

Regent University

Guidelines for Data Standards

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Purpose

These guidelines establish the standards for Regent University data that is electronically maintained on the following systems:

- Banner2000 Student, Financial Aid and Advancement

Rules for Clean and Accurate Records

Search first

Before you create a new record for a person or organization, you **must** conduct an ID and name search to make sure that person or organization has not already been entered in the database. Each user in every office that creates new person or organization records **must** conduct a thorough search to prevent entering a duplicate record.

Banner Users: See page 11 of the “Banner Navigation Techniques Training Documentation” for instructions on how to perform an ID and name search.

Data changes

Make data changes only when you have that authority and when you follow the procedures established by the Data Custodian of the data you want to change.

Remember – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.

- The pound sign (#) and percent sign (%) should not be used in any data field.

Duplicate Records

Duplicate records in Banner should be reported to Central Enrollment. Central Enrollment has created a form accessible from their website for this purpose.

<http://www.regent.edu/admissions/forms/duplicate.cfm>

General Person Information

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

Identification Number Standards

The following identification numbers will be used:

Person	Enter the standard identification number established by Regent University, which is the system generated identification number.
Non-Person	Use the system generated ID number.

Name Standards

Never enter any data in a name field that is not part of the name. For example, if a person has requested to not be included in mailings, check the "Do not mail" checkbox. DO NOT change their name to "Do not mail."

Last Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the last name as supplied by the person.

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 as the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

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

Examples:
Mc Donald
Mac Phearson
St. John
Del la Rosa
Van der Linder.

Do not use titles, prefixes, and suffixes in the last name field.

The pound sign (#) and percent sign (%) should not be used.

Note: *When a new person is being entered and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system **first** and commit the record. Change the name using the appropriate name change procedure for the system being updated.*

First Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the first name as supplied by the person.

Any single character first name must be entered. 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.

Spaces are permitted if the legal spelling and format of the name includes spaces (e.g. Mary Ann, Bobby Joe).

Do not use titles, prefixes, or suffixes in the first name field.

The pound sign (#) and percent sign (%) should not be used.

Middle Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the legal middle name or middle initial as supplied by the person. If no middle name exists, leave the field blank.

Hyphens may be used to separate double middle names.

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

Do not use titles, prefixes, or suffixes in the middle name field.

The pound sign (#) and percent sign (%) should not be used.

Prefixes

Prefixes are to be entered using mixed case (standard combination of upper and lower case letters). Enter the prefix in the prefix field, not in the first, middle, or last name fields. Appendix 1 is a list of commonly used prefixes and recommended abbreviations.

Suffixes

All suffix codes are to be entered using mixed case (standard combination of upper and lower case letters). Enter the suffix in the suffix field, not in the last name field. Appendix 2 is a list of commonly used suffixes and recommended abbreviations. The suffix field is not included on printed payroll checks and tax reports.

Name Types

Current names are not associated with a name type. Previous or alternate names should be associated with the appropriate name type from GTVNTYP. (This field does not display on Human Resources forms)

<u>Name Type Abbreviations</u>	
Abbreviation	Description
PREV	Previous Name
BIRTH	Birth or Maiden Name
NICK	Nickname

Preferred First Name (Optional)

Preferred first name should be entered into the preferred first name field (e.g., Christopher Paul Smith). If the person goes by 'Paul' enter 'Paul' into the preferred name field. Enter all information using mixed case (standard combination of upper and lower case letters). Enter the legal spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

Non-Person Name/Vendor

All information is to be entered using mixed case (standard combination of upper and lower case letters). Acronyms are an exception. Enter the vendor's name as supplied to you by the vendor.

Hyphens may be used to separate double names.

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

The pound sign (#) and percent sign (%) should not be used.

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

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

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT).

Address Standards

Multiple addresses can be entered for a person or vendor using different address types. Follow the procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from STVATYP. See the Address Type and Phone Type Appendices for standard type and descriptions.

Never enter any data in an address field that is not part of the address. For example, If a person has requested to not be included in mailings, do not change their street address to "Do not mail."

Street Standards

All information is to be entered using 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 lines.

The pound sign (#) and percent sign (%) should not be used.

'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

*John F Smith
PO Box 2351, 1379 NW Pine
Portland, OR 97203*

Mailing/Primary Address

*John F Smith
PO Box 2351
Portland, OR 97203*

Secondary Address

*John F Smith
1379 NW Pine
Portland, OR 97203*

If the address has more than one line, those lines should go from specific to general. For example, go from suite number to street number.

*Mr. John Smith
Suite 306
100 Major Street
New York, NY 10001*

- **Unit Numbers such as Apartment, Building, Suite, etc.**

The pound sign (#) and percent sign (%) should not be used.

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.

State Standards

Select the correct codes defined in STVSTAT.

Canada – Enter the 2-character code for the province or territory from the following list. DO NOT type in the full name of the province or territory in any address field.

<u>Canadian Province Abbreviations</u>	
Province/Territory	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

Zip Code Standards

Zip codes **must** be entered for all United States addresses. The postal code **must** be entered for all Canadian addresses, and for international addresses if available.

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.

Canada – Enter the six character postal code without hyphens or spaces.

International Postal Code – Enter the international address as supplied to you by the person, using the zip code field for the postal code (if provided).

