
Austin Peay State University

Guidelines for

Data Standards, Data Integrity and Security

This Data Standards Document is a work in progress and is subject to change. To ensure that the most current version is readily available, it is included on the Austin Peay web page at <http://www.apsu.edu/banner/index.html>.

Prepared by: APSU Data Standards
Standing Committee

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Table of Contents

| | |
|--|-----------|
| Data Integrity Guidelines | 1 |
| <i>Purpose</i> | <i>1</i> |
| <i>Scope of this Document</i> | <i>1</i> |
| <i>Administrative Responsibility.....</i> | <i>2</i> |
| <i>Data Standards Committee</i> | <i>2</i> |
| <i>Data Custodian Responsibilities</i> | <i>3</i> |
| <i>Austin Peay Data Custodians.....</i> | <i>3</i> |
| <i>Individual Responsibilities</i> | <i>4</i> |
| <i>Access to Austin Peay Data.....</i> | <i>4</i> |
| Data Change Rules..... | 4 |
| <i>Change Data</i> | <i>5</i> |
| General Guidelines for Searching..... | 6 |
| <i>Record Creation Considerations.....</i> | <i>6</i> |
| <i>Searching</i> | <i>6</i> |
| <i>Wild Card Searches.....</i> | <i>6</i> |
| <i>Case and Space Sensitivity.....</i> | <i>6</i> |
| <i>Prefix Searches.....</i> | <i>7</i> |
| <i>Multiple Records</i> | <i>7</i> |
| <i>Common Names</i> | <i>7</i> |
| <i>Instructions for Searches.....</i> | <i>7</i> |
| ID Search..... | 7 |
| Person Name Search..... | 7 |
| Data Standards - General..... | 8 |
| General Person Information | 8 |
| <i>Clean and Accurate Records.....</i> | <i>8</i> |
| <i>Date Standards.....</i> | <i>8</i> |
| Calendar Dates | 8 |
| Date of Birth..... | 9 |
| <i>Identification Number Standards</i> | <i>9</i> |
| <i>Veteran File Number.....</i> | <i>9</i> |
| <i>Name Standards</i> | <i>9</i> |
| Last Name | 10 |
| First Name | 10 |
| Middle Name..... | 10 |
| Prefixes..... | 11 |
| Suffixes | 11 |
| Preferred First Name (Optional)..... | 11 |
| Non-Person Name/Vendor | 11 |
| <i>Address Standards.....</i> | <i>12</i> |
| Address Change Source | 12 |

| | |
|--|-----------|
| Address Types | 12 |
| Street Standards..... | 12 |
| City Standards | 13 |
| State & Province | 13 |
| County Codes | 13 |
| Nation Code Standards..... | 14 |
| International PIN Numbers | 14 |
| Military Standards | 14 |
| Air Force Base (AFB) | 14 |
| Foreign Military Address | 14 |
| <i>Telephone Numbers.....</i> | <i>14</i> |
| General | 14 |
| Telephone Types | 15 |
| General Telephone Types..... | 15 |
| Address Telephone Types | 15 |
| Telephone Numbers | 15 |
| Area Code..... | 15 |
| Phone Number..... | 15 |
| Extension..... | 15 |
| International Telephone Numbers | 15 |
| International access code field | 15 |
| Country Code | 16 |
| City Code | 16 |
| North American Numbering Plan (NANP) | 16 |
| <i>Email Address Type.....</i> | <i>17</i> |
| <i>Bank Routing Number.....</i> | <i>17</i> |
| <i>Religion Code.....</i> | <i>17</i> |
| Appendix 1 – Address Type..... | 18 |
| Appendix 2 – Street Abbreviations | 19 |
| Appendix 3 – Secondary Unit Designators..... | 21 |
| Appendix 4 – States, Canadian Provinces & Overseas Military | 22 |
| Appendix 5 – Compass Directions | 23 |
| Appendix 6 – Telephone Types | 24 |
| Appendix 7 – Prefix Abbreviations..... | 25 |
| Appendix 8 – Suffix Abbreviations..... | 26 |
| Appendix 9 – Ethnicity Codes | 27 |
| Appendix 10 – Email Address Type | 28 |
| Appendix 11- Address Change Source Type..... | 29 |
| Appendix 12 – County Codes | 30 |
| Appendix 13 – Marital Status and Religion Codes..... | 31 |

BANNER

SCT BANNER is the integrated software system purchased from SunGard SCT Corporation to replace certain components of the non-integrated systems currently in use at all Tennessee Board of Regents institutions.

SCT BANNER offers the institutions an increase in the quantity and quality of information that can be maintained as well as increased accessibility to that information, enhanced data security, and compatibility across functional areas of responsibility.

Within SCT BANNER there are separate modules for different functional areas. TBR has purchased the Finance, Human Resources, Financial Aid, Student, and Alumni/Development modules. Integration is achieved via a general module that ties the functional modules together. A person's ID number, name, address, and basic demographic information are housed within the general module and shared by the other modules. The data itself is stored in tables residing in an Oracle database. The Oracle database is relational; tables are linked together by means of an internal identification number, thereby limiting data redundancy. There are more than 1,200 tables in the SCT BANNER system.

Data Integrity Guidelines

Purpose

These guidelines define the responsibilities of everyone accessing and managing data. Offices may have individual guidelines that supplement, but do not supplant or contradict, this statement. Data entrusted to the institution by other organizations (e.g., foundations and governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document.

These guidelines were developed to ensure database integrity and achieve the goals of efficient, professional, and cost-effective communication for the Austin Peay community by:

- avoiding creation of duplicate records for a single entity
- providing complete name/address information in a timely manner, with an audit trail of changes
- using standard entry to facilitate consistent reporting and searches
- sharing effective processing discoveries and problem-resolution scenarios
- taking advantage of the database capabilities and functionality.

Scope of this Document

This document defines the standards for maintaining the integrity of Austin Peay information. It covers the format and usage of data elements that are shared between systems and those that are common to all systems and generally referred to as the General Person data. While defining who has access and how to obtain access to this information is critical to the operation of the institution, it is better left to operational procedure manuals. This document is written specifically for those individuals that have update capability and therefore can seriously affect the integrity of the information. This information will also be helpful for those with inquiry access to the information to further understand the reason for certain formats of information. Again, complete information about accessing Austin Peay information is best left to operational procedure manuals.

Administrative Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users **MUST** adhere to any applicable federal and state laws as well as Austin Peay policies and procedures concerning storage, retention, use, release, and destruction of data.

