians until security classes have been established. Downloaded data **must** be used and represented responsibly and accurately. If any data is downloaded for purposes of generating reports, the report must be clearly labeled as "unofficial", except as authorized by the Data Custodian. "Update" access provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

1.7 Secured Access to Data

BANNER classifications will be established based on job function such as registration clerk, faculty, cashier, etc. Specific capabilities will be assigned to each classification. For example, the registration clerk would have update access to registration, but only inquiry access to academic history. Each user will be assigned a classification, or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s).

A list of available classifications and their functions will be available on-line to all division/ department heads. This list will be a dynamic document that will not be given out in hardcopy form in order to ensure that everyone has access to only the most current list.

1.8 Requesting Access to BANNER

The following procedures will be used to establish an ID and password for use in the BANNER system:

1. *The employee will obtain a BANNER Security Request Form, either from the web or from Computing Services. The BANNER Access Request Form is filled out with the first name, middle initial and last name. These fields are required in order to receive a BANNER Log-on ID. The appropriate security classes will also be noted. If the appropriate security classes are not known, the employee can request help from one of the Data Custodians, his/her division/department head, or Computing Services. The employee and his/her division/department head then signs the BANNER Access Request Form.*
2. *The employee will then present the BANNER Security Request form to the Data Custodian for the functional area. If General access only is being requested, any Data Custodian can approve access.*
3. *The employee will participate in BANNER training. At the completion of training, the employee will present the BANNER Security Request Form to the BANNER Trainer. The trainer will then sign the form and return it to the employee.*
4. *After the BANNER Trainer has signed the form, the employee will forward the form to Computing Services and BANNER Security Administrator for processing.*
4. *The BANNER Security Administrator verifies the employee is in the General Person module and creates a unique ID for the employee. The form is initialed and dated by the BANNER Security Administrator.*
5. *The BANNER Security Administrator notifies the employee of their BANNER Log-on ID and password, and maintains the BANNER Security Request Form in his/her files.*

2.0 DATA CUSTODIANS

The Data Custodians are a cross-functional team responsible for data standards, system security, and data integrity for the Banner System.

Before granting access to data, the Data Custodian must be satisfied that protection requirements have been implemented and that a “need to know” is clearly demonstrated. By approving user access to college data, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Custodians 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 also are responsible for the maintenance and control of the BANNER validation tables and rules forms. These tables, and processes related to their use, define how business is conducted at Aims Community College.

2.1 SLCC Data Custodians

<u>AREA OF RESPONSIBILITY</u>	<u>DATA CUSTODIAN</u>
Student System	Registrar; Associate/Assistant Registrars (may be located at individual campuses); Data Center Manager
Student Financial Aid System	Director of Financial Aid; Assistant Directors
Finance System	Controller; Assistant Controller; Administrative Assistant to Controller; Director of Accounting Systems
Human Resources System	Director, Human Resources; Director of Accounting Systems
Accounts Receivable	Any Finance or Student Data Custodian Above
Skills Center Personnel	Skills Center Director of Business Operations; Skills Center MIS Supervisor

3.0 DATA STANDARDS PROCEDURES

The following rules govern which office makes changes to person/non-person records in BANNER. These rules are subject to change as new procedures are defined and implemented.

