Data Standards
For all
Banner Modules

Revised 1/6/2012
Table of Contents

1 Names ............................................................................................................. 5
  1.1 General ....................................................................................................... 5
  1.2 Standards for Adding A New Record .......................................................... 5
      1.2.1 Case ................................................................................................. 5
      1.2.2 Initials ............................................................................................. 5
      1.2.3 Spaces ............................................................................................ 6
      1.2.4 Punctuation .................................................................................... 6
      1.2.5 Prefixes and Suffixes ...................................................................... 6
      1.2.6 Previous Names ............................................................................. 6
      1.2.7 Legal Name .................................................................................... 7
      1.2.8 Preferred First Name ...................................................................... 7
      1.2.9 Non Person Name .......................................................................... 7
      1.2.10 Name Type and Description ......................................................... 7
  1.3 Procedures .................................................................................................. 8
      1.3.1 Adding New Records ...................................................................... 8
      1.3.2 Data Integrity Across Multiple Modules ........................................ 10
      1.3.3 Name Change Policies .................................................................... 11
      1.3.4 Changing Banner ID Numbers ....................................................... 12

2 Addresses ....................................................................................................... 13
  2.1 General ....................................................................................................... 13
  2.2 Standards ................................................................................................... 14
      2.2.1 Street Standards ........................................................................... 14
      2.2.2 Punctuation ................................................................................... 14
      2.2.3 Symbols .......................................................................................... 14
      2.2.4 Secondary Address Unit Designators ............................................ 14
      2.2.5 Compass Directions ...................................................................... 15
      2.2.6 Street Address and PO Box ............................................................. 16
      2.2.7 Abbreviations for Street Designators ............................................ 16
      2.2.8 Sources for Additional Information ............................................... 17
      2.2.9 City .................................................................................................. 17
      2.2.10 State and Province ....................................................................... 18
      2.2.11 County .......................................................................................... 18
      2.2.12 Zip or Postal Code ........................................................................ 18
      2.2.13 Country .......................................................................................... 19
      2.2.14 Military Address ........................................................................... 19
      2.2.15 International Addresses ................................................................. 20
      2.2.16 International Addresses and SEVIS ............................................ 21
      2.2.17 Hierarchy of Modifications ............................................................. 21
      2.2.18 Address Types .............................................................................. 22
      2.2.19 Address Source ............................................................................ 24
  2.3 Procedures .................................................................................................. 25
      2.3.1 Adding a New Address .................................................................... 25
      2.3.2 Guidelines ....................................................................................... 25
3 **Telephone Numbers** ................................................................. 26
   3.1 General ................................................................................. 26
   3.2 Standards ......................................................................... 26
      3.2.1 Telephone Types .......................................................... 26
      3.2.2 Telephone Numbers ...................................................... 27
      3.2.3 International Phone Numbers ....................................... 27
      3.2.4 North American Numbering Plan (NANP) .................... 28
   3.3 Procedures ......................................................................... 28
      3.3.1 Adding New Records ..................................................... 28

4 **E-Mail** .................................................................................. 30
   4.1 General ................................................................................. 30
   4.2 Standards ......................................................................... 30
      4.2.1 E-Mail Address Types ................................................... 30
   4.3 Procedures ......................................................................... 31
      4.3.1 Adding an E-Mail Address ............................................ 31

5 **Calendar Dates** .................................................................... 33
   5.1 General ................................................................................. 33
   5.2 Standards ......................................................................... 33
      5.2.1 Calendar Dates ............................................................. 33
      5.2.2 Shortcuts ....................................................................... 33

6 **Gender** .................................................................................. 34
   6.1 General ................................................................................. 34
   6.2 Standards ......................................................................... 34
      6.2.1 Gender .......................................................................... 34

7 **Social Security Number** ....................................................... 35
   7.1 General ................................................................................. 35
   7.2 Standards ......................................................................... 35
      7.2.1 Social Security Number ................................................. 35
   7.3 Procedures ......................................................................... 35
      7.3.1 Changes to Social Security Number .............................. 35

8 **Date of Birth** ........................................................................ 36
   8.1 General ................................................................................. 36
   8.2 Standards ......................................................................... 36
      8.2.1 Date of Birth ................................................................. 36
      8.2.2 Changes to Date of Birth .............................................. 36
   8.3 Procedures ......................................................................... 36
9  Marital Code ........................................................................................................... 37
  9.1  General ............................................................................................................. 37
  9.2  Standards ......................................................................................................... 37
    9.2.1  Marital Code ............................................................................................ 37
  9.3  Procedures ....................................................................................................... 37
10  Race and Ethnicity................................................................................................. 38
  10.1  General ......................................................................................................... 38
  10.2  Standards ..................................................................................................... 38
    10.2.1  Ethnicity (New Ethnicity) ...................................................................... 38
    10.2.2  Race ......................................................................................................... 38
    10.2.3  Confirmed Data ....................................................................................... 39
    10.2.4  Methodology Used Prior to Autumn 2008 .............................................. 39
  10.3  Procedures ..................................................................................................... 39
    10.3.1  Data Mapping From Old to New Methodology ..................................... 40
  10.4  Reporting Considerations ............................................................................ 40
11  Deceased Information .......................................................................................... 41
  11.1  General ......................................................................................................... 41
  11.2  Standards ..................................................................................................... 41
  11.3  Procedures ..................................................................................................... 41
12  Citizenship, Veteran and Legacy Information, Religion Code,
    Driver’s License Information, Emergency Contact Information .................... 42
  12.1  General ......................................................................................................... 42
  12.2  Standards ..................................................................................................... 42
    12.2.1  U.S. Citizen Type ................................................................................... 42
    12.2.2  Legacy Code .......................................................................................... 42
    12.2.3  Veteran File Number ............................................................................. 42
    12.2.4  Religion Code ........................................................................................ 42
    12.2.5  Driver’s License Information ................................................................. 43
    12.2.6  Emergency Contact Information .......................................................... 43
13  Confidential Records ............................................................................................. 44
  13.1  General ......................................................................................................... 44
  13.2  Standards ..................................................................................................... 44
    13.2.1  Confidentiality Indicator ....................................................................... 44
  13.3  Procedures ..................................................................................................... 46
    13.3.1  Confidentiality Indicator ....................................................................... 46
# Table of Contents

Data Standards

## 14 International Constituent Information

### 14.1 General

### 14.2 Standards

#### 14.2.1 International Information (GOAINTL)

### 14.3 Procedures

#### 14.3.1 Updating Visa Type

### 14.4 Reporting Considerations

## 15 Appendix 1 – Forms - Obsolete

## 16 Appendix 2 – Nation Codes

## 17 Appendix 3 – State and Province Codes

## 18 Appendix 4 – Special Character Set

## 19 Appendix 5 – Prefixes and Suffixes

### Sample Prefixes

### Sample Suffixes
1 Names
Revised 4/18/2003

1.1 General
Names and addresses in Banner should have a customer friendly appearance. The objective is to enter names and addresses with both upper and lowercase letters so that when a name or address is printed on correspondence, it looks contemporary and professional.

1.2 Standards for Adding A New Record
Enter the last, first and middle names exactly as the person has indicated. If given the full middle name, enter the full middle name. Do NOT change a full name to an initial. Always use normal upper- and lower-case letters for names. The objective is to print the name on mailings, correspondence, etc. just like the “customer” wants it to print. One exception, Human Resources enters the name as it appears on the Social Security card. Caution: the University is using the current name as the legal name in Banner. A person’s legal name appears on a court order, social security card, marriage license or passport.

1.2.1 Case
If the person has written all upper-case letters, enter the normal upper- and lower-case letters. If the person’s name starts with a lower-case letter, enter the first letter in lower case (duBois, for example). For externally obtained data feeds, UTS has developed a system to convert names into this upper- and lower-case format based on general rules.

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

D. Gary Smith (First name = D.; Middle name = Gary)
Pamela A. Humphrey (Middle name = A.)
Leslie M. F. Donner (Middle name = M. F.)

Note: Do not use an initial for the first name unless the name appears as such on legal name documentation (see 1.2 and 1.2.8).
1.2.3 **Spaces**
Maintain spaces in last names (one space maximum). See the following examples:

- Van Buren
- Van der Vaart
- Vander Vaart

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

- O'Donnell, Odonnell
- Dell'Acqua, DellAcqua, Dellacqua
- Jones-Smith
- Al-Hassan, AlHassan, al-Hassan, alHassan, al Hassan
- St.Denis, St Denis, StDenis, St-Denis
- SaintDenis, Saint-Denis, Saint Denis

1.2.5 **Prefixes and Suffixes**
**DO NOT** enter prefixes and suffixes (such as Mr., Ms., Lt., or Rev. and Jr., IV, or Esq.) in the name fields of the current identification block on the Banner IDEN forms. **Enter prefixes and suffixes in the respectively named fields on the General Person forms. See Appendix 5 for common prefixes and suffixes.**

1.2.6 **Previous Names**
With the exception of corrections made due to data entry errors, it is our policy to maintain previous name information in Banner. Forms used by some University offices ask for a person's previous name or names (for example, admission applicants). Enter the earliest name first.