Electronic data is a vital asset owned by Austin Peay. All institutional data, whether maintained in the central database or copied into other data systems (e.g., personal computers) remains the property of Austin Peay. Access to data is not approved for use outside a user's official institution responsibility. Data will be used only for legitimate Austin Peay business. A policy governing access to Austin Peay records is located on the Austin Peay website.

As a general principle of access, Austin Peay data (regardless of who collects or maintains it) will be shared among those employees whose work can be done more effectively by knowledge of such information. Although Austin Peay must protect the security and confidentiality of data, the procedures allowing access to data must not unduly interfere with the efficient conduct of Austin Peay business.

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.

Division/department heads will ensure a secure office environment with regard to all Austin Peay data systems. Division/department heads shall validate the access requirements of their staff according to their job descriptions before submitting a **BANNER Access Request Form**.

All procedures and data systems owned and operated by Austin Peay will be constructed to ensure that:

- All data is input accurately.
- Data accuracy and completeness is maintained.
- System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
- Actual or attempted security breaches can be controlled and promptly detected.

Data Standards Committee

The Data Standards Committee will consist of the Data Custodians and additional interested personnel and will establish the overall framework for data standards at Austin Peay. This committee is responsible for the development and maintenance of this document and the resolution of all data integrity issues. While the additional interested personnel are not data custodians they are significant stakeholders in the institution's information. The committee will consist of:

| Role | Member |
|--------------------|----------------------|
| Chair | Patricia Mulkeen |
| Admissions | Amy Deaton |
| Alumni/Development | Jessica Puffenbarger |
| Budget | Sonja Stewart |
| Finance System | Rose Austin |

| Role | Member |
|---------------------------------|------------------|
| Human Resources | Angie Judish |
| Procurement and Contracts | Judy Blain |
| Student Financial Aid | Donna Price |
| Student System | Telaina Wrigley |
| Institutional Research | Patricia Mulkeen |
| Information Technology Services | Anna Murray |

Data Custodian Responsibilities

A Data Custodian is the director of a Austin Peay office or department or their designee. The Data Custodian may make data within his/her charge available to others for the use and support of the office or department’s functions.

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 Austin Peay 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 are also responsible for the maintenance and control of BANNER validation and rules tables. These tables, as well as processes related to their use, define how business is conducted at Austin Peay.

Austin Peay Data Custodians

| Area of Responsibility | Data Custodian |
|--|---|
| Alumni/Development | Development Officer |
| Finance System (Budgets) | Director of Budgets Financial Systems Manager |
| Human Resources System | Associate Director Assistant Director |
| Procurement and Contracts (Receiving) | Director of Purchasing Financial Systems Manager |
| Student Financial Aid System | Director Assistant Director |
| Student System | Registrar/Director of Admissions Assistant Registrar/Assistant Director of Admissions |

Individual Responsibilities

Individuals to whom Data Custodians grant access are accountable to the Data Custodians for their use of the data. Any individual granted access to data resources is required to acknowledge by signature that they understand all policies related to data access and usage of electronic information resources.

Users MUST protect all Austin Peay data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data to which they have access. The user is responsible for all transactions occurring during the use of their log-in identification (ID) and password. ***Employees are not to loan or share their access codes with anyone.*** If it is discovered that access codes are being loaned or shared, employees who are assigned access to records are subject to disciplinary action, up to/including termination.

Access to Austin Peay Data

Data security is every user's responsibility. BANNER classifications will be established based on job function such as personnel representative, fiscal assistant, faculty, cashier, etc. Specific capabilities will be assigned to each classification. 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). Please refer to the **Austin Peay BANNER System Security Guide** for greater detail. [No template is being provided for this document.]

Users can request an id and password to access BANNER by following the process for requesting access outlined in the **"How Do I Get Access to BANNER?"** document. [No template is being provided for this document.]

The BANNER System Security Guide and "How Do I" documents can be found on the BANNER Project Website or in the Austin Peay Knowledge Base.

Data Change Rules

Never make a change to an employee, student or vendor record without proper documentation and approval from the Data Custodian. The following rules govern which office makes name, identification number, address, and/or telephone number changes to student, employee, or vendor records in the integrated administrative information system called BANNER. [Each institution should develop their own appropriate to their organizational structure. The table shown below is a sample.] These rules are subject to changes as new procedures are defined and implemented.

| If the person is a/an: | Then: |
|--------------------------------------|---|
| <u>Prospective Student</u> | |
| Student Recruit or Student Applicant | Office of Admissions (new undergraduate or graduate students) can make the change with appropriate documentation. |
| Financial Aid Applicant Only | Office of Admissions can make the change with appropriate documentation |
| <u>Matriculated Student</u> | |
| Matriculated Student | Registrar can make the change with appropriate documentation. |

| If the person is a/an: | Then: |
|--|---|
| Matriculated Student and Financial Aid Recipient | Registrar can make the change with the appropriate documentation, with notification to Financial Aid. |
| Matriculated Student and Vendor and/or Financial Aid Recipient | Registrar can make the change with the appropriate documentation, with notification to Accounts Payable and/or Financial Aid. |
| Matriculated Student and Employee | Registrar can make the change with appropriate documentation, with notification to HR (employee will be required to update W-4 at HR). |
| Matriculated Student, Employee, Alumni and Vendor | Registrar can make the change with the appropriate documentation, with notification to HR, Alumni and Accounts Payable (employee will be required to update W-4 at HR). |
| <u>Employee</u> | |
| Employee or Employment Applicant Only | Human Resources can make the change with appropriate documentation. |
| Employee, Alumni and/or Vendor | Human Resources can make the change with the appropriate documentation, with notification to Alumni and/or Accounts Payable. |
| <u>Vendor</u> | |
| Vendor Only | Purchasing or Accounts Payable can make the change with appropriate documentation. |
| Vendor and Alumni | Purchasing or Accounts Payable can make the change with appropriate documentation with notification to Alumni. |
| <u>Alumni</u> | |
| Alumni Only | Alumni/Development can make the change with appropriate documentation. |

Change Data

- Make data changes **ONLY** when you have that authority and when you follow the procedures established by the Data Custodian of the data you need to change.
- Remember – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

General Guidelines for Searching

Record Creation Considerations

Make sure you are not duplicating an existing record. It is very difficult to effectively align all subsequent transactions under the proper single ID once duplicate records are created. Please conduct three (3) searches prior to creating a record to avoid duplicate entries. **Use the “Alternate ID” [GUALTI] as one of the three (3) searches you perform.**

Searching

It is important that no one be entered into the BANNER database more than once. Before entering information about a person or non-person/vendor, search the database to see if the record already exists.

The steps for performing a name search differ from module to module, using different forms to look for existing records and others to check address information. The following information applies to all modules:

- If you have a person’s social security number, search that. If that brings up any records, you can be sure the person is already entered into the system.
- If you do not have a person’s social security number or if the social security number search reveals no records, search for the person (or vendor) name using the first few letters of each name followed by the wild card (%).