3.1 Data Change Rules

<u>IF THE PERSON IS A/AN</u>	<u>THEN:</u>	<u>NAME</u>	<u>ID</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>RESIDENCY</u>	<u>DECEASED</u>	<u>SSN/SIN</u>
• Employee or Employment Applicant Only	Human Resources makes the change.	H D	H D		A	*	H D	H D
• Student or Student Applicant Only	Student Services Data Center makes the change.	H D	H D		H	H D	H D	H D
• Skills Center Student	Skills Center makes the change	H D	H D		H	H D	H D	H D
• Financial Aid Applicant Only	Financial Aid makes the change.	H D	H D		H	*	H D	H D
• Vendor Only	Purchasing or Accounts Payable makes the change.	X	X	X	X	*	*	*
• Student and Financial Aid Recipient	Financial Aid makes the change.	H D	H D		H	*	*	*
	Student Services Data Center makes the change.	H D	H D		H	H D	H D	H D
• Vendor and Student and/or Financial Aid Recipient	Financial Aid makes the change.	H D	H D		H	*	*	*
	Student Services Data Center makes the change.	H D	H D		H	H D	H D	H D
	Purchasing or Accounts Payable makes the change.	*	*		H	*	*	*
• Employee and Student	Human Resources makes the change.	H D	H D		H	*	H D	H H
	Student Services Data Center makes the change.	H D	H D		H	H D	H D	*
• Employee and Vendor	Human Resources makes the change.	H D	H D		H	*	H D	H D
	Purchasing or Accounts Payable makes the change.	H D	H D		H	*	*	*
• Employee, Student and Vendor	Human Resources makes the change.	H D	H D		H	*	H D	H D
	Student Services Data Center makes the change.	H D	H D		H	H D	H D	*
	Purchasing or Accounts Payable makes the change.	*	*	X	X	*	*	*

H = Hard copy must be on file in office making the change.
 D = Supporting documentation is required to make the change.
 X = No documentation is required.
 * = Office does not make changes to this field.

3.1.1 Approved Supporting Documentation

The following sections outline the required supporting documentation for the various types of information changes.

3.1.1.1 Name Changes

Name changes will not be made to employee records without a social security card showing the new name. According to the table 3-1, both HR and, if the person is a student, Student Services can make name changes provided the person present their new social security card.

3.2 Rules for Clean and Accurate Records

SEARCH FIRST! Before you create a new record for a person or organization, you **MUST** conduct an ID and name search to make sure that the person or organization has not already been entered in the BANNER database using the search procedures that follow. **Each user in every office MUST conduct a thorough search to prevent entering a duplicate record using the search procedures on pages 7 and 8 of this document.**

NEVER USE! The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are **NEVER** to be used because they cause ORACLE database errors.

ABBREVIATION APPENDIX! When entering data using abbreviations, you **MUST** comply with the standards shown in the appendices to this document.

DATA CHANGES! Make data changes **ONLY** when you have been granted authority to make the change and when you follow the established procedures.

REMEMBER! Some data fields have specific data entry rules. See the specific section under General Person Information for those rules.

3.2.1 Person Record Search Procedure – Overview and Procedure

1. Start person search in SOAIDEN,
2. Search by ID, if not found then
3. Search by Last Name, if not found then
4. Search by First Name, if not found then
5. Search by “Sounds Like”, and
6. If record found, update record, or
7. If you are ABSOLUTELY SURE record is not found, add record.

<i>Step</i>	<i>What you do</i>	<i>How you do it</i>	<i>What you do next</i>
1	Start a Person Search	<ol style="list-style-type: none"> 1. Access the BANNER application form 2. SPAIDEN (student system) RPAIDEN (financial aid system) FOAIDEN (finance system) PPAIDEN (human resource system) 3. Click the Flashlight button 4. Click Person Search (SOAIDEN) 	Go to step II.
2	Search by ID on SOAIDEN if known	<ol style="list-style-type: none"> 1. Click in ID field 2. Type the ID in ID field (Do not type spaces or punctuation in IDs.) 3. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> a. If the Person is NOT FOUND, go to step 3 (Search by Last Name) b. If the Person is FOUND, go to step 6
3	Search by Last Name on SOAIDEN, even if only part of the name is known	<ol style="list-style-type: none"> 1. Delete the ID in the ID field 2. Click in Last Name field 3. Type the first 4 or 5 characters of the name followed by % 4. Select “No” for Case Sensitive Search 5. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> a. If the Person is NOT FOUND, go to step 4 (Search by First Name) b. If the Person LAST NAME is FOUND, go to step 6
4	Search by First Name on SOAIDEN, even if only part of the name is known	<ol style="list-style-type: none"> 1. Delete the entry in the Last Name field 2. Click in First Name field 3. Type the first 3 or 4 characters of the name followed by %. 4. Select “No” for Case Sensitive Search 5. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> a. If the Person is NOT FOUND, go to step 5 (Search by “Sounds Like”) b. If the Person is FOUND, go to step 6
5	Search by “Sounds Like” if the NAME has a Sound-Alike spelling.	<ol style="list-style-type: none"> 1. Click EXIT to cancel query 2. Click “Search using Sounds Like” 3. Enter a string of characters for the name you want. (As long as the first letter is correct, the search will retrieve names with a similar pattern.) 4. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> a. If the Person is NOT FOUND, go to Step 7 b. If the Person is FOUND, go to Step 6