**Example:**

Name: Lee Livingstone
Previous Name: Lee Stanley

Enter previous name (Lee Stanley) and save.
Enter current name (Lee Livingstone) and save.
Previous name will appear in the previous identification block.
1.2.7 Legal Name
The Legal Name Field is **NOT** used or maintained by the University. **DO NOT** add, delete or modify any data in this field.

1.2.8 Preferred First Name
Offices may enter names in this field.

Example:

William Knight (Preferred First Name: Bill) -- Bill would be entered in the Preferred First Name field.
D. Mark Wilson -- Enter Mark in the Preferred First Name field.

1.2.9 Non Person Name
All information is typed in upper/lower case format; i.e., not all caps or all lower. If an "article" (a, an, or the) is used as an adjective in the full legal name of a non-person entry, it should be included when entering the name in Banner (e.g., The Colorado College).

Example:

ABC Trucking
Dept of Defense
University of Portland
J. F. Kennedy Co.
First National Bank

1.2.10 Name Type and Description
The “current” name in Banner does not require a type to be identified. In other words, if there is only one name, it is current and the type can be left blank.

- MADN: Maiden Name
- PREV: Previous Name
- SORT: Organization Sort Name
- HEPA: HEP Alias Name
- HEPF: HEP Fund Name
- HEPO: HEP Organization Name
1.3 Procedures

1.3.1 Adding New Records

Person and non-person records are created the first time someone enters them in Banner. Multiple offices have the ability to create new entities in Banner. Individual units (e.g., Alumni, Admissions, Human Resources, Registrar) will develop procedures for adding Banner person records.

1.3.1.1 Creation of New Person or Non-person Record

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

<table>
<thead>
<tr>
<th>Office</th>
<th>Type of Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Units</td>
<td>Prospective, Admitted Students</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>Student</td>
</tr>
<tr>
<td>Special Programs &amp; Interterms</td>
<td>Student</td>
</tr>
<tr>
<td>English Language Center</td>
<td>Prospective, Admitted Students</td>
</tr>
<tr>
<td>Fisher Early Learning Center</td>
<td>Person</td>
</tr>
<tr>
<td>Ricks Center</td>
<td>Person</td>
</tr>
<tr>
<td>D.U. High School</td>
<td>Person</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>Third Party, Financial Aid</td>
</tr>
<tr>
<td></td>
<td>Prospect, Financial Aid Lender</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Vendor (Non-Person)</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Applicant, Employee</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>Person (parking permits)</td>
</tr>
<tr>
<td>University Advancement</td>
<td>Constituent (donor), person or non-person</td>
</tr>
</tbody>
</table>

1.3.1.2 Searching for Multiple Records

A complete search must be done before entering a new person or non-person in Banner. There should only be one record for each entity. Any entities that are in Banner more than once must go through the “multiple PIDM” process.
How to do a complete search:

- Search on any portion of the name or ID that is known. Remember that names in Banner are case sensitive.
- Use the “soundex” feature if you are not sure of the spelling
- Use a wildcard (% or _)
- This precaution may take a few minutes to perform, whereas fixing a multiple PIDM may take several weeks to complete.

1.3.1.3 Multiple PIDMS Management

There is a Multiple ID Workteam that meets on a fairly regular basis to identify and attempt to solve issues regarding multiple ID’s in the Banner system. This workteam consists of campus-wide representation, and all members of this group use a program developed by UTS to rename ID’s to BADID. This group relies on information from all those who use the Banner system to identify which records in Banner are problematic.

The Multiple ID Workteam has established a hierarchy for use in determining which ID to keep, and which ID to mark as a BADID. The records in the Banner system that are associated with money are the records most likely to be kept. Student records are also fairly high on the list as that information is difficult to move. The following is the hierarchy that has been established:
1 HR/Payroll
2 Student – with Academic History
3 Accounts Receivable
4 Financial Aid
5 Alumni – with Gifts
6 OSP- Grants
7 Alumni – without Gifts
8 Residence – without Accounts Receivable
9 Admissions
10 Recruit
11 Vendor – 1099
12 Vendor – without 1099
13 Employee – without Payroll

Questions or concerns regarding this process should be directed to the Banner Resource Coordinator.

1.3.2 Data Integrity Across Multiple Modules

A common institutional database offers the potential for better service and convenience to our constituents and greater accuracy across the University. Simultaneously, each administrative unit must be cognizant of data integrity requirements of other University units in its practices. Name change practices are a key example where specific policies must be followed depending on the type of record. Whenever a constituent requests a name change it is necessary to determine (using GUASYST) in which modules the record occurs. If the individual is a current employee, only Human Resources/Payroll may make the change; if the individual has a student record, the Office of the Registrar, University Advancement or any academic unit may make the change following prescribed procedures/policies.
### 1.3.3 Name Change Policies

The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner. Informed professional judgment must be used to determine what constitutes a name correction rather than a name change (i.e. data entry spelling error). In a name correction, the current name should be “typed-over”. No previous or alternative name record is kept and no documentation is required.

<table>
<thead>
<tr>
<th>Person/Non-Person</th>
<th>Procedures</th>
</tr>
</thead>
</table>
| Employee (faculty or staff) – whether or not any other record type exists | Human Resources/Payroll will make the change. Use Name Change Request and require the following:  
- Social Security Card  
See Name Change Request for procedures. |
| Student (current or former) – excluding faculty or staff (who should follow “Employee” guidelines above) | Registrar, University Advancement or any academic unit may make change. Use Name Change Request and require one of the following:  
- Social Security Card  
- Marriage Certificate/License  
- Court Order Document  
- Driver’s License  
- Passport  
See Name Change Request for procedures. |
| Accounts Payable vendors | Accounts Payable or Purchasing staff will make change if no other record exists for vendor. |
| Admission recruit or applicant, not a current student or employee | Change upon request of individual. |
| Alumni constituent only (no student record type exists) | University Advancement will make change upon request of constituent. |
| Financial Aid | Financial Aid record only. Names updated by data loads. |
| Third Party | Change upon request of individual or company. |
1.3.4 Changing Banner ID Numbers

Occasionally, there are requests to assign a new Banner ID number for a constituent. New Banner ID’s will only be assigned in rare cases where a constituent’s privacy is compromised or safety is a concern (identity theft, etc.) Changing identification numbers involves a considerable amount of systems engineering across multiple computer systems and is considered on a case-by-case basis. The University of Denver will not assign a new ID number for ‘cosmetic’ reasons.

**Procedure:** Students must request a change of ID number from the Associate Provost for Student Life. The Associate Provost will notify the Registrar if the request is approved. The Registrar will coordinate with UTS and other appropriate staff and will notify the student when the change has been completed.

The same procedure applies to staff and faculty although they must request a change in number from the Human Resources Director.

All others will be determined on a case-by-case basis in consultation with the Office of the Registrar.
2 Addresses

Revised 7/8/2003

2.1 General

University-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, units with marketing responsibility (such as University Advancement and Admission) must be able to produce individualized correspondence conforming to formal addressing rules. Units such as Student Financial Services and Accounts Payable may have less stringent formatting requirements. These standards must balance three considerations:

- Banner system requirements;
- Accepted standards for formal communications;
- U.S. Postal Service guidelines.

All addresses must meet US Postal Service addressing requirements. The guidelines expressed herein are designed to convey the minimum standard requirements to be used throughout the University. Thus, while giving preference to formal addressing guidelines, this document contains a degree of flexibility in areas such as punctuation and abbreviation.

For example, an admission prospect or a vendor might be stored as received (for example):

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

We may wish to change the address for an admitted applicant or a donor to read as follows:

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

While data may be conditioned (or reformatted) on output (e.g., date format), it is our intention that addresses be entered exactly as they will print on correspondence, reports, etc. Accurate, consistent address data entry is vital. Given these considerations, the following address data entry standards are recommended.
2.2 Standards

2.2.1 Street Standards
All information is typed in upper/lower case format (i.e., not all caps or all lower). Street names should be spelled out in their entirety whenever possible.

2.2.2 Punctuation
Punctuation (hyphens, periods, slashes, commas and apostrophes) should be used if space permits. With the exception of the hyphen in the zip plus 4 configuration, punctuation in the delivery address block may be omitted if necessary and according to the established hierarchy for modifications.

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

- The ampersand "&" should only be used in place of “and” if it is used on individual or business letterhead.
- The percent symbol "%" should never be used.
- The designation for “in care of” should be abbreviated as "c/o" when necessary and should be entered on the first street address line.

2.2.4 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 primary address uses all available characters, the secondary unit designator should be on the first address line – preceding the primary address. The unit designator should never be on the line following the primary address.

Example:

Suite 202
1356 South Executive Drive
The pound sign “#” is acceptable as a unit designator if the unit type is unknown. Key a space in between the pound sign and the unit designator numbers or letters. Do NOT use “No.” as a unit designator. Never use the pound sign as the first character in an address.