Wild Card Searches

In searching for a name, you should use the BANNER wild card. Using the wild card allows you to enter part of the name, search for a name with and without spaces, or search for a name that might have been spelled differently in an earlier entry.

The BANNER wild card is the symbol %. To BANNER, this symbol stands for any letter, number, or symbol; or any group of letters, numbers and symbols.

- e.g., To search for a name which may be Griffith or Griffin, you can type in Griff% in the last name field and execute query. This causes BANNER to display all names starting with Griff.
- To search for an employee named MacDuff whose name might begin with Mc or Mac and might include a space or not, search %uff.

Case and Space Sensitivity

Some forms in BANNER allow you to choose a case sensitive search or a case insensitive search. Case sensitive searches distinguish between upper-case letters and lower-case letters entered as search criteria. For example, a case sensitive search for %Beth would return MacBeth but not Macbeth. ***When you have a choice, always opt to do a case insensitive search.*** Generally, this is accomplished by clicking the “No” radio button under the “Case Sensitive Query” label. In doing case insensitive searches, you will increase the likelihood of finding the person or organization of interest. Moreover, you will reduce the possibility that the same person or organization will be entered more than once into the system.

Prefix Searches

When searching for a prefix name (such as McDonald or Da Vinci), use the wild card and no space in place of the prefix to check for all possible versions of the name. %onald will find MacDonald, Mac Donald, McDonald, and Mc Donald.

Multiple Records

BANNER maintains all versions of a person's name and ID. When a person changes their name or ID, BANNER registers the change but keeps the old information in the database. This makes it possible to find someone using the old name or ID information.

Only the record with the most recent name and ID information is current. To determine the current record, check the change indicator in the Change Field [CHG], the farthest right column of the search form.

- No entry in the Change Field indicates the current record for that person.
- **I** in the Change Field indicates that the ID in this row has been changed. This row shows the old ID.
- **N** in the Change Field indicates that the name in this row has been changed. This row shows the old name.

Note: Although BANNER displays names and IDs which are not current in query results, it always returns an individual's or organization's current name and ID when that individual or organization is selected for further processing or review.

Common Names

In the case of a common name, a duplicate entry may not indicate another record for the same person. (For example, there may already be a different Jennifer Smith in the system.) To determine whether a name belongs to the person you are searching for, check the person's address or other available information.

Instructions for Searches

ID Search

Select an identification number: (i.e., IDEN or VEND) form in the BANNER module.

Person Name Search

Note: Searches MUST be completed from an IDEN form because these are in ALL general person records. FTIIDEN or FOAIDEN displays both Person and Non-person records. For IDEN screens, LIST of VALUES searches for Person records; COUNT QUERY HITS searches for non-person records. Searches from other screens restrict the information to records associated with the module.

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

Example: record = Dennis Rodman

Query as: Last Name – Rodman First Name – D%

Note: Some names have unique spellings. Search on all possibilities by broadening the wildcard search.

When a list of possible names is retrieved for a person, verify social security number, student ID number, birth date, previous names, and any other information available. **REMEMBER TO SEARCH FOR BOTH FULL AND COMMON VERSIONS OF NAMES.** For example: William as well as Bill; Lawrence as well as Larry.

The underscore (_) key can be used to replace one character at a time. For example, to search for Anderson that may actually be Andersen use: Anders_n --- This will find both AndersOn and AndersEn records.

See the Basic BANNER Navigation Guide for explicit instructions on searching.

Data Standards - General

- **Search first**---before creating a new record. You must query the files at least three (3) times for data already entered before entering a new record. Use the “Alternate ID” as one of the three searches you perform. [See the General Guidelines for Searching section.]
- Duplicate records (i.e., the same person or vendor in the system under more than one id number) are unacceptable.
- Be aware of the forms and the fields within the forms that you are allowed to enter data into.
- To provide accurate and pristine records, the following steps should be taken. Use proper keyboard characters when entering numeric data. Use a numeric 1 (one) not a capital “I” (i) or lowercase “l” (L). Use a numeric 0 (zero), not a capital “O” (o).
- *Changes to data* may only be made if you have authority to do so and follow explicit directions outlined by the Data Custodian. [See Data Change Rules section.]
- *Specific processing entry rule definition*—Drop down boxes are to be used whenever possible. Some fields are associated with rule validation processing.
- Enter data using mixed case (uppercase and lowercase), following appropriate capitalization rules.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (l) and right square bracket (r) are not to be used because they have other functions in Oracle.
- Hyphens may be used.
- The ampersand (&) may be used in certain cases (e.g., AT&T). Otherwise, use the word “and.”
- Slashes may be used to clarify or designate a fraction. For example, ‘in care of’ should be entered c/o. Do not use the percent sign (%) or spell out ‘in care of.’

General Person Information

The following guidelines should be adhered to for all person records added to the BANNER system.

Clean and Accurate Records

Search First: Before you create a new record for a person or vendor, you **MUST** conduct three (3) ID and name searches to make sure that person or organization has not already been entered in the BANNER database. Use the “Alternate ID” as one of the three searches you perform. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.

Enter all new vendors as non-persons.

Date Standards

Calendar Dates

All dates must be entered in MM-DD-YYYY format. Use hyphens (-) to separate month, day, and year. The entry month (MM) must be the month’s two-digit number in the calendar year using a preceding zero (0) if the

number is less than 10 (October). The entry day (DD) must be the two-digit day of the month using a preceding zero if the number is less than 10. The year must be entered with all four digits of the year.

The BANNER system will convert the entered dates to a DD-MON-YYYY format. The month (MON) format is abbreviated to the first three letters of the month's name.

Examples:

April 15, 2003: enter as 04-15-2003; BANNER converts to 15-Apr-2003.

NOTE: When a date is required but not available, all departments are to use the same institutionally defined date such as 01-01-1800. Twice a year records containing this date will be identified and corrected by the responsible departments.

Date of Birth

The Date of Birth must be entered as MM-DD-YYYY format. When a birth date is required but not available, use the same institutionally determined date such as 01-01-1800 defined above. Twice a year records containing this date will be identified and corrected by the responsible departments.

For employees, Human Resources will maintain this information. For students, the Office of Admissions, Financial Aid, and the Registrar's Office will maintain this information. For donors, the Advancement Office will maintain this information.