If the Person Record is FOUND...

6	Update the Person record	<ol style="list-style-type: none"> 1. Click on the record 2. Click SELECT 3. Click on the field you need to update 4. Follow procedures established in your area for update 	
---	--------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

If you are ABSOLUTELY SURE that you have NOT FOUND an already existing Person record...

7	Enter a new Person record	<ol style="list-style-type: none"> 1. Follow new-entry procedures established for your area 	
---	---------------------------	------------------------------------------------------------------------------------------------------------	--

3.2.2 Non-Person Record Search Procedure

Use the following steps to thoroughly search Banner each time you consider entering a new non-person.

1. Start a Non-Person search in SOACOMP,
2. Search by ID, then if record is not found
3. Search by name, then if record is not found
4. Search by “Sounds Like,” and
5. If record is found, update record, or
6. If you are ABSOLUTELY SURE that record is not found, add new record.

<i>Step #</i>	<i>What you do</i>	<i>How you do it</i>	<i>What you do next</i>
1	Start a Non-Person Search	<ol style="list-style-type: none"> 1. Access the BANNER application form 2. SPAIDEN (student system) RPAIDEN (financial aid system) FOAIDEN (finance system) PPAIDEN (human resource system) 3. Click the Flashlight button 4. Click Non-Person Search (SOACOMP) 	Go to step 2.
2	Search by ID on SOACOMP if known	<ol style="list-style-type: none"> 1. Click in ID field 2. Type the ID in ID field (Do not type spaces or punctuation in IDs.) 3. Click “Execute Query” or press F8 4. If necessary, scroll down to see all records 	<ol style="list-style-type: none"> c. If the Non-Person is NOT FOUND, go to step 3 (Search by Name) d. If the Non-Person is FOUND, go to step 5
3	Search by Name on SOACOMP, even if only part of the name is known	<ol style="list-style-type: none"> 1. Delete entry in the ID field 2. Click in Name field 3. Type the first 4 or 5 characters of the name followed by % (Be sure you have capitalized appropriately.) 4. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> c. If the Non-Person is NOT FOUND, go to step 4 (Search by “Sounds Like”) d. If the Non-Person is FOUND, go to step 5
4	Search by SOUNDEX on SOACOMP if the NAME has a Sound-Alike spelling.	<ol style="list-style-type: none"> 1. Click EXIT to cancel query 2. Click “Search using Sounds Like” 3. Enter a string of characters for the name you want. (As long as the first letter is correct, the search will retrieve names with a similar pattern.) 4. Click “Execute Query” or press F8 	<ol style="list-style-type: none"> c. If the Non-Person is NOT FOUND, go to Step 6 d. If the Non-Person is FOUND, go to Step 5

If the Non-Person Record is FOUND...

5	Update the Non-Person record	<ol style="list-style-type: none"> 1. Click on the record 2. Click SELECT 3. Click on the field you need to update 4. Follow procedures established in your area for update 	
---	------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

If, after completing all search procedures, you are ABSOLUTELY SURE that you have NOT FOUND an already existing Non-Person record...