**Example:**

1624 West Donner Street, # 101

Recommended abbreviations for common unit designators are:

- Apartment
- Building
- Room
- Floor
- Suite
- Department

Apt
Bldg
Rm
Fl
Ste
Dept

Refer to the Postal Addressing Standards publication for other unit designator abbreviations.

**Examples:**

102 Main Street, Apt. 101
1356 Executive Drive, Ste. 202
1600 Central Place, Bldg. 14
55 Sylvan Boulevard, Rm. 18

**2.2.5 Compass Directions**

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Because a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out; the second directional word must always be spelled out if space will not allow both to be spelled out.

**Examples:**

102 North Main Street, S.W.
160 North South Street
1624 N. South Boulevard
156 N. 23rd Street

Compass directional words should be abbreviated as follows:
2.2.6 Street Address and PO Box

Banner address formats allow three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address as home address and the PO Box as mailing address.

<table>
<thead>
<tr>
<th>Information Given</th>
<th>Home/Business Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Franklin Smith Evergreen Building 1379 West Pine PO Box 2351 Denver, CO 87003</td>
<td>Dr. John Franklin Smith Evergreen Building 1379 West Pine Denver, CO 87003</td>
<td>Dr. John Franklin Smith PO Box 2351 Denver, CO 87003</td>
</tr>
</tbody>
</table>

Do not enter data into the second address line until data has been entered into the first address line. An example of a three-line address is:

c/o Duncan McCleod
Suite 910
1494 Highlander Boulevard

2.2.7 Abbreviations for Street Designators

Refer to the U.S. Postal Service Address Standards publication for abbreviations of designators not listed below.

<table>
<thead>
<tr>
<th>Designator</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avenue</td>
<td>Ave.</td>
</tr>
<tr>
<td>Boulevard</td>
<td>Blvd.</td>
</tr>
<tr>
<td>Branch</td>
<td>Br.</td>
</tr>
<tr>
<td>Center</td>
<td>Ctr.</td>
</tr>
<tr>
<td>Court</td>
<td>Ct.</td>
</tr>
<tr>
<td>Circle</td>
<td>Cir.</td>
</tr>
<tr>
<td>Drive</td>
<td>Dr.</td>
</tr>
<tr>
<td>Estate</td>
<td>Est.</td>
</tr>
<tr>
<td>Highway</td>
<td>Hwy.</td>
</tr>
<tr>
<td>Lane</td>
<td>Ln.</td>
</tr>
<tr>
<td>Parkway</td>
<td>Pkwy.</td>
</tr>
<tr>
<td>Place</td>
<td>Pl.</td>
</tr>
<tr>
<td>Road</td>
<td>Rd.</td>
</tr>
<tr>
<td>Square</td>
<td>Sq.</td>
</tr>
<tr>
<td>Station</td>
<td>Sta.</td>
</tr>
<tr>
<td>Street</td>
<td>St.</td>
</tr>
</tbody>
</table>
2.2.8 Sources for Additional Information

Revised 1/3/2012

There are style manuals that deal with formal addressing style. There are several U.S. Postal Service publications dealing with addressing. The most comprehensive and accessible publication is *Postal Addressing Standards, Publication 28*. This publication is available from the U.S. Postal Service as well as in a portable document format (PDF) on the World Wide Web at:


The U.S. Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information:

https://www.usps.com/business/manage-address-quality.htm

The Canadian Postal service (Canada Post) also offers a very useful web site:

http://www.canadapost.ca/cpo/mc/personal/guides/addressing.jsf

2.2.9 City

All information is typed in upper/lower case format, i.e. not all caps or all lower. Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards described herein or in the US Postal Service *Postal Addressing Standards*. The system will populate city and state automatically if you leave them blank and enter a zip code.

International information is typed in upper/lower case format, i.e., not all caps or all lower. Enter city name, province or state and postal code. It may not always be possible to enter city, province/state and postal code in the 20-characters of the city field. This field is required and the individual must use best judgment in how to employ the City field and address lines to best replicate the international address. Spell out names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards.
2.2.10 **State and Province**

State codes MUST be entered for all U.S. and Canadian addresses. The appropriate code may be selected using Banner software. For additional information, refer to the Postal Service Address Standards publication. See Appendix 3 for state and province codes.

Canadian Provinces are entered in the State/Province field, **NOT** in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, 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. (System generated from zip code entry.)

International State and Provinces (excluding Canada) are entered in the City field, **NOT** in the State/Province field. This field should be blank for all International addresses.

2.2.11 **County**

The county field is populated automatically if you enter a zip code before city, state or zip. You may enter the county code from the list of values in the validation form (System generated from zip code entry). Do not enter county code for international addresses.

2.2.12 **Zip or Postal Code**

Zip or postal codes **MUST** be entered for all U.S. and Canadian addresses. Do not enter zip or postal codes for international addresses in this field.

2.2.12.1 **United States**

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

**Examples:**
97203
97203-5798
2.2.12.2 **Canadian**

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

**Examples:**

T2T 2Y5  
R2L 1N4

2.2.13 **Country**

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

See Appendix 2 regarding policy and procedure for changing or adding country codes.

Leave country code blank for U.S. addresses. In Banner, the default country designation is "U.S."

2.2.14 **Military Address**

2.2.14.1 **Overseas Locations**

- Enter the APO or FPO code into the CITY field.
- Enter the military ‘state’ code (AA, AE, or AP) into the State field.
- AA for units in the AMERICAS other than CANADA (340)
- AE for mail going to EUROPE, the MIDDLE EAST, AFRICA, and CANADA (090 through 098)
- AP for mail destined to the Pacific (962 through 966)

**Examples:**

SSGT Dennis Becker  
Unit 2050 Box 4190  
APO AP 96522-1215

Sgt. Cher Downey  
PSC 802 Box 2625  
APO AE 09777-0010
Seaman Duane Reeves  
B Division  
USS North Dakota  
FPO AA 34093-2344

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

Example:

Col. Margaret Henry  
Lowry Air Force Base  
8205 East Sixth Avenue, #405  
Denver, CO 80234

2.2.15 International Addresses

Care should be taken to enter international addresses as closely as possible to the format required by that country. The country name appears automatically when a Nation code is entered (2.2.13). The City field is required, and three address lines are available. In some cases, postal code and city should be inserted in the City field:

Renée Duval  
27, rue Pasteur  
14390 Cabourg  
France

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

Walter C. Brown  
49 Featherstone Street  
London  
EC1Y 8SY  
Great Britain

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

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

The most authoritative resource is the Universal Postal Union:  http://www.upu.int/index.html.
2.2.16  International Addresses and SEVIS
The University is required to track and report information to the government on international students and exchange visitors visiting the U.S. on an F, J, or M visa. We are required to maintain and report address information including a permanent foreign address and a local address. For individuals with F, J, or M visa status, the home (HO) address must be a valid foreign permanent address. A valid local address must be maintained with either an on-campus (OC) or mailing (MA) address type.

2.2.17  Hierarchy of Modifications
When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

- When secondary delivery information, e.g., APT or SUITE, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

  Example:

  Ms. Jane Doe
  Building 14-100
  14200 East Mississippi Parkway
  Aurora, CO 80111-1111

- Abbreviate addresses, using standard postal abbreviations described herein.

  Example:

  Ms. Jane Doe
  58000 E. Happy Canyon Blvd.
  Englewood, CO 80110

- Remove punctuation

  Example:

  Ms. Jane Doe
  5800 E Martin Luther King Blvd
  Denver, CO 80010
2.2.18 Address Types

It is our desire to maintain a standardized list of address types based on their purposes, rather than separate addresses for each University department. This will reduce redundant data entry. Thus, an individual may appear in accounts payable, be an alum, employee and enrolled as a current student in the Law School and only have a single address. The University Advancement Office can put a “preferred indicator” on any address type in the Alumni module. This indicator cannot be viewed in any module except Alumni.

Each Banner application (e.g., recruitment mail, billing, grades, and gift solicitations) will look for a valid address in a prescribed sequence. For example, the grade mailing routine might look for addresses in this order: GR, TE, SE, and then MA. Admission might typically search for a mailing address in this order: TE, SE, and then MA. Identical addresses should not be keyed in different address types.