Identification Number Standards

For the first character of the Banner ID the letter "A" will be used and is system generated. The following identification numbers will be used:

| | |
|-------------------|--|
| Person | Use the system generated ID number on any Identification Form (xxxIDEN). [This is a nine-byte Person Identification Number {ID} and is automatically generated when a new person is added.] |
| Non-Person | For corporate vendors, the ID number will be the EIN [Employee Identification Number]. For non-corporate vendors, the ID will be system generated. |

Veteran File Number

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

Name Standards

The only punctuation allowed within any name field will be the hyphen and the apostrophe. No periods are to be used in any name field.

Note: When a new person is being entered into BANNER and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system FIRST and save the record. Change the name using BANNER's name change procedure on the xxxIDEN form.

Last Name

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the last name as supplied by the person and using standard capitalization rules.
- **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). However, if there are two last names that are not hyphenated (e.g., Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.
- The legal name field is not used or maintained by Austin Peay. Do not add, delete, or modify any data in this field. NOTE: In Banner, the Legal Name field is a single, free-format field that is NOT automatically updated if the person officially changes his/her name. The Legal Name field cannot be used as the basis for database searches.
- **Apostrophes** may be used in such names as O’Leary, O’Connor, etc.
- **Spaces** are permitted if the spelling and format of the names includes spaces. (e.g., Mc Donald, Mac Pherson, St John, Van der Linder).

| NAME | CHANGE TO |
|----------------|-------------|
| Mc Donald | McDonald |
| Mac Pherson | MacPherson |
| St John | (No change) |
| Del la Rosa | (No Change) |
| Van der Linder | (No Change) |

- **Titles, prefixes and suffixes** in the last name field are not to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.).
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

First Name

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the first name as supplied by the person and using standard capitalization rules.
- Any **single character** first name should be entered without a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field.
- **Hyphens** may be used to separate double first names. However, if there are two first names that are not hyphenated (e.g., Mary Ann Louise Smith), Mary Ann would be input at the first name, Louise would be input as the middle name and Smith would be input as the last name.
- **Apostrophes** may be used in such names as O’Leary, O’Connor, etc.
- **Spaces** are permitted if the spelling and format of the names includes spaces. (e.g., Bobby Jo, Mary Kate)
- **Titles, prefixes and suffixes** in the first name field are not to be used (e.g., Dr, Mr, Ms, III, Jr, MD, etc.).
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

Middle Name

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

- Enter the spelling and format of the middle name as supplied by the person and using standard capitalization rules. Do not include periods.
- If **no middle name** exists, leave the field blank.
- Any **single character** middle name should be entered without punctuation. In those cases where there are two initials (e.g., John A H Smith), enter both and without periods after each initial.
- **Hyphens** may be used to separate double middle names.
- **Apostrophes** may be used.
- **Spaces** are permitted if the spelling and format of the names includes spaces.
- **Titles, prefixes and suffixes** in the middle name field are not to be used.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

Prefixes

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the prefix as supplied by the person and using standard capitalization rules.
- See Appendix 7 for a listing of Prefix Abbreviations.
- Enter only the prefix in the prefix field. Do not put the prefix in the first, middle or last name fields.

Suffixes

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).
- Enter the spelling and format of the suffix as supplied by the person and using standard capitalization rules. See Appendix 8 for a listing of Suffix Abbreviations.
- Enter only the suffix in the suffix field. Do not put the suffix in the first, middle or last name fields.
- Both a prefix and suffix are used when there is an inherited suffix (e.g., Mr John Doe Jr). Both a prefix and suffix can be used for individuals who are in the military, are retired military, or in religious orders (e.g., Gen Frank Smith USA (Ret)).
- A suffix indicating an academic or medical degree is not used when the prefix is entered. As a general rule, individuals are addressed in a non-professional context. Therefore, the prefix and not the professional suffix will be used. For example, do not enter a prefix of Dr and a suffix of MD; rather, enter the prefix only (Dr James Smith, not Dr James Smith, MD.) **Note: Only the Advancement Office has the authority to deviate from this practice if deemed appropriate for a particular APSU donor.**
- Do not enter academic degrees or professional designations as a suffix unless specifically asked by the individual.

Preferred First Name (Optional)

- If a person wishes to be known by something other than his/her legal first name, enter this name into the preferred first name field (e.g., Joyce Elizabeth Smith). If this person goes by 'Betsy', then enter 'Betsy' into the preferred name field.
- All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the spelling and format of the preferred name as supplied by the person and using standard capitalization rules.

Non-Person Name/Vendor

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

- Generally do not abbreviate unless required by space limitations. When abbreviations are required use the USPS Publication 28.
- Punctuation is allowable in the vendor name if it is part of the legal name or the vendor requires it (e.g., Amazon.com).

Enter the spelling and format of the name as supplied by the vendor and using standard capitalization rules. Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SunGard SCT, and ITT). Do not use a space between the letters of an acronym.

- **Hyphens** may be used to separate double names.
- **Numerals** are permitted in the vendor name.
- **Apostrophes** may be used in names such as O'Charley's, O'Sullivan, etc.
- The **ampersand (&)** can be used **only** when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.
- **Abbreviations** are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity.
- Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT). Do not use a space between the letters of an acronym.
- **Spaces** are permitted if the legal spelling and format of the names includes spaces.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

Address Standards

Addresses should conform to U.S. Postal Service standards. For additional information on address standards required by the U.S. Postal Service, check their Web site www.usps.gov.

Address abbreviations in the appendix agree with USPS Publication 28 Postal Addressing Standards USPS at <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>.

Multiple addresses can be entered for a person or vendor using different address types. Address standards have been established cooperatively so that address types are used consistently. See the Appendices for Address Type and Phone Type descriptions.

Before entering a new address, set the "to date" and check the inactive address box. This is not necessary when making corrections to an existing address.

Address Change Source

The address change source type indicates the source of an address which comes from a batch load of data or is self-reported. Valid values are in Appendix 11.

Address Types

Addresses are entered on the **General Person Form** in the address information blank. Address types are defined by the characteristic of the address, not by the office that uses the address. The address type is based on the recipient address, not the sending office address. See Appendix 1 for more information about address types.

Street Standards

- All information is to be entered using **mixed case** (standard combination of upper and lower case letters).

- Hyphens and slashes may be used when needed for clarity or designated fractions.
- Do NOT leave blank lines between street address lines.
- Do not include periods in an address.
- **Special characters:** The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.
- ‘In care of’ should be entered as ‘c/o’. Do NOT use the % sign or spell out ‘in care of’.
- The address format allows three lines of street address information. If a separate street address and PO Box number address need to be maintained, enter them as two separate address types.