6	Enter a new Non-Person record	<ol style="list-style-type: none"> 1. Follow new-entry procedures established for your area 	
---	-------------------------------	------------------------------------------------------------------------------------------------------------	--

3.3 General Person Information

3.3.1 Identification Number Standards

All identification numbers will be a nine-character system-generated numbers starting with the letter "S." This is controlled by the Banner system and shall not be altered. The "S" at the beginning of each identification number is case insensitive. This number shall be used for all Person (e.g. student and employee) records as well as Non-Person (vender) records. To create a sequential number in the Person modules enter "GENERATED" for the ID, and for Non-Person modules enter "NEXT."

3.3.2 Name Standards

3.3.2.1 Last Name

All information is to be entered using upper and lower case letters. Enter the spelling and format of the last name as supplied to you by the person.

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are **NEVER** to be used because they cause ORACLE database errors.

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 (e.g., Monica Lou Creton-Quinton). However, if there are two last names unhyphenated (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 would be input as the last name.

Spaces **ARE** permitted if the spelling and format of the name as provided to you by the person includes spaces. Do not include spaces if the spelling and format of the name as supplied to by the person does not include spaces.

Examples: Copper Smith, Anderson Johnson, La Pine, St. John, De La Rosa, Van der Linden, VanHusen, McDonald, MacPhearson.

Apostrophes (') **ARE** permitted if the spelling and format of the name as provided to you by the person include apostrophes.

Example: O'Brien

Do **NOT** use prefixes or suffixes in this field.

Note: When a new person is being entered, and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system **FIRST**, then change the name.

3.3.2.2 First Name

All information is to be entered using upper and lower case letters. Enter the spelling and format of the first name as supplied to you by the person. If the person only has one name, enter the name into the first and last name fields (e.g., Madonna Madonna).

Any person with a single character first name should be entered **WITH** a period in the first name field followed **BY** the middle and last names in the appropriate fields (e.g., C. Paul Smith). Any person with a double character first name should be entered **WITH** periods following each of the single characters followed **BY** the middle name and last name in the appropriate fields (e.g., C.C. Paul Smith).

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are **NEVER** to be used because they cause ORACLE database errors.

Hyphens **MAY** be used to separate double first names.

Spaces **ARE** permitted if the spelling and format of the name as supplied to you by the person includes spaces (e.g., Mary Ann, Bobby Joe).

Do **NOT** use prefixes or suffixes in this field.

3.3.2.3 Middle Name

All information is to be entered using upper and lower case letters. If you receive the full middle name, enter the middle name as supplied to you. If you receive only a middle initial, input the initial followed by a period (.). If no middle name exists, leave the field blank.

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are **NEVER** to be used because they cause ORACLE database errors.

Hyphens **MAY** be used to separate double middle names.

Spaces **ARE** permitted if the spelling and format of the name as provided to you by the person includes spaces.

Do **NOT** use prefixes or suffixes in this field.

3.3.2.4 Prefixes

Generally prefixes are not entered. When supplied, prefixes are to be entered using upper and lower case letters with periods. Enter the prefix in its own field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes and the code that will be used at SLCC.

Mr. Mrs. Ms. Miss Dr. Hon. Rev.

3.3.2.5 Suffixes

All suffix codes are to be entered using upper and lower case letters with periods. Enter the suffix in the suffix field, not in the last name field. Below are the suffixes and the code that will be used at SLCC.

Sr. Jr. I II III IV Esq.

3.3.2.6 Preferred Name

Preferred Name will not be used at this time.

3.3.2.7 Legal Name

Legal Name will not be used at this time.

3.3.2.8 Non-Person Name/Vendor

All information is to be entered using upper and lower case letters. Acronyms are an exception. See the acronym section below. Generally speaking, enter the vendor's name as supplied to you by the vendor.

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are NEVER to be used because they cause ORACLE database errors.

Hyphens may be used to separate double names.

Spaces ARE permitted if the spelling and format of the name as supplied to you by the vendor includes spaces.