The following table describes address types defined for the University of Denver Banner system.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>Mailing</td>
<td>This is the default address for the Banner system and the University of Denver. The address at which a person is currently receiving mail. For most applications, Mailing address will be used ahead of home address. For some applications, (admission prospects) this will be the only address record. This address will be updated from various sources.</td>
</tr>
<tr>
<td>HO</td>
<td>Home</td>
<td>Home address is used to distinguish a permanent address for students who are from out of the area. It also identifies a preferred contact address if it is different from the mailing address.</td>
</tr>
<tr>
<td>OC</td>
<td>On-Campus</td>
<td>On-Campus address is used only for University housing addresses. It is populated automatically each term.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PA and P2</td>
<td>Parent(s)</td>
<td>Parent address(es) of students or other constituents where such records are significant. PA should be used first. P2 only when parents have separate addresses.</td>
</tr>
<tr>
<td>BI</td>
<td>Billing</td>
<td>Used when billing address is different from primary Mailing Address. Used for students or other entities the University bills.</td>
</tr>
<tr>
<td>BU</td>
<td>Business</td>
<td>The principal address for non-person entities or employer’s address.</td>
</tr>
<tr>
<td>GR</td>
<td>Grades</td>
<td>Used only for mailing grades and only when student requests grades are mailed to a different address from primary mailing address.</td>
</tr>
<tr>
<td>MG</td>
<td>Matching Gift</td>
<td>Used by University Advancement to record address for Matching Gift Entity.</td>
</tr>
<tr>
<td>TE</td>
<td>Temporary</td>
<td>Used to temporarily override Mailing Address. Should be entered with termination date.</td>
</tr>
<tr>
<td>SE</td>
<td>Seasonal</td>
<td>Used to temporarily override Mailing Address on a regular basis, e.g. June through August. Used primarily by University Advancement. Should be entered with valid dates.</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order Address</td>
<td>Used by Purchasing Department</td>
</tr>
<tr>
<td>KO</td>
<td>Campus Office</td>
<td>Used to maintain campus directory</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable Address</td>
<td>Used by Accounts Payable Department.</td>
</tr>
<tr>
<td>XX</td>
<td>TGR Feed</td>
<td>Used internally by Banner.</td>
</tr>
</tbody>
</table>
### 2.2.19 Address Source

The following table describes address source codes defined for the University of Denver Banner system.

<table>
<thead>
<tr>
<th>Address Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALFI</td>
<td>Alumnifinder</td>
</tr>
<tr>
<td>HARR</td>
<td>Harris 0402</td>
</tr>
<tr>
<td>INFR</td>
<td>Information received from relative</td>
</tr>
<tr>
<td>NCOA</td>
<td>National Change of Address</td>
</tr>
<tr>
<td>PHON</td>
<td>Phonathon received change</td>
</tr>
<tr>
<td>POST</td>
<td>Post Office change – returned letter</td>
</tr>
<tr>
<td>SELF</td>
<td>Self reported change by individual</td>
</tr>
<tr>
<td>THRD</td>
<td>Third party reported change</td>
</tr>
<tr>
<td>VEND</td>
<td>Vendor purchased change</td>
</tr>
<tr>
<td>VLAD</td>
<td>Never Valid</td>
</tr>
<tr>
<td>WEB</td>
<td>Change received via the WEB</td>
</tr>
<tr>
<td></td>
<td>(This is a “system assigned” value – do not enter code)</td>
</tr>
</tbody>
</table>
2.3 Procedures

2.3.1 Adding a New Address
To add a new address, follow these steps:

- Change the ‘TO’ date on the existing address of same type to the current date
- Click in inactive
- Save changes
- Select ‘Insert Record’
- Enter address information
- Save changes

2.3.2 Guidelines

<table>
<thead>
<tr>
<th>Person Type</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Any Administrative office may add a new address. The previous address should not be modified.</td>
</tr>
<tr>
<td>Faculty/Staff</td>
<td>Any Administrative office may add a new address. The previous address should not be modified.</td>
</tr>
<tr>
<td>Alumni</td>
<td>Any Administrative office may add a new address. The previous address should not be modified.</td>
</tr>
<tr>
<td>Non-Person (Vendors)</td>
<td>Any Administrative office should put new address in the document text of the Requisition.</td>
</tr>
</tbody>
</table>

2.3.3 Updating Invalid Addresses
When it is determined that an address is no longer valid (for example, by returned mail with no forwarding address), check the Inactive Address box, enter the transaction date in the To Date field for the address, and update the Source field with the source of the information (e.g., POST or NCOA). It is important to update the To Date to facilitate data maintenance.

2.3.4 Purging Invalid Addresses
Expired addresses are purged from the system approximately two years after the expiry date.
3 Telephone Numbers

Revised 4/18/2003

3.1 General
An entity (person or non-person) may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data received. International phone numbers are entered in a special ‘international’ field in these forms of the Banner System: APATELE, FOATELE, PPATELE, RPATELE and SPATELE.

3.2 Standards
All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format.

3.2.1 Telephone Types
A telephone type distinguishes each telephone number entered in the Banner system. The University uses the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Business Telephone</td>
<td>Used for vendor, student, staff, or alumni business telephone number.</td>
</tr>
<tr>
<td>CELL</td>
<td>Cellular Telephone</td>
<td>Used for vendor, student, staff, or alumni cellular phone number.</td>
</tr>
<tr>
<td>FAX</td>
<td>Fax Telephone</td>
<td>Used for vendor, student, staff or alumni facsimile.</td>
</tr>
<tr>
<td>HOME</td>
<td>Home Telephone</td>
<td>Used for student, staff, or alumni home telephone number.</td>
</tr>
<tr>
<td>KO</td>
<td>Campus Office</td>
<td>Used for faculty/staff on-campus phone numbers. For campus directory</td>
</tr>
<tr>
<td>LOCL</td>
<td>Local Telephone</td>
<td>DO NOT USE – use OC instead.</td>
</tr>
<tr>
<td>MAIL</td>
<td>Mail Address Telephone</td>
<td>WEB applications only. Do NOT use unless specifically trained to do so.</td>
</tr>
<tr>
<td>OC</td>
<td>On-Campus/Local Telephone</td>
<td>Used for student on-campus, residence hall or local telephone number.</td>
</tr>
<tr>
<td>Temp</td>
<td>Temporary</td>
<td>Used to capture telephone numbers associated with temporary addresses.</td>
</tr>
</tbody>
</table>
3.2.2 Telephone Numbers
The telephone number is presented in a three-field format.

3.2.2.1 Area Code
The three-digit area code must be entered for all phone numbers including the local (303) area.

3.2.2.2 Phone Number
Enter the seven-digit number without inserting a hyphen.
Example:
2837300
5741386

3.2.2.3 Extension
If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.
Example:
7300, 1764

3.2.3 International Phone Numbers
International phone numbers consist of three parts.
“011” must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

3.2.3.1 Country Code
The country code consists of one to four-digits and is required.

3.2.3.2 City Code
The city code consists of one to three-digits, but not all countries utilize city codes. The city code is often reported with a zero (0) in front of it. Do NOT enter the zero.

3.2.3.3 Phone Number
The phone number consists of four to seven digits and is required.
3.2.4 North American Numbering Plan (NANP)
Revised 1/6/2012

The North American Numbering Plan (NANP) is an integrated telephone numbering plan serving 19 North American countries that share its resources. These countries include the United States and its territories, Canada, Bermuda, Anguilla, Antigua & Barbuda, the Bahamas, Barbados, the British Virgin Islands, the Cayman Islands, Dominica, the Dominican Republic, Grenada, Jamaica, Montserrat, Sint Maarten, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, and Turks & Caicos.

Regulatory authorities in each participating country have plenary authority over numbering resources, but the participating countries share numbering resources cooperatively.

The country code for all NANP countries is 1. NANP numbers are ten-digit numbers consisting of a three-digit Numbering Plan Area (NPA) code, commonly called an area code, followed by a seven-digit local number. The format is usually represented as

\[ \text{NXX-NXX-XXXX} \]

where N is any digit from 2 through 9 and X is any digit from 0 through 9.

For additional information visit http://www.nanpa.com/index.html

3.3 Procedures

3.3.1 Adding New Records

Telephone numbers may be tied or linked to a specific address. The ‘Address Type’ and ‘Seq No’ fields are used to link the telephone number to a specific address. It is possible to have more than one telephone number for a single address.

3.3.1.1 Telephone Numbers

All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format. Enter all three parts in the appropriate field, using no parentheses or hyphens. Do NOT enter the standard “1” code for long distance dialing.
3.3.1.2 International Numbers

There is a 16 character limit in the international phone number field. Enter all three parts in the appropriate international phone number field, using no parentheses or hyphens. Do **NOT** enter the “011” standard code for international dialing.

**Example:**

8137599311 would be entered for a telephone number in Japan consisting of 81 for the country code, 03 for the city code and 7599311 for the phone number.
4 E-Mail

4.1 General

Revised 1/6/2012

Students at the University of Denver are issued email addresses but are not issued email storage space; any messages sent to the student’s email addresses are automatically forwarded to the student’s preferred off-campus email provider. Students are required to maintain a preferred email address. For more information: http://www.du.edu/studentemail. University employees may update the student’s address or students can do so through web Self-Service.

University employees are given an Exchange account through which to use electronic mail (email) services. Accounts are created automatically.

4.2 Standards

All e-mail addresses entered should be evaluated for case sensitivity and spelling. Some e-mail systems are case sensitive before the @.