Example:

| Information Given | Mailing/Primary Address | Local Address |
|---------------------------|-------------------------|--------------------|
| John F Smith | John F Smith | John F Smith |
| PO Box 2351, 1379 NW Pine | PO Box 2351 | 1379 NW Pine |
| Portland, OR 97203 | Portland, OR 97203 | Portland, OR 97203 |

Unit Numbers for Apartment, Building, Suite, etc. - The pound sign (#), percent sign (%), ampersand (&), underscore (_), left square bracket (I) and right square bracket (J) are not to be used because they have other functions in Oracle.

Secondary Address Unit Designators - If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided, and only a pound sign (#) along with the number is provided (i.e., 3454 N. Jones #4), remove the pound sign (#) and leave a space. **NEVER** use the pound sign (#). See the Appendix 3 for the Secondary Address Unit Designators and Appendix 5 for Compass Direction abbreviations.

Street Address and PO Box - BANNER address format allows three lines of street address information. Three address lines cause a problem when printing one-inch labels. Do not enter data into the second address line until data has been entered into the first address line. Do not use both a street **and** PO Box for an address; choose one. See Appendix 2 for Street Address abbreviations.

City Standards

All information is to be entered using mixed case (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. City names are to be entered without periods.

State & Province

State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to Appendix 4 for the appropriate U.S. state and Canadian provinces codes.

County Codes

See Appendix 12 for the table of valid county codes for Tennessee counties and counties in adjacent states.

Zip codes **MUST** be entered for all United States and Canadian addresses.

| | |
|---------------|--|
| United States | Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits. The hyphen is required. |
| Canadian | Enter the six character zip code without hyphens or spaces. |

| | |
|---------------------------|---|
| International Postal Code | Enter the international address as supplied. The Postal Code would be entered on the same line as the city. |
|---------------------------|---|

Examples:

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

Nation Code Standards

A NATION code is required for all non-U.S. addresses. Do **NOT** enter a NATION code for U.S. addresses. Use the FIPS 10-4 country code designations which can be found at http://www.fincen.gov/country_and_state_codes.pdf

International PIN Numbers

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

Example: Petko Metodiev Kitano
 PO Box 140
 Balgoevgrad Hyderab 270011
 Bulgaria

Military Standards

Air Force Base (AFB)

Enter the City into the City Field followed by AFB (all CAPS) for Air Force Base.
 EXAMPLE: 5 202A 2nd St
 Elmendorf AFB
 AK 99506-1207

Foreign Military Address

Enter the APO or AFO code into the CITY field.
 In the State Field enter:
 AE - Europe, Middle East, Africa, Canada [ZIP=09nnn]
 AP - Pacific [ZIP=96nnn]
 AA - The Americas (excluding Canada) [ZIP=34nnn]

Example: Alice VanFrogulemen
 HHB 6th Battalion 43rd Box 72
 Air Defense Artillery CMR 417
 APO AE 09602-8802

See Appendix 4 for the Overseas Military abbreviations.

Telephone Numbers

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. Supplemental information for

international phone numbers may be added in the international access code field. BANNER forms used to maintain telephone numbers are: APATELE, FOATELE, PPATELE, RPATELE and SPATELE.

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

NOTE: Telephone numbers, while displayed on SPAIDEN with the address, are not stored with the address in the BANNER tables. Telephone numbers must be changed on the SPATELE form, not the SPAIDEN form.

The telephone number is presented in a three-field format.

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

Telephone Types

A telephone type distinguishes each telephone number entered in the BANNER system. Telephone types are defined by the characteristic of the telephone, not by the office that uses the number. There are two categories of telephone types:

General Telephone Types

This is a telephone number associated with a person or a non-person that is not related to a specific address. See Appendix 6 for the table of valid general telephone types.

Address Telephone Types

This is a telephone number associated with each specific address of the same type. Each address type defined in General Person will have a like Address Telephone Type defined. Address Types are defined in Appendix 1.

Telephone Numbers

Area Code

The three-digit area code must be entered for all phone numbers including the local areas, i.e. 314, 618, 636, etc.

Phone Number

Enter the seven-digit number without inserting a hyphen.

Example: 4871849

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

International Telephone Numbers

International telephone numbers consist of four to seven digits.

International access code field

International telephone numbers should include the country and city codes as part of the international access code field.

Country Code

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

City Code

The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading zero (0). Do NOT enter the zero.

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

North American Numbering Plan (NANP)

This agreement, held among many North American countries (Mexico is not included) establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + area code). The country code for all NANP countries is 1. The following countries are considered to be a part of the NANP and can be dialed using 1 + the three digit area code. Any phone numbers from NANP countries can be entered in the domestic phone number field in the BANNER system.

| Country | Area Code |
|---|-----------|
| Anguilla | 264 |
| Antigua | 268 |
| Bahamas | 242 |
| Barbados | 246 |
| Barbuda | 268 |
| Bermuda | 441 |
| British Virgin Islands | 284 |
| Canada | Multiple |
| Cayman Islands | 345 |
| Dominica | 767 |
| Dominican Republic | 809 |
| Grenada | 473 |
| Guam | 671 |
| Jamaica | 876 |
| Montserrat | 664 |
| Northern Marianas Islands (Saipan, Rota, and Tinian) | 671 |
| Puerto Rico | 787 |
| St. Kitts/Nevis | 869 |

| Country | Area Code |
|----------------------------|------------------|
| St. Lucia | 758 |
| St. Vincent and Grenadines | 784 |
| Trinidad and Tobago | 868 |
| Turks and Caicos Islands | 649 |
| U.S. Virgin Islands | 340 |

Email Address Type

The email address type “CAMP” is required for TBR reporting. Any other values are to be institutionally defined. Institutions may add their locally defined values to Appendix 10.

Bank Routing Number

Bank Routing Numbers can be downloaded from the Federal Reserve Web site.

Religion Code

Religion codes are to be institutionally defined.

Appendix 1 – Address Type

There is only one active address per address type in Banner HR and Student. However, in Finance, vendors may have multiple active addresses within an address type using form FMTVEND.