Acronyms

For all organizations that are commonly known by an acronym, and the full spelling is also known, set up under the acronym, and add an alternate name for the full spelling of the name. If only the acronym, or the full name, is known, set up using the information given on the backup.* Examples:

1. For "UAAP" or "Utah Association of Academic Professionals," set up as: UAAP, with an alias of UT Assn of Academic Professionals, using appropriate abbreviations from approved list.
2. For UCM where the full spelling is known, set up as: UCM, with an alias of UNIV Conf Mgmt, using appropriate abbreviations from approved list.
3. For "NACUBO" where the full name is not available at the time of set-up, set up as: NACUBO (no alias created). Add alternate name when full spelling is known.
4. For "Carpet Installers Association," where no acronym is known, set up as: Carpet Installers Assn, using appropriate abbreviations. (No alias created, and with no assumed acronym of "CIA".)

*Note: Do not assume there is an acronym unless stated on the backup information, and be careful not to confuse a logo with a real acronym. Acronyms are commonly used by organizations (usually with very long names), but commercial businesses are seldom listed and known under an acronym. A commercial business may include the initials of its name as part of a logo for their letterhead, but may not do business using the initials.

Chapters

For all organizations where local, state or regional chapters are used, include the organization's name first, then the chapter. (Also see Organizations Housed at Universities)

Example:

1. For “Utah Chapter of ICBO”, set up as: ICBO UT Chapter

Note: Some words that indicate an organizational structure are: Association, Chapter, Council, Consortium, Foundation, Group, Office, and Organization.

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 as defined below:

Assistant	Asst	Institute	Inst
Associated, Associates	Assoc	Intermountain	Intmtn
Association	Assn	International	Intl
Attention	Attn	Limited	Ltd
Building	Bldg	Management	Mgmt
Center	Ctr	Manufacturing	Mfg
Company	Co	Mount	Mt
Conference	Conf	Mountain	Mtn
Corporation	Corp	National	Natl
Department	Dept	Publishers, Publishing	Publ
Division	Div	Publications	Publ
Doing Business As	DBA	Rehabilitation	Rehab
Education	Educ	Service	Svc
Educational	Educl	Services	Svcs
Government	Govt	University	Univ
Incorporated	Inc	Warehouse	Whse
Information	Info		

When vendor or non-person official names are in ALL CAPS, they will be entered using upper and lower case letters.

Vendor names that include “THE” as part of the official name should place the “The” part at the end of the name in parenthesis. For example, “The Sweet Shoppe” should be entered as “Sweet Shoppe (The).”

State

For any State Government entity use the Postal Service abbreviation for the state wherever it falls within the vendor’s name. Ignore all State of’s, even if listed on invoice. Continue with department name in the Vendor Name Field, ignoring “dept of,” “office of,” “agency for,” etc. (See Postal Abbreviations on page 8 and Alias Checklist, Section 5, p. 2.) Examples:

1. “North Carolina Transportation Department” would be entered into the system as NC Transportation Dept, with an alternate name under North Carolina Dept of Transportation.
2. The “Utah State Agency for Surplus Property” would be entered as: UT State Surplus Property, with no alternate name created.*
3. “State of Utah Licensing Office” would be entered as: UT State Licensing Office (State of ignored, replaced with UT State)

*Note: No alternate names are used for Utah.

City and County

For all City and County offices, enter the City or County name first, followed by the word City/County, if applicable. Ignore all City of/County of's, even if stated on the invoice. No alternate names will be created. Examples:

1. "Sandy City Library" would be entered as: Sandy City Library
2. "City of West Jordan" would be entered as: West Jordan City(City of ignored.)
3. "Davis County Solid Waste Management and Energy" would be entered as: Davis County Solid Waste Mgmt and Energy, continuing to the 1st address line if necessary.
4. The "Housing Authority of the County of Salt Lake" would be entered as: Salt Lake County Housing Authority

Federal

For all Federal Government Offices, enter the United States first as an abbreviation, then continue with the remainder of the vendor name. The word Government is not entered, unless it is part of the vendor name. For any vendor where United States is part of the vendor name, abbreviate it as US. Examples:

1. The "United States Postal Service" would be entered as: US Postal Svc
2. The "US Government Printing Office" would be entered as: US Govt Printing Office*
3. "Special Partners of the United States" would be entered as: Special Partners of the US

*Note: It may be difficult to determine if the word Government should be included in the vendor's name. When in doubt, leave it in.