4.2.1 E-Mail Address Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN</td>
<td>Business E-mail Address</td>
<td>Used for vendor or alumni e-mail address.</td>
</tr>
<tr>
<td>DU</td>
<td>DU E-mail Address</td>
<td>Used for student, faculty, staff, or alumni e-mail address.</td>
</tr>
<tr>
<td>DUAL</td>
<td>Alias E-Mail Address</td>
<td>Used to capture alias information for e-mail address.</td>
</tr>
<tr>
<td>DULW</td>
<td>DU Law School E-mail</td>
<td>Used for student, faculty, staff or alumni of the Law School e-mail address.</td>
</tr>
<tr>
<td>EMRG</td>
<td>Emergency Contact</td>
<td>E-mail address for an individual’s emergency contact.</td>
</tr>
<tr>
<td>MGEM</td>
<td>Matching Gift E-Mail</td>
<td>Used by University Advancement to record email address for matching gift organization.</td>
</tr>
<tr>
<td>Code</td>
<td>Field Type</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>MGUR</td>
<td>Matching Gift URL</td>
<td>Used by University Advancement to record URL for matching gift organization.</td>
</tr>
<tr>
<td>PA</td>
<td>Parent E-Mail Address</td>
<td>Parent email address(es) of students or other constituents where such records are significant.</td>
</tr>
<tr>
<td>PERS</td>
<td>Personal E-mail Address</td>
<td>Used for prospects, applicants or alumni e-mail address.</td>
</tr>
<tr>
<td>P2</td>
<td>Parent E-Mail Address</td>
<td>PA should be used first. P2 only used when parents have separate addresses. One e-mail address can be marked as the preferred e-mail address. If e-mail is stored, then the preferred indicator must be checked to indicate the preferred e-mail address. If the preferred indicator is not checked then the e-mail address may be omitted from selection.</td>
</tr>
</tbody>
</table>

4.3 Procedures

4.3.1 Adding an E-Mail Address

Be aware that e-mail addresses follow a standard format. E-mail addresses consist of a login name followed by the @ sign, followed by the domain name. A domain name contains between two and four elements separated by periods. For example, support@du.edu is the address where DU computer support questions can be sent. All incoming students are provided with a university email address.

**Examples:**

An e-mail address for a University student:

twilliam@du.edu

An e-mail address for a Law School student:

hmiller@mail.law.du.edu

An e-mail address for an Alumni:

rcampbel@denver.quest.com
An e-mail address for a vendor:

custserv01@corpexpress.com
5 Calendar Dates
Revised 7/8/2003

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

5.2 Standards

5.2.1 Calendar Dates
The University prints dates in the format dd-mmm-yyyy. Dates may be entered in any format. The system will re-display the date in the dd-mmm-yyyy format.

Examples:

January 17, 1999 becomes 17-JAN-1999
4/17/99 becomes 17-APR-1999
060899 becomes 08-JUN-1999

5.2.2 Shortcuts
If you place a 2-digit number, the system will assume a date in this month, e.g. 10-July-2003 has a shortcut of 10 (this month). If you place a 4-digit number, the system will assume a month-date for this year. E.g., 1225 will resolve as 25-December-2003.

You may enter T for today's date.
6 Gender

Revised 4/18/2003

6.1 General
The U.S. Department of Education requires that the University reports gender information.

6.2 Standards

6.2.1 Gender

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Male</td>
<td>A male person, man or boy</td>
</tr>
<tr>
<td>F</td>
<td>Female</td>
<td>A female person, woman or girl</td>
</tr>
<tr>
<td>U</td>
<td>Unavailable</td>
<td>The gender information is not available or if the gender cannot be determined by the name, i.e., Chris, Pat, Terry, etc.</td>
</tr>
</tbody>
</table>

NOTE: All employees and students MUST be classified as a male or female.
7 Social Security Number
Revised 4/18/2003

7.1 General

7.2 Standards

7.2.1 Social Security Number
Enter the entire (nine) 9-digit number, omitting dashes and spaces between numbers (e.g. 555491133).

- The SSN is required for students and employees.
- The SSN is not required for constituents who are friends of the University.

7.3 Procedures

7.3.1 Changes to Social Security Number
A person making a social security number change request must present a new social security number card. Good professional judgment should be used when making error corrections to Social Security Numbers. Make the change and send a copy to the Office of Student Financial Services.
8 Date of Birth
Revised 4/18/2003

8.1 General

8.2 Standards

8.2.1 Date of Birth
- The Date of Birth is required for employees and students.
- The Date of Birth is optional for alumni and friends.

8.2.2 Changes to Date of Birth
An employee or student making a date of birth change request must present a birth certificate. If person is a student, make the date of birth change and send a copy of birth certificate to the Office of Student Financial Services.

8.3 Procedures
When a birth date is required, but none is available, Human Resources uses the holder code date 07-JUL-1864 to allow processing an employee. Periodically, records containing this date will be identified and corrected. When the year of birth is known, but not the specific month or day, University Advancement will use the code 01-JAN-60, where “60” is the year of birth and will vary with the constituent, to associate a birth date with constituent’s record.
9 Marital Code
Revised 4/18/2003

9.1 General

9.2 Standards

9.2.1 Marital Code
This information may be collected for students, employees and constituents of the University.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Married</td>
<td>Legally married</td>
</tr>
<tr>
<td>S</td>
<td>Single</td>
<td>Not married</td>
</tr>
<tr>
<td>L</td>
<td>Life Partner</td>
<td>Not married but considered a partner</td>
</tr>
<tr>
<td>D</td>
<td>Divorced</td>
<td>Legally divorced</td>
</tr>
<tr>
<td>W</td>
<td>Widow/Widower</td>
<td>Spouse is deceased</td>
</tr>
<tr>
<td>U</td>
<td>Unknown</td>
<td>Marital Status is unknown</td>
</tr>
</tbody>
</table>

9.3 Procedures
10 Race and Ethnicity

Revised: 9/24/2008

10.1 General

DU maintains race and ethnicity information for students and employees, and optionally for other constituents. This information supports the institution’s diversity efforts and is required to comply with several federal and state regulations. This information must be collected for students and employees who are U.S. citizens or U.S. permanent residents. The information is optional for other constituents and non-citizens.

Beginning autumn 2008, the University adopted new federal methodology for maintaining race and ethnicity information. The new methodology comprises two data elements: ethnicity and race. Data collected prior to autumn 2008 have been maintained in the database, but have been mapped to the new schema. Generally, only data in the new schema should be used. Individuals who require data in the previous format should contact the Office of Institutional Research.

10.2 Standards

10.2.1 Ethnicity (New Ethnicity)

Three options are available:
- Not Hispanic or Latino
- Hispanic or Latino
- None

The default value is none – meaning the individual did not respond to the question on ethnicity. Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

10.2.2 Race

Multiple values may be stored for Race. Values are:
1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. Native Hawaiian or Other Pacific Islander
5. White
Values are defined as follows:
American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American: A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

10.2.3 Confirmed Data
Regulations require that students and employees to have the opportunity to provide information in the new format. Race and Ethnicity Confirmed (with accompanying date) indicates that the constituent has had the opportunity to respond in the new format. Marking this indicator with a date and no accompanying ethnicity and race information means that the individual declined to provide the information requested.

10.2.4 Methodology Used Prior to Autumn 2008
Prior to autumn 2008, a single ethnicity value was maintained for students and employees who were U.S. citizens. These values are:
1 White
2 Black
3 Hispanic
4 Asian/Pacific Islander
5 Alaska Native/American Indian
6 Race/Ethnicity Unknown

10.3 Procedures
Race and ethnicity data should be collected for employees and students. Regulations and procedures vary for different constituencies. For additional information, on gathering data contact Institutional Research, Human Resources or the Registrar.
When entering data, it is important to record all three elements — ethnicity, race and confirmation. If the data source is in the new, two-question format, check the **Race and Ethnicity Confirmed** box, and enter a date. If the data source is in the old format, enter both ethnicity and race following the mapping below, but do not check the Confirmed box or enter a date.

### 10.3.1 Data Mapping From Old to New Methodology

The following mapping was used to convert data collected in the old methodology to the new methodology. This mapping should be used to enter data from sources collected using the old methodology.

<table>
<thead>
<tr>
<th>Old Methodology</th>
<th>New Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>1 White</td>
<td>None</td>
</tr>
<tr>
<td>2 Black</td>
<td>None</td>
</tr>
<tr>
<td>3 Hispanic</td>
<td>Hispanic or Latino</td>
</tr>
<tr>
<td>4 Asian/Pacific Islander</td>
<td>None</td>
</tr>
<tr>
<td>5 American Indian/Alaska</td>
<td>None</td>
</tr>
<tr>
<td>6 Unknown</td>
<td>None</td>
</tr>
</tbody>
</table>

### 10.4 Reporting Considerations

Reporting is more complex using the new data format. DU gathers more extensive data than are always reported. For example, previously race and ethnicity data were not gathered for non-citizens. These data are not always reported externally. Further, IPEDS and other federal reporting summarize data. For additional information on reporting race and ethnicity, contact the Office of Institutional Research.
11 Deceased Information

Revised: 9/24/2008

11.1 General
Deceased status must be based on reliable information.

11.2 Standards
Most Banner processes are stopped by setting the Deceased Indicator. All population selections and other institutionally-developed processes used for communication must search for and exclude deceased persons. The Deceased Indicator is included in DU data views and the ODS.