Military Addresses

For overseas military addresses, place the box name and number, or ship's name, in the first street address field. Place the APO or FPO designation in the city field in capital letters. Place the 2-character "state" abbreviation (AE, AP or AA) into the state field. Enter the zip code per the zip code instructions listed above.

Examples:

PFC John Doe	Seaman Robert Smith
PSC 1650 Box 10	USS Sea Devil SSN-664
APO, AE 09499-0074	FPO, AP 96667-3931

Nation Codes

Nation codes should only be entered for non-US addresses. Nation Codes are defined in STVNATN.

Telephone Number Standards

Area Code

The 3-digit area code must be entered for all phone numbers.

Phone Number

Enter the 7-digit phone number without inserting a hyphen.

Extension

If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

If the extension exceeds the 4 digits allowed in Banner, enter it in the comment field.

International Phone Number

For international phone numbers, enter the code, country and city numbers in the Banner field provided on the telephone number form.

Date Standards

Dates are to be entered in the format of mmddyy. All dates will be displayed as dd-mon-yyyy.

Example:

Enter	Displayed as
011793	17-JAN-1993
110192	01-NOV-1992

Birth Date Standards

Enter the date of birth according to the Date Standards.

Confidential Information Indicator Standards

This field will be left blank unless a student requests the Registrar to not release any Directory Information (see Requests for Information in catalog) at which time this box will be checked. If checked, no Directory Information will be released.

Veteran Information

Veteran Information is entered by the Registrar's Office.

The veteran number usually starts with the nine-digit SSN and then a Chapter Identifier number (usually 1-2 digits). The Chapter Identifier is entered in the Vet File number. When pulling a list of veterans go against this field and if it is not null then pull the Vet File Number and SSN and concatenate these two fields together.

Deceased Information

Enter 'Y' if the employee/student is deceased. Update the date of death, if known. Deceased information should be maintained using the same guidelines as name changes. Refer to the Data Change Rules section of this document.

APPENDICES

APPENDIX 1 - Prefix Abbreviations

Description	Abbreviation
Admiral	Adm.
Ambassador	The Hon.
Attorney General	The Atty Gen.
Bishop	Bishop
Brother	Brother
Brigadier General	BG
Captain	Capt.
Commander	Cdr.
Chancellor	Chancellor
Commissioner	The Hon.
Colonel	COL
Consulate	Esq.
Corporal	Cpl.
Dean	Dean
District Attorney	The Hon.
Doctor	Dr.
Doctors (in lieu of Dr. and Dr.)	Drs.
Doctor and Mrs.	Dr. and Mrs.
Ensign	Ens.
Estate of	Estate of
General	GEN
Lieutenant	Lt.
Lieutenant Commander	LCdr.
Lieutenant Colonel	LTC
Lieutenant General	LTG
Lieutenant Governor	The Hon.
Major	MAJ
Major General	MG
Madam	Madam
Mayor	The Hon.
Miss	Miss
Mister	Mr.
Mister and Doctor	Mr. and Dr.
Monsignor	Monsignor
Mister and Missus	Mr. and Mrs.
Missus	Mrs.
Ms	Ms.
Private	PVT
Private First Class	PFC
Professor	Prof.
Priest	Reverend
President	Pres.
Rabbi	Rabbi
Rear Admiral	RAdm.
Representative	The Hon.
Reverend Doctor	Rev Dr.

Senator	The Hon.
Sergeant	SGT
Sister	Sister
Vice Admiral	VAdm.
Vice Consul	Esq.

APPENDIX 2 - Suffix Abbreviations

Description	Abbreviation
Certified Financial Planner	CFP
Certified Public Accountant	CPA
Doctor of Divinity	DDiv
Dental Surgeon	DDS
Doctor of Education	EdD
Doctor of Medicine	MD
Doctor of Osteopathic Medicine	DO
Doctor of Philosophy	PhD
Esquire	Esq.
Junior	Jr.
Juris Doctor	JD
Licensed Practical Nurse	LPN
Registered Nurse	RN
Senior	Sr.
The Second	II
The Third	III
The Fourth	IV
The Fifth	V
United States Air Force	USAF
United States Army	USA
United States Coast Guard	USCG
United States Marine Corps	USMC
United States Navy	USN

APPENDIX 3 - Citizenship Type

Code	Description	Explanation
PR	Permanent Resident/Resident Alien	A person who is not a citizen or national of the United States and had been lawfully admitted for permanent residence.
N	Non-Citizen	A person who is not a citizen or national of the United States
Y	US Citizen	A citizen of the United States

APPENDIX 4 – Gender Codes

Code	Description
M	Male
F	Female
N	Not Available

APPENDIX 5 – Ethnicity Codes

Code	Description
AS	Asian/Pacific Islander
BL	Black, Non-Hispanic
HS	Hispanic
NA	American Indian/Alaskan Native
OT	Other
UK	Unknown Ethnicity
WH	Caucasian/Non-Hispanic

APPENDIX 6 – Marital Codes

Code	Description	Explanation
D	Divorced	Once legally married but now divorced.
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Never legally married
W	Widowed	Legally married and spouse is deceased.

APPENDIX 7 – Religion Codes

Code	Description
OO	Other Denomination
AD	Seventh Day Adventist
AG	Assemblies