The table below shows TBR required values. Institutions may add their own as needed.

| Code | Description | Explanation |
|------|---|--|
| AP | Address to send vendor checks – remit to address | Used by Finance May only be changed by: Accounts Payable |
| B2 | Second billing address | Used either for third party for student billing or second billing address for a vendor. May only be changed by: Accounts Receivable |
| BI | Billing | Required May only be changed by: Accounts Receivable |
| BU | Business | Required for Finance May only be changed by: Accounts Payable, Accounts Receivable and Advancement |
| CA | Campus Address | Used for physical mailing addresses for faculty, staff or students. May only be changed by: Campus Police, Residence Life and Telephone Services |
| CB | Campus Box | Used for PO Box addresses for faculty, staff or student. May only be changed by: Campus Post Office and Human Resources |
| EM | Emergency Address | Used to enter an address for an emergency contact May only be changed by: Admissions, Human Resources and Registrar |
| LO | Local | Used for address in vicinity of the campus. May only be changed by: Admissions, Advancement, Financial Aid and Registrar |
| MA | Mailing (Perm home address) | Required for data import processing. Also used for loading student information into Advancement. May only be changed by: Admissions, Advancement, Financial Aid, Human Resources and Registrar |
| NK | Next of Kin | Used to enter NOK or second parent if necessary May only be changed by: Admissions, Human Resources and Registrar |
| PA | Parents | Required value for clients to use on SOAFOLK when entering parent address. May only be changed by: Admissions and Registrar |
| PO | Address to mail purchase orders and change orders | Used by Finance May only be changed by: Accounts Receivable |
| PR | Permanent | This is needed to record a student’s permanent address. Required for international student reporting. Also beneficial for tracking resident status, which is based on student’s address. May only be changed by Admissions, Advancement, Human Resources and Registrar |
| RF | Student Refund | May only be changed by Accounts Receivable |
| TF | Temporary Forwarding | Used to enter a seasonal or other temporary forwarding address May only be changed by Admissions, Advancement and Registrar |
| XX | TGRFEED | Required by TGRFEED which is an accounts receivable process. |

Appendix 2 – Street Abbreviations

| Address | Abbreviation |
|-----------|--------------|
| Alley | Aly |
| Annex | Anx |
| Apartment | Apt |
| Arcade | Arc |
| Avenue | Ave |
| Basement | Bsmt |
| Bayou | Byu |
| Beach | Bch |
| Bend | Bnd |
| Bluff | Blf |
| Bluffs | Blfs |
| Bottom | Btm |
| Boulevard | Bldv |
| Branch | Br |
| Bridge | Brg |
| Brook | Brk |
| Brooks | Brks |
| Building | Bldg |
| Burg | Bg |
| Burgs | Bgs |
| Bypass | Byp |
| Camp | Cp |
| Canyon | Cyn |
| Cape | Cpe |
| Causeway | Cswy |
| Center | Ctr |
| Centers | Ctrs |
| Circle | Cir |
| Circles | Cirs |
| Cliff | Clf |
| Club | Clb |
| Common | Cmn |
| Commons | Cmns |
| Corner | Cor |
| Corners | Cors |
| Course | Crse |
| Court | Ct |
| Courts | Cts |
| Cove | Cv |
| Coves | Cvs |
| Creek | Crk |
| Crescent | Cres |

| Address | Abbreviation |
|------------|--------------|
| Crest | Crst |
| Crossing | Xing |
| Crossroad | Xrd |
| Crossroads | Xrds |
| Curve | Curv |
| Dale | DI |
| Dam | Dm |
| Department | Dept |
| Divide | Dv |
| Drive | Dr |
| Drives | Drs |
| Estate | Est |
| Estates | Ests |
| Expressway | Expy |
| Extension | Ext |
| Extensions | Exts |
| Falls | Fls |
| Ferry | Fry |
| Field | Fld |
| Fields | Flds |
| Flat | Flt |
| Flats | Flts |
| Floor | Flr |
| Ford | Frd |
| Fords | Frds |
| Forest | Frst |
| Forge | Frg |
| Forges | Frgs |
| Fork | Frk |
| Forks | Frks |
| Fort | Ft |
| Freeway | Fwy |
| Front | Frnt |
| Garden | Gdn |
| Gardens | Gdns |
| Gateway | Gtwy |
| Glen | Gln |
| Glens | Glns |
| Green | Grn |
| Greens | Grns |
| Grove | Grv |
| Groves | Grvs |

| Address | Abbreviation |
|-----------|--------------|
| Hangar | Hngr |
| Harbor | Hbr |
| Harbors | Hbrs |
| Haven | Hvn |
| Heights | Hts |
| Highway | Hwy |
| Hill | HI |
| Hills | Hls |
| Hollow | Holw |
| Inlet | Inlt |
| Island | Is |
| Islands | Iss |
| Junction | Jet |
| Junctions | Jcts |
| Keys | Kys |
| Knoll | Knl |
| Lake | Lk |
| Lakes | Lks |
| Landing | Lndg |
| Lane | Ln |
| Light | Lgt |
| Lobby | Lbby |
| Lock | Lck |
| Locks | Lcks |
| Lodge | Ldg |
| Lower | Lowr |
| Manor | Mnr |
| Manors | Mnrs |
| Meadow | Mdw |
| Mill | MI |
| Mills | Mls |
| Mission | Msn |
| Motorway | Mtwy |
| Mount | Mt |
| Mountain | Mtn |
| Mountains | Mtns |
| Neck | Nck |
| Number | No |
| Office | Ofc |
| Orchard | Orch |
| Overpass | Opas |
| Parks | Park |

| Address | Abbreviation |
|-----------|--------------|
| Parkway | Pkwy |
| Parkways | Pkwy |
| Passage | Psg |
| Penthouse | Pths |
| Pine | Pne |
| Pines | Pnes |
| Place | Pl |
| Plain | Pln |
| Plains | Plns |
| Plazza | Plz |
| Point | Pt |
| Points | Pts |
| Port | Prt |
| Ports | Prts |
| Prairie | Pr |
| Radial | Radl |
| Ranch | Rnch |
| Rapid | Rpd |
| Rapids | Rpds |
| Rest | Rst |
| Ridge | Rdg |
| Ridges | Rdgs |
| River | Riv |
| Road | Rd |
| Roads | Rds |
| Room | Rm |
| Route | Rte |
| Shoal | Shl |
| Shoals | Shls |
| Shore | Shr |
| Shores | Shrs |
| Skyway | Skwy |
| Space | Spc |
| Spring | Spg |
| Springs | Spgs |
| Square | Sq |
| Squares | Sqs |
| Station | Sta |
| Stravenue | Stra |
| Stream | Strm |
| Street | St |
| Streets | Sts |
| Suite | Ste |
| Summit | Smt |
| Terrace | Ter |

| Address | Abbreviation |
|------------|--------------|
| Throughway | Trwy |
| Trace | Trce |
| Track | Trak |
| Trafficway | Trfy |
| Trail | Trl |
| Trailer | Trlr |
| Tunnel | Tunl |
| Turnpike | Tpke |
| Underpass | Upas |
| Union | Un |
| Unions | Uns |
| Upper | Uppr |
| Valley | Vly |
| Valleys | Vlys |
| Viaduct | Via |
| View | Vw |
| Views | Vws |
| Village | Vlg |
| Villages | Vlgs |
| Ville | Vl |
| Vista | Vis |
| Well | Wl |
| Wells | Wls |