11.3 Procedures
Deceased status should be verified, when possible, through death certificate, obituary, or Social Security Death Index (SSDI). The SSDI may be searched at http://ssdi.rootsweb.com.

Any office requiring specific documentation of a death (for example, to cancel a student loan) is responsible for obtaining needed documentation.

With the exception of currently enrolled students and current employees and retirees, any office that is performing a transaction for a deceased individual may update the Deceased Indicator. The same office setting the Deceased Indicator should enter the date of death, if known. If the date is not known, enter the date the information was received. It is suggested that the source of information be noted in an appropriate comments field. For example, for current or recently enrolled students, the source of information should be noted in the Student comment form (SPACMNT).

For currently enrolled students, only the Office of the Registrar may update the Deceased Indicator. Students are drop-deleted from current term classes and withdrawn. The effective date should be the date of death, but under no circumstances later than the date of death to satisfy Federal Title IV regulations.

For current employees and retirees, only the Human Resources or Payroll departments will maintain this information based on prevailing policies.
12 Citizenship, Veteran and Legacy Information, Religion Code, Driver’s License Information, Emergency Contact Information

Revised 4/18/2003

12.1 General

12.2 Standards

12.2.1 U.S. Citizen Type

Revised 1/1/2012

The following values have been established:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Citizen Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Citizenship Unknown</td>
<td>N</td>
</tr>
<tr>
<td>N</td>
<td>Non-Res Alien/Non-Perm Res</td>
<td>N</td>
</tr>
<tr>
<td>Y</td>
<td>US Citizen/Permanent Resident</td>
<td>Y</td>
</tr>
</tbody>
</table>

Y indicates U.S. citizen or permanent resident status only, not other resident statuses. Citizen Type is required for prospects, students and employees. If the person is a constituent and not a student or employee, this field may be left blank to indicate U.S. citizenship is not known. Citizenship is used for internal reporting and other purposes. For IPEDS and other reports requiring resident status, see visa type (section 14).

12.2.2 Legacy Code

A Legacy Code identifies a relative or employee with whom the University had or has a relationship. For example, if your mother were an alumna of the University, your legacy would be Alumni relative.

12.2.3 Veteran File Number

The Office of the Registrar keeps and maintains this information for students. This information will not be collected or maintained by Human Resources or University Advancement.

12.2.4 Religion Code

The University will NOT collect or maintain religion data.
12.2.5 Driver’s License Information
The University will NOT maintain driver’s license data. Financial Aid will collect but not maintain this information.

12.2.6 Emergency Contact Information
Constituents may update this information on the web. Employees may update in SPAEMRG. Enter the priority number of the emergency contact (1-9) and the name, relation, address and phone number as specified by constituent.
13 Confidential Records
Revised 2006

13.1 General
The Banner information system is an integrated database with information on constituents of all types – applicants, students, alumni, friends, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA and other privacy regulations at the University of Denver. Failure to adhere to privacy regulations can result in disciplinary action up to and including termination.

The Office of the Registrar administers FERPA for the University of Denver. All inquiries regarding FERPA should be referred to:

The Office of the Registrar
2197 S. University Blvd., G45
Denver, CO 80208
303.871.3897
www.du.edu/registrar

13.2 Standards
Revised: 9/24/2008

13.2.1 Confidentiality Indicator
When Banner forms are accessed for an individual with the Confidentiality Indicator the following warning will appear:

Warning: Information about this individual is confidential.

*Confidential* will also appear in most Banner forms and Self Service screens to remind employees that individual does not wish information to be released.

The Confidentiality Indicator is included in most data views and the ODS.
13.2.1.1 Students
For all (current and former) students in the system, the Confidentiality Indicator is used to indicate that the student has requested that directory information not be disclosed to any individual who is not a university official (employee).

If a student has requested that directory information not be released, no information about that student should be shared with any third party (i.e., anyone who is not a university official). Academic and student service departments should require that the student present in person with a picture identification to conduct business. Business should not be conducted over the telephone. If any third party should request any information about the student, the University employee should state “there is no information available for that individual.” Direct inquiries to the Office of the Registrar.

This functionality is required by the Family Educational Rights and Privacy Act (FERPA). For additional information on FERPA, definitions and the University’s privacy policy visit http://www.du.edu/registrar/general/privacypolicy.html.

13.2.1.2 Employees
For individuals in the system who have never been employees the confidentiality indicator is used to indicate that the individual’s personal information (i.e., home address and telephone number) should not be released to non-university officials.

13.2.1.3 Constituents
If a constituent (other than trustees, current or former) has requested that their directory information not be released, no information about that constituent should be shared with any non-university official. The requests for adding the confidentiality indicator must go
through the Office of Gift Processing and Records. If any non-university official should request any information about confidential constituents, the university official should state “there is no information available for that individual.” Please direct inquiries to the Office of Advancement Services.

For all (current and former) trustees the confidentiality indicator is used to indicate that these individual’s information, including specific giving information and biographical information (i.e., employment and address), should not be disclosed to any individual who is not a university official (employee). Also, these individuals should not be corresponded to without proper inclusion of the Chancellor’s Office. Exceptions to this policy are when communications are directed to an individual trustee, such as tax receipts sent by the Office of Gift Processing and Data Records.

13.3 Procedures

13.3.1 Confidentiality Indicator

13.3.1.1 Student Maintenance Procedures

The Confidentiality Indicator is maintained (on SPAIDEN) by the Office of the Registrar. Students request non-disclosure of directory information by submitting a “Request to Withhold Information.”

In accordance with FERPA regulations, DU requires current students to renew requests each year. The Registrar recommends that graduating students remove the Confidentiality Indicator. The University may not remove the Confidentiality Indicator for students who have left the University (e.g., graduated) without written authorization.
13.3.1.2 Employee Maintenance Procedures
The Confidentiality Indicator is maintained on General Identification (PPAIDEN) form by Human Resources.

13.3.1.3 Constituent Maintenance Procedures
The Confidentiality Indicator is maintained on the Advancement Identification (APAIDEN) form by University Advancement Office of Gift Processing and Records.

13.3.1.4 Business Processes
The Confidentiality Indicator is used for all constituents to limit the release of information outside the University. Other than for trustees, it does not govern internal business processes such as communication and reporting.
14 International Constituent Information

Revised 1/3/2012

14.1 General
Maintaining accurate information for international constituents is imperative for compliance purposes, accurate reporting and other reasons. The Office of Internationalization establishes standards for International Information. Information for international constituents is maintained primarily on the “International Information” (GOAINTL) form. Data on this form are maintained by admission offices for prospects and applicants; the Office of International Student Services for students; and Human Resources for employees.

14.2 Standards

14.2.1 International Information (GOAINTL)

14.2.1.1 Visa Information
Visa type indicates the visa status under which the individual is at DU. Multiple records may be entered as visa status changes. Current visa types may be seen in the validation table (STVVVTYP). Avoid using the NR visa type code unless absolutely necessary (i.e. use only when the prospective student has no visa status). Note: it is important to maintain consistency with Citizen Type on various Person forms and visa types. Visa Information block instructions for specific visa types, which are below, are organized according to the Visa Type Code:

F1 Visa Type Code – this code is used for individuals who will be requesting an I-20 “Certification of Eligibility for Non-Immigrant (F-1) Student Status” document from the International Admission Office. These individuals need to meet certain requirements before the I-20 document can be issued.

1. Visa Type Code – F1
2. Visa Number – Leave this field blank
3. Nation of Issue – Leave this field blank
4. Issuing Authority – Leave this field blank
5. Port of Entry – Leave this field blank
6. Entry – Leave this field blank
7. Number of Entries – Leave this field blank
8. Date Requested – Leave this field blank
9. Date Issued – Leave this field blank
10. Start Date – Enter the date the GOAINTL record is being created
11. End Date – Enter the date “31DEC2099”

J1 Visa Type Code – this code is used for individuals who will be requesting a DS-2019 “Certificate of Eligibility for Exchange Visitor (J-1) Status” document from the International Student and Scholar Services office. These individuals need to meet certain requirements before a DS-2019 document can be issued.

1. Visa Type Code – J1
2. Visa Number – Leave this field blank
3. Nation of Issue – Leave this field blank
4. Issuing Authority – Leave this field blank
5. Port of Entry – Leave this field blank
6. Entry – Leave this field blank
7. Number of Entries – Leave this field blank
8. Date Requested – Leave this field blank
9. Date Issued – Leave this field blank
10. Start Date – Enter the date the GOAINTL record is being created
11. End Date – Enter the date “31DEC2099”

PR (Permanent Resident) Visa Type Code – this code is used for individuals who are immigrants holding resident immigration status but who are not U.S. citizens. Information about permanent residents should be entered in this block. Note that the citizenship code on Person forms should be “Y” for individuals with permanent residency (green card). Please refer to the following when entering permanent resident information:

1. Visa Type Code – PR
2. Visa Number – Leave this field blank
3. Nation of Issue – Leave this field blank
4. Issuing Authority – Leave this field blank
5. Port of Entry – Leave this field blank
6. Entry – Leave this field blank
7. Number of Entries – Leave this field blank
8. Date requested – Leave this field blank
9. Date issued – Leave this field blank
10. Start Date – Enter the date the GOAINTL record is being created
11. End Date – Enter the date “31DEC2099”

Other Visa Type Codes – Many individuals of visa types other than F-1, J-1 and permanent residents are at the University. It is important to not only know their visa types for tracking but to also clearly distinguish them from F-1, J-1 and permanent resident visa types.