Universities

If the word University is part of the vendor name, abbreviate it to Univ. Examples:

1. "University of Utah" would be entered into the system as: Univ of UT (See Abbreviations List.)
2. "University of Chicago Press" would be entered as: Univ of Chicago Press

Departments

If the university includes a specific department as part of its name, enter the university name followed by the department, ignoring "department of," "office of," etc. Example:

1. "University of Colorado Rehabilitation and Aid Services" should be entered as: Univ of CO Rehab and Aid Svcs (See Abbreviations List.)

Organizations Housed at Universities

If it is unclear whether an organization is part of the university or if it is considered a separate entity, set up the vendor as a separate entity, not under the university name. Example:

1. "United States Bureau of Mines" located at University of Nevada at Reno, would be entered as: US Mines Univ of NV Reno

Multiple Campuses

If a university is located in more than one city, omit the word at from the vendor name and make appropriate abbreviations. (Also see Abbreviations List.)
Examples:

1. "University of California at Berkeley" should be entered as: Univ of CA Berkeley
2. "University of North Carolina at Chapel Hill" should be entered as: Univ of NC Chapel Hill

Common Acronyms

For all universities that are commonly known by an acronym, and the full spelling is also known, set up under the acronym, and add an alternate name for the full spelling of the name. If only the acronym, or the full name, is known, set up using the information given on the backup.* Examples:

1. "University of Nevada at Las Vegas" should be entered as: UNLV, with an alternate name of Univ of NV Las Vegas
2. "Brigham Young University" should be entered as: BYU, with an alias of Brigham Young Univ

*Note: Salt Lake Community College is an exception. It will be set up as SLCC without an alias.

3.3.3 Name and ID Change Standards

Name or ID changes may require legal documentation (e.g., marriage certificate, court order, Social Security card, etc.). Refer to the Data Change Rules for specifics.

3.3.4 Address Standards

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 STVATYP.

3.3.4.1 Street Standards

All information is to be entered using upper and lower case letters.

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are NEVER to be used because they cause ORACLE database errors.

Hyphens and slashes may be used when needed for clarity or designated fractions.

DO NOT leave blank lines between street lines.

The ampersand (&) should be used. DO NOT spell out the word “and”.

“In Care Of” should be entered as “c/o”. DO NOT use the percent sign (%) or spell out “in care of”.

Directional indicators should be abbreviated without periods, as follows:

N S E W NW NE

Example:

John Doe
1234 N 5678 W
Salt Lake City, UT 82123

Street Designators (Suffixes) shall be abbreviated in accordance with Appendix A.

3.3.4.2 Unit Numbers

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are NEVER to be used because they cause ORACLE database errors. Use “Num” instead of the pound sign (#).

Abbreviate units as follows:

Apartment	Apt
Building	Bldg
Floor	Fl
Suite	Ste
Room	Rm
Department	Dept

3.3.4.3 Street and PO Box

The address format allows three lines of street address information. If both street address and PO Box number need to be maintained together, enter both as the Mailing Address, but show the delivery address (PO Box number) on the line after the street address. (See Example 1 below.) Post Office Boxes should be entered as “PO Box” without the periods.

Example 1:

Information Given	Mailing Address (MA)
John F. Smith	John F. Smith
PO Box 2351, 1379 NW Pine	1379 NW Pine
Portland, OR 97203	PO Box 2351
	Portland OR 97203

If the street address and the PO Box address need to be maintained separately, enter the PO Box address as the Mailing Address (MA) and the street address as the Secondary Address (SA). (See Example 2 below.)