Appendix 3 – Secondary Unit Designators

| Description | Abbreviation |
|-------------|--------------|
| Apartment | Apt |
| Basement | Bsmt* |
| Building | Bldg |
| Department | Dept |
| Floor | Fl |
| Front | Frnt* |
| Hangar | Hngr |
| Key | Key |
| Lobby | Lbby* |
| Lot | Lot |
| Lower | Lowr* |
| Number | No |
| Office | Ofc* |
| Pier | Pier |
| Rear | Rear* |
| Room | Rm |
| Side | Side* |
| Slip | Slip |
| Space | Spc |
| Stop | Stop |
| Suite | Ste |
| Trailer | Trlr |
| Unit | Unit |
| Upper | Uppr* |

Appendix 4 – States, Canadian Provinces & Overseas Military

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

Appendix 5 – Compass Directions

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

| Code | Description |
|-------------|--------------------|
| E | East |
| W | West |
| N | North |
| S | South |
| NE | Northeast |
| SW | Southwest |

Appendix 6 – Telephone Types

Except for those types marked with an asterisk, these telephone types are associated with the corresponding address types in Appendix 1.

| Code | Description | Address Type |
|------|----------------------|--------------|
| AP | Remit To | AP |
| B2 | Billing 2 | B2 |
| BI | Billing | BI |
| BU | Business | BU |
| CA | Campus | CA |
| CB | Campus Box | CB |
| CELL | Cellular Phone | * |
| EM | Emergency | EM |
| FAX | Fax Number | * |
| LO | Local | LO |
| MA | Mailing | MA |
| NK | Next of Kin | NK |
| PA | Parent – Primary | PA |
| PAGE | Pager | * |
| PO | Purchase Order | PO |
| PR | Permanent | PR |
| RF | Refund (Temporary) | RF |
| SERV | Service Phone | * |
| TF | Temporary Forwarding | TF |
| TOLF | Toll-Free | * |

Appendix 7 – Prefix Abbreviations

| Title | Abbreviation |
|-----------------------|--------------------|
| Adjutant | Adj |
| Adjutant General | Adg |
| Admiral | Adm |
| Ambassador | Amb |
| Attorney General | Atg |
| Brother | Bro |
| Bishop | Bishop |
| Captain | Capt |
| Chancellor | Chn |
| Chaplain | Chp |
| Chief Warrant Officer | CWO |
| Commander | Cmdr |
| Commandant | Cmdt |
| Colonel | Col |
| Corporal | Cpl |
| Count | Ct |
| Countess | Cts |
| Dean | Dean |
| Doctor | Dr |
| Ensign | Ens |
| Estate of | Est |
| Father | Fr |
| First Lieutenant | 1 st Lt |
| General | Gen |
| Governor | Gov |
| Honorable | Hon |
| Judge | Jud |
| Lieutenant | Lt |
| Lieutenant Colonel | Lt Col |
| Lieutenant Commander | Lt Cmdr |
| Lieutenant General | Lt Gen |

| Title | Abbreviation |
|---------------------------|--------------------|
| Lieutenant Governor | Lt Gov |
| Lieutenant (Junior Grade) | Lt JG |
| Madam | Mdm |
| Mademoiselle | Mlle |
| Major | Maj |
| Miss | Miss |
| Monsignor | Msg |
| Mister | Mr |
| Married | Mrs |
| Ms | Ms |
| Major | Maj |
| Major General | Maj Gen |
| Master Sergeant | M Sgt |
| Monsieur | Msr |
| President | Prs |
| Professor | Prof |
| Rear Admiral | Radm |
| Reverend/Priest | Rev |
| Second Lieutenant | 2 nd Lt |
| Sergeant | Sgt |
| Senator | Sen |
| Señor | Sr |
| Señora | Sra |
| Senior Master Sergeant | SM Sgt |
| The Right Reverent | Rtr |
| Vice Consul | Vc |
| Vice Admiral | VAdm |
| Vice President | VP |
| | |
| | |
| | |

Appendix 8 – Suffix Abbreviations

| Description | Abbreviation |
|--|--------------|
| Certified Public Accountant | CPA |
| Doctor of Chiropractic | DC |
| Doctor of Dental Medicine | DMD |
| Doctor of Education | EdD |
| Doctor of Medicine | MD |
| Doctor of Osteopathy | DO |
| Doctor of Veterinary Medicine | DVM |
| Incorporated | Inc |
| Juris Doctor | JD |
| Past Commander, Police Constable, Post Commander | PC |
| Registered Nurse Clinician | RNC |
| Senior | Sr |
| The Third | III |
| United States Air Force | USAF |
| United States Army | USA |
| United States Coast Guard | USCG |
| United States Marine Corps Reserve | USMCR |
| United States Navy Reserve | USNR |

| Description | Abbreviation |
|---------------------------------|--------------|
| Chartered Life Underwriter | CLU |
| Doctor of Divinity | DD |
| Doctor of Dental Surgery | DDS |
| Doctor of Laws | LLD |
| Doctor of Optometry | OD |
| Doctor of Philosophy | PhD |
| Esquire | Esq |
| Junior | Jr |
| Limited | Ltd |
| Registered Nurse | RN |
| Retired | Ret |
| The Second | II |
| The Fourth | IV |
| United States Air Force Reserve | USAFR |
| United States Army Reserve | USAR |
| United States Marine Corps | USMC |
| United States Navy | USN |
| | |

Appendix 9 – Ethnicity Codes

Ethnicity codes are used in TBR reporting. Ethnicity must be entered for all employees and students to meet regulatory requirements. Institutions may develop more detailed specifications if desired. For example, category 50 for Hispanics could be broken into these additional categories:

- 51 Cuban American
- 52 Mexican American
- 53 Puerto Rican living in Mainland US
- 54 Puerto Rican living in Puerto Rico

The TRB required codes are:

| Code | Description |
|-------------|-------------------------------|
| 00 | Not Specified |
| 10 | Alaskan Native |
| 20 | American Indian |
| 30 | Asian or Pacific Islander |
| 40 | Black, not of Hispanic Origin |
| 50 | Hispanic |
| 60 | White, not of Hispanic Origin |

Appendix 10 – Email Address Type

| Code | Description |
|-------------|--|
| CAMP | Campus assigned email address. Required for TBR. |
| PERS | Personal |
| BUS | Business |

Appendix 11- Address Change Source Type

| Code | Description | Explanation |
|-------------|-----------------------------|--|
| EDI | Electronic Data Interchange | Information provided through electronic transfer of data |
| POST | Post Office Change | Returns from US Postal Service |
| SELF | Individual Self Reported | Notification from the person |
| WEB | Self Reported – WEB | Address corrected through the WEB by student |