1. Visa Type Code – Enter in this field the visa status under which the individual will be at the University
2. Visa Number – Leave this field blank
3. Nation of Issue – Leave this field blank
4. Issuing Authority – Leave this field blank.
5. Port of Entry – Leave this field blank
6. Entry – Leave this field blank
7. Number of Entries – Leave this field blank
8. Date Requested – Leave this field blank
9. Date Issued – Leave this field blank
10. Start Date – Enter the date the GOAINTL record is being created
11. End Date – Enter the date “31DEC2099”

14.2.1.2 Document Information
Document information is not maintained by the University of Denver.

14.2.1.3 Passport Information
Passport information is not maintained by the University of Denver.

14.2.1.4 Certification of Eligibility
Certification of Eligibility is not maintained by the University of Denver.
14.2.1.5 Nationality

Nation of Birth – Enter the country of birth (note: the country of birth can and may be different than the country of citizenship).

Nation of Citizenship – Enter the country of citizenship.

Native Language – Enter the primary native language.

Sponsor – Leave this field blank.

Employment Type – Leave this field blank.

Foreign Tax ID – Leave this field blank.

14.3 Procedures

14.3.1 Updating Visa Type

If an individual changes his or her immigration status (e.g. from F-1 to permanent resident or H-4 to F-1), the change needs to be updated in GOAINFL as follows:

On the prior record, if the end date is greater than or equal to the date on which the new record is being created (e.g. '31Dec2099'), change the End Date on the prior record to the day's date just preceding the day's date the new record is being created. SAVE the record.

Click on INSERT RECORD button to create a new record.

Complete the record as described in the GOAINFL process above. Enter the new immigration status in the visa type field. Save the record.

14.4 Reporting Considerations

Accurate coding of international information is critical for many reasons. Although Citizen Type (12.2.1) and Visa Type (14.2.1.1) are distinct data elements, they must be coded consistently. Citizen Type is used for much internal reporting. Visa Type is used for external reporting, such as for IPEDS, and indicates resident status. In addition citizens and permanent residents, individual in the country with certain visas are considered residents. Residency for these visas can be seen in the validation table (STVVVTYP).
IPEDS definitions for residency are as follows:

**Resident alien (and other eligible non-citizens).** A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

**Nonresident alien.** A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Appendix 1 – Forms - Obsolete
This section is obsolete. See form or module owner.
Appendix 2 – Nation Codes
Revised 9/24/2008

The University of Denver has adopted FIPS nation codes for the primary Banner code. Like other validation tables where historical information is required, codes may be added and descriptions changed. Codes may not be removed. Nation Codes should be taken from Federal Information Processing Standards (FIPS) Publication 10-4: COUNTRIES, DEPENDENCIES, AREAS OF SPECIAL SOVEREIGNTY, AND THEIR PRINCIPAL ADMINISTRATIVE DIVISIONS. 1995 April (reflects technical changes through May 6, 1993), as amended. Purpose: Provides a list of the basic geopolitical entities in the world, together with the principal administrative divisions that comprise each entity. Each basic geopolitical entity is represented by a two-character, alphabetic country code.

NOTE: Change notices for FIPS 10-4 are issued by the Geospatial Intelligence Agency, and are available on NGA’s GEOnet Names Server (GNS) at:

A useful summary of current countries may be found on NIMA’s web page at:

The SEVIS Equivalent code is always the FIPS country code. In a few instances, the SEVIS Equivalent is not the same as the Banner nation code due to historical discrepancies or country names that are not recognized by the U.S. government.

The International Organization for Standardization (ISO) publishes both two-character nation abbreviations (used for the EDI equivalents) and three-character codes (used for ISO code). These are taken from ISO standard 3166: CODES FOR THE REPRESENTATION OF NAMES OF COUNTRIES AND THEIR SUBDIVISIONS. The three-character (ISO) codes are promulgated by the United Nations and are available on the UN web site (United Nations Statistical Division, Country and Region Codes for Statistical Use):
http://www.un.org/Depts/unsd/methods/m49.htm

The two-character codes (EDI) are promulgated by the International Organization for Standardization (ISO) and are available on their web site:

Any questions, changes or additions should be forwarded to the Chair of the Data Standards committee.
### Appendix 3 – State and Province Codes

**Revised 4/18/2003**

<table>
<thead>
<tr>
<th>Armed Forces</th>
<th>United States</th>
<th>US Territories</th>
<th>Canadian Provinces</th>
</tr>
</thead>
<tbody>
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<td>The Americas</td>
<td>OH Ohio</td>
<td>MA Massachusetts</td>
</tr>
<tr>
<td>AE</td>
<td>Europe</td>
<td>OK Oklahoma</td>
<td>AB Alberta</td>
</tr>
<tr>
<td>AP</td>
<td>The Pacific</td>
<td>OR Oregon</td>
<td>MN Minnesota</td>
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<td>Alabama</td>
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<td>Alaska</td>
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</tr>
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<td>Arkansas</td>
<td>SD South Dakota</td>
<td>NE Nebraska</td>
</tr>
<tr>
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<td>California</td>
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<td>Colorado</td>
<td>TX Texas</td>
<td>NH New Hampshire</td>
</tr>
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<td>CT</td>
<td>Connecticut</td>
<td>UT Utah</td>
<td>NJ New Jersey</td>
</tr>
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<td>Delaware</td>
<td>VT Vermont</td>
<td>NM New Mexico</td>
</tr>
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<td>District of Columbia</td>
<td>WA Washington</td>
<td>NY New York</td>
</tr>
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<td>WV West Virginia</td>
<td>NC North Carolina</td>
</tr>
<tr>
<td>GA</td>
<td>Georgia</td>
<td>WI Wisconsin</td>
<td>ND North Dakota</td>
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<td>GU Guam</td>
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<td>MH Marshall Islands</td>
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<td>Kansas</td>
<td>MP Northern Mariana Island</td>
<td>NF Newfoundland</td>
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<td>Kentucky</td>
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<td>NS Nova Scotia</td>
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<td>Maine</td>
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<td>WI Wisconsin</td>
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</tbody>
</table>
Appendix 4 – Special Character Set

Revised 4/18/2003

An expanded set of allowed characters is available to insert into fields such as names, document titles, foreign institutions, etc. Characters such as é, ñ, á, and ç can be inserted.

To insert special characters hold down the ALT key and type the ASCII numeric code for the desired character. You must use the number keypad.

If you are entering special characters into a name field, you must enter both the plain (without special characters) name and the name with the special characters. Banner will not pull up names with special characters unless they are specifically entered in the search.

ASCII Numeric Characters (hold down ALT key)

<table>
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<tr>
<th>Character</th>
<th>Code</th>
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<tr>
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<td>Ù</td>
<td>0235</td>
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</table>
Appendix 5 Data Standards

19 Appendix 5 – Prefixes and Suffixes
Revised 4/18/2003

Sample Prefixes
If a prefix is required, use the following guidelines. Prefixes are ONLY used for constituents Note: This list is not exhaustive. For non-listed prefixes, see the Abbreviation section of Webster's Dictionary.