Example 2:

Information Given

Mr. John Smith
100 Major STA #25
PO Box 200 Morgan Station
New York, NY 10001

Mailing Address (MA)

Mr. John Smith
PO Box 200 Morgan Station
New York NY 10001

Secondary Address (SA)

Mr. John Smith
100 Major Sta Num 25
New York NY 10001

3.3.4.4 Military Address Standards

Enter the address as supplied to you by the person.

3.3.5 Phone Numbers

All information is to be entered without dashes. Phone numbers are associated with address types. Make sure to include area codes with all phone numbers. Do not assume an area code of 801.

3.3.6 City Standards

All information is to be entered using upper and lower case letters. Do NOT abbreviate unless limited by space.

The comma (,), the pound sign (#), the asterisk (*), and the percent sign (%) are NEVER to be used because they cause ORACLE database errors.

3.3.7 State Standards

See the correct code from STVSTAT.

3.3.8 Zip Code Standards

Zip codes MUST be entered for all U.S. and Canadian addresses. See the correct code from GTVZIPC.

3.3.8.1 United States

Enter the 5-digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and the last 4 digits.

Examples:

97203, 97203-5798

3.3.8.2 Canada

Enter the six-character zip code without hyphens or spaces.

Examples:

T2T2Y5, R2L1N4

3.3.9 International (Personal Identification Number)

Enter the international address as supplied to you by the student. Normally, the PIN (Personal Identification Number) would be entered on the same line as the city.

Examples:

Cheng Li	Bader H Al-Khalifia
7-301 Houji	c/o Aramco
Middle of JiangNan Road	Dhahram 31311
Guang Zhou 510240	Saudi Arabia
Guang Zhou	
China P R C	

3.3.9.1 Gender Code Standards

All employees must be classified as male or female. Gender for students may be shown, as 'N' until the correct gender is determined.

<u>Code</u>	<u>Description</u>
M	Male
F	Female
N	Not Available

3.3.10 Date Standards

Dates are to be entered in the numeric format of mmddyyyy. All dates will be displayed as dd-mmm-yyyy. Examples: 01171993 becomes 17-JAN-1993 and 110192 becomes 01-NOV-1992.

3.3.11 Birth Date Standards

Enter the date of birth according to the Date Standards. If no birth date is given, leave the field blank. However, if no birth date is entered, the password generation feature of the web products will not work properly.

3.3.12 SSN/SIN

The SSN/SIN field will be used and maintained as per the Data Change Rules chart in section 3.1.

3.3.13 Confidential Information Indicator Standards

This field will be entered as 'N' unless a student requests the Registrar to not release any Directory Information (see Requests for Information in catalog) at which time it will be entered as 'Y'. If 'Y' is marked, no Directory Information is to be released. If the Confidentiality Indicator is marked 'N', only Directory Information can be released. Directory Information is limited to:

- Name
- Affirmation of whether currently enrolled full time or part time
- Dates and terms of attendance
- Major field of study
- Degrees and/or certificates earned.

3.3.14 Citizen Type Standards

See the correct code from STVCITZ.

3.3.15 Ethnic Code Standards

See the correct codes from STVETHN.

3.3.16 Marital Code Standards

See the correct codes from STVMRTL.

3.3.17 Religion Code Standards

This will not be used at Salt Lake Community College.

3.3.18 Legacy Code Standards

Legacy Codes will not be used at this time.

3.3.19 Veteran File Number Standards

The Veteran File Number is the veteran's social security number. This information is collected and maintained by the Office of Veteran Affairs.

3.3.20 Deceased Information

Enter 'Y' if employee/student is deceased. Enter date of death. This information is collected and maintained only by the Student Services Data Center for students and the Human Resources office for employees.

APPENDIX A – STREET DESIGNATOR ABBREVIATIONS

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