Appendix 12 – County Codes

A complete list of FIPS-6 county codes is available at <http://www.itl.nist.gov/fipspubs/co-codes/states.htm>

| Code | ST-County Name |
|-------|----------------|
| 01071 | AL-Jackson |
| 01089 | AL-Madison |
| 05035 | AR-Crittenden |
| 05093 | AR-Mississippi |
| 13047 | GA-Catoosa |
| 13083 | GA-Dade |
| 13111 | GA-Fannin |
| 13213 | GA-Murray |
| 13295 | GA-Walker |
| 13313 | GA-Whitfield |
| 21003 | KY-Allen |
| 21035 | KY-Calloway |
| 21047 | KY-Christian |
| 21075 | KY-Fulton |
| 21083 | KY-Graves |
| 21105 | KY-Hickman |
| 21141 | KY-Logan |
| 21213 | KY-Simpson |
| 21219 | KY-Todd |
| 21221 | KY-Trigg |
| 28033 | MS-DeSoto |
| 28093 | MS-Marshall |
| 29069 | MO-Dunkin |
| 29155 | MO-Pemiscot |
| 37115 | NC-Madison |
| 37121 | NC-Mitchell |
| 37189 | NC-Watauga |
| 47001 | TN-Anderson |
| 47003 | TN-Bedford |
| 47005 | TN-Benton |
| 47007 | TN-Bledsoe |
| 47009 | TN-Blount |
| 47011 | TN-Bradley |
| 47013 | TN-Campbell |
| 47015 | TN-Cannon |
| 47017 | TN-Carroll |
| 47019 | TN-Carter |
| 47021 | TN-Cheatham |
| 47023 | TN-Chester |
| 47025 | TN-Claiborne |
| 47027 | TN-Clay |
| 47029 | TN-Cocke |
| 47031 | TN-Coffee |

| Code | ST-County Name |
|-------|----------------|
| 47033 | TN-Crockett |
| 47035 | TN-Cumberland |
| 47037 | TN-Davidson |
| 47039 | TN-Decatur |
| 47041 | TN-DeKalb |
| 47043 | TN-Dickson |
| 47045 | TN-Dyer |
| 47047 | TN-Fayette |
| 47049 | TN-Fentress |
| 47051 | TN-Franklin |
| 47053 | TN-Gibson |
| 47055 | TN-Giles |
| 47057 | TN-Grainger |
| 47059 | TN-Greene |
| 47061 | TN-Grundy |
| 47063 | TN-Hamblen |
| 47065 | TN-Hamilton |
| 47067 | TN-Hancock |
| 47069 | TN-Hardeman |
| 47071 | TN-Hardin |
| 47073 | TN-Hawkins |
| 47075 | TN-Haywood |
| 47077 | TN-Henderson |
| 47079 | TN-Henry |
| 47081 | TN-Hickman |
| 47083 | TN-Houston |
| 47085 | TN-Humphreys |
| 47087 | TN-Jackson |
| 47089 | TN-Jefferson |
| 47091 | TN-Johnson |
| 47093 | TN-Knox |
| 47095 | TN-Lake |
| 47097 | TN-Lauderdale |
| 47099 | TN-Lawrence |
| 47101 | TN-Lewis |
| 47103 | TN-Lincoln |
| 47105 | TN-Loudon |
| 47107 | TN-McMinn |
| 47109 | TN-McNairy |
| 47111 | TN-Macon |
| 47113 | TN-Madison |
| 47115 | TN-Marion |
| 47117 | TN-Marshall |

| Code | ST-County Name |
|-------|----------------|
| 47119 | TN-Maury |
| 47121 | TN-Meigs |
| 47123 | TN-Monroe |
| 47125 | TN-Montgomery |
| 47127 | TN-Moore |
| 47129 | TN-Morgan |
| 47131 | TN-Obion |
| 47133 | TN-Overton |
| 47135 | TN-Perry |
| 47137 | TN-Pickett |
| 47139 | TN-Polk |
| 47141 | TN-Putnam |
| 47143 | TN-Rhea |
| 47145 | TN-Roane |
| 47147 | TN-Robertson |
| 47149 | TN-Rutherford |
| 47151 | TN-Scott |
| 47153 | TN-Sequatchie |
| 47155 | TN-Sevier |
| 47157 | TN-Shelby |
| 47159 | TN-Smith |
| 47161 | TN-Stewart |
| 47163 | TN-Sullivan |
| 47165 | TN-Sumner |
| 47167 | TN-Tipton |
| 47169 | TN-Trousdale |
| 47171 | TN-Unicoi |
| 47173 | TN-Union |
| 47175 | TN-Van Buren |
| 47177 | TN-Warren |
| 47179 | TN-Washington |
| 47181 | TN-Wayne |
| 47183 | TN-Weakley |
| 47185 | TN-White |
| 47187 | TN-Williamson |
| 47189 | TN-Wilson |
| 51105 | VA-Lee |
| 51169 | VA-Scott |
| 51191 | VA-Washington |

Appendix 13 – Marital Status

| Code | Description |
|------|------------------|
| D | Divorced |
| M | Married |
| N | Domestic Partner |
| P | Separated |
| S | Single |
| W | Widowed |
| O | Other |
| U | Unknown |

Appendix 14 – Religious Codes

| Code | Description |
|-------|-----------------------------|
| Blank | Not Specified |
| NO | No Preference |
| AG | Assembly of God |
| AL | American Lutheran |
| AM | AME |
| AP | Apostolic |
| BT | Baptist |
| BU | Buddhist |
| CC | Church of Christ |
| CD | Christian/Denominational |
| CE | Church of God in Christ |
| CG | Congregational |
| CM | CME |
| CN | Christian/Nondenominational |
| CP | Cumberland Presbyterian |
| CS | Christian Science |
| CY | Church of God |
| EP | Episcopal |
| EV | Evangelical |
| GO | Greek Orthodox |
| HI | Hindu |
| JE | Judaism |
| JW | Jehovah's Witness |
| LC | Liberal Catholic |
| LD | Latter Day Saint |
| ME | Methodist |

| | |
|----|-------------------------------|
| ML | Missouri Synod Lutheran |
| MN | Mennonite |
| MU | Muslim (Islam) |
| NA | Nazarene |
| PE | Pentecostal |
| PH | Pentecostal Holiness |
| PR | Presbyterian |
| PT | Protestant |
| PU | Presbyterian United |
| RC | Roman Catholic |
| SD | Seventh Day Adventist |
| UC | United Church of Christ |
| UM | United Methodist |
| UN | Unitarian |
| UW | United Church of Christianity |
| OT | Other |