<table>
<thead>
<tr>
<th>Army Ranks</th>
<th>Marine Corps Ranks</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVT</td>
<td>PVT</td>
</tr>
<tr>
<td>PV2</td>
<td>Private</td>
</tr>
<tr>
<td>PFC</td>
<td>PFC</td>
</tr>
<tr>
<td>SEC</td>
<td>LCPL</td>
</tr>
<tr>
<td>SGT</td>
<td>CPL</td>
</tr>
<tr>
<td>SSG</td>
<td>SGT</td>
</tr>
<tr>
<td>SFC</td>
<td>MSGT</td>
</tr>
<tr>
<td>MSG</td>
<td>1STSGT</td>
</tr>
<tr>
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<td>MGYSGT</td>
</tr>
<tr>
<td>CSM</td>
<td>SGTMAJ</td>
</tr>
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<td>WO1</td>
<td>WO1</td>
</tr>
<tr>
<td>CWO2</td>
<td>CWO2</td>
</tr>
<tr>
<td>CWO3</td>
<td>CWO3</td>
</tr>
<tr>
<td>CWO4</td>
<td>CWO4</td>
</tr>
<tr>
<td>CWO5</td>
<td>CWOS</td>
</tr>
<tr>
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<td>1LT</td>
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<tr>
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<td>CAPT</td>
</tr>
<tr>
<td>MAJ</td>
<td>MAJ</td>
</tr>
<tr>
<td>LTC</td>
<td>LTCOL</td>
</tr>
<tr>
<td>COL</td>
<td>COL</td>
</tr>
<tr>
<td>BG</td>
<td>BGEN</td>
</tr>
<tr>
<td>MG</td>
<td>MAJGEN</td>
</tr>
<tr>
<td>LTG</td>
<td>LTGEN</td>
</tr>
<tr>
<td>GEN</td>
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## Navy Ranks

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AR, FR, SR</td>
<td>Seaman Recruit</td>
</tr>
<tr>
<td>AA, FA, SA</td>
<td>Seaman Apprentice</td>
</tr>
<tr>
<td>AN, FN, SN</td>
<td>Seaman</td>
</tr>
<tr>
<td>P03</td>
<td>Petty Officer Third Class</td>
</tr>
<tr>
<td>P02</td>
<td>Petty Officer Second Class</td>
</tr>
<tr>
<td>P01</td>
<td>Petty Officer First Class</td>
</tr>
<tr>
<td>CPO</td>
<td>Chief Petty Officer</td>
</tr>
<tr>
<td>SCPO</td>
<td>Senior Chief Petty Officer</td>
</tr>
<tr>
<td>MCPO</td>
<td>Master Chief Petty Officer</td>
</tr>
<tr>
<td>MCPON</td>
<td>Master Chief Petty Officer of the Navy</td>
</tr>
<tr>
<td>CWO2</td>
<td>Chief Warrant Officer 2</td>
</tr>
<tr>
<td>CWO3</td>
<td>Chief Warrant Officer 3</td>
</tr>
<tr>
<td>CWO4</td>
<td>Chief Warrant Officer 4</td>
</tr>
<tr>
<td>ENS</td>
<td>Ensign</td>
</tr>
<tr>
<td>LTJG</td>
<td>Lieutenant Junior Grade</td>
</tr>
<tr>
<td>LT</td>
<td>Lieutenant</td>
</tr>
<tr>
<td>LCDR</td>
<td>Lieutenant Commander</td>
</tr>
<tr>
<td>CDR</td>
<td>Commander</td>
</tr>
<tr>
<td>CAPT</td>
<td>Captain</td>
</tr>
<tr>
<td>RADM</td>
<td>Rear Admiral</td>
</tr>
<tr>
<td>VADM</td>
<td>Vice Admiral</td>
</tr>
<tr>
<td>ADM</td>
<td>Admiral</td>
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</table>

## Air Force Ranks

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>AB</td>
<td>Airman Basic</td>
</tr>
<tr>
<td>AMN</td>
<td>Airman</td>
</tr>
<tr>
<td>A1C</td>
<td>Airman First Class</td>
</tr>
<tr>
<td>SRA</td>
<td>Senior Airman</td>
</tr>
<tr>
<td>SSgt</td>
<td>Staff Sergeant</td>
</tr>
<tr>
<td>TSgt</td>
<td>Technical Sergeant</td>
</tr>
<tr>
<td>MSGt</td>
<td>Master Sergeant</td>
</tr>
<tr>
<td>SMSgt</td>
<td>Senior Master Sergeant</td>
</tr>
<tr>
<td>CMSgt</td>
<td>Chief Master Sergeant</td>
</tr>
<tr>
<td>2dLt</td>
<td>Second Lieutenant</td>
</tr>
<tr>
<td>lstLt</td>
<td>First Lieutenant</td>
</tr>
<tr>
<td>CPT</td>
<td>Captain</td>
</tr>
<tr>
<td>MAJ</td>
<td>Major</td>
</tr>
<tr>
<td>LTCOL</td>
<td>Lieutenant Colonel</td>
</tr>
<tr>
<td>COL</td>
<td>Colonel</td>
</tr>
<tr>
<td>BGEN</td>
<td>Brigadier General</td>
</tr>
<tr>
<td>MAJGEN</td>
<td>Major General Lieutenant Commander</td>
</tr>
<tr>
<td>LTGEN</td>
<td>Lieutenant General</td>
</tr>
<tr>
<td>GEN</td>
<td>General</td>
</tr>
</tbody>
</table>

## Other Prefixes

<table>
<thead>
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<th>Prefix</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Amb.</td>
<td>Ambassador</td>
</tr>
<tr>
<td>Bishop</td>
<td>Bishop</td>
</tr>
<tr>
<td>Bro.</td>
<td>Brother</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>COO</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Dean</td>
<td>Dean</td>
</tr>
<tr>
<td>Dir.</td>
<td>Director</td>
</tr>
<tr>
<td>Dr.</td>
<td>Doctor</td>
</tr>
<tr>
<td>Exec.</td>
<td>Executive</td>
</tr>
<tr>
<td>Fr.</td>
<td>Father</td>
</tr>
<tr>
<td>Gov.</td>
<td>Governor</td>
</tr>
<tr>
<td>Hon.</td>
<td>Honorable</td>
</tr>
<tr>
<td>Judge</td>
<td>Judge</td>
</tr>
<tr>
<td>M.</td>
<td>Monsieur</td>
</tr>
<tr>
<td>Miss</td>
<td>Miss</td>
</tr>
<tr>
<td>Mme.</td>
<td>Madame</td>
</tr>
<tr>
<td>Mr.</td>
<td>Mister</td>
</tr>
<tr>
<td>Mrs.</td>
<td>Mrs.</td>
</tr>
<tr>
<td>Ms.</td>
<td>Miss or Madame</td>
</tr>
<tr>
<td>Pres.</td>
<td>President</td>
</tr>
<tr>
<td>Prof.</td>
<td>Professor</td>
</tr>
<tr>
<td>Rabbi</td>
<td>Rabbi</td>
</tr>
<tr>
<td>Rep.</td>
<td>Representative</td>
</tr>
<tr>
<td>Rev.</td>
<td>Reverend</td>
</tr>
<tr>
<td>Sen.</td>
<td>Senator</td>
</tr>
<tr>
<td>Sr.</td>
<td>Senior</td>
</tr>
<tr>
<td>Sra.</td>
<td>Senora</td>
</tr>
<tr>
<td>Sr. VP</td>
<td>Senior Vice President</td>
</tr>
<tr>
<td>Srtta</td>
<td>Senorita</td>
</tr>
<tr>
<td>VP</td>
<td>Vice President</td>
</tr>
</tbody>
</table>
Sample Suffixes

If a suffix is known, use the following guidelines. Normally suffixes are used with Constituent names. Note: This list is not exhaustive. For non-listed prefixes, see the Abbreviation section of Webster's Dictionary.

<table>
<thead>
<tr>
<th>Suffix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPA</td>
<td>Certified Public Accountant</td>
</tr>
<tr>
<td>D.C.</td>
<td>Doctor of Chiropractic</td>
</tr>
<tr>
<td>D.D.S.</td>
<td>Dentist</td>
</tr>
<tr>
<td>D.M.D.</td>
<td>Doctor of Dental Medicine</td>
</tr>
<tr>
<td>D.O.</td>
<td>Doctor of Osteopathy</td>
</tr>
<tr>
<td>D.V.M.</td>
<td>Doctor of Veterinary Medicine</td>
</tr>
<tr>
<td>Esq.</td>
<td>Esquire</td>
</tr>
<tr>
<td>II</td>
<td>The Second</td>
</tr>
<tr>
<td>III</td>
<td>The Third</td>
</tr>
<tr>
<td>IV</td>
<td>The Fourth</td>
</tr>
<tr>
<td>J.D.</td>
<td>Juris Doctor</td>
</tr>
<tr>
<td>Jr.</td>
<td>Junior</td>
</tr>
<tr>
<td>LL.D.</td>
<td>Doctor of Laws</td>
</tr>
<tr>
<td>M.D.</td>
<td>Doctor of Medicine</td>
</tr>
<tr>
<td>O.D.</td>
<td>Doctor of Optometry</td>
</tr>
<tr>
<td>PhD</td>
<td>Doctor of Philosophy</td>
</tr>
<tr>
<td>Ret.</td>
<td>Retired</td>
</tr>
<tr>
<td>RN</td>
<td>Registered Nurse</td>
</tr>
<tr>
<td>Sr.</td>
<td>Senior</td>
</tr>
<tr>
<td>USA</td>
<td>United States Army</td>
</tr>
<tr>
<td>USAR</td>
<td>United States Army Reserve</td>
</tr>
<tr>
<td>USAF</td>
<td>United States Air Force</td>
</tr>
<tr>
<td>USAFR</td>
<td>United States Air Force Reserve</td>
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<tr>
<td>USCG</td>
<td>United States Coast Guard</td>
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<td>USMC</td>
<td>United States Marine Corps</td>
</tr>
<tr>
<td>USMCR</td>
<td>United States Marine Corps Reserve</td>
</tr>
<tr>
<td>USN</td>
<td>United States Navy</td>
</tr>
<tr>
<td>USNR</td>
<td>United States Navy Reserve</td>
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</tbody>
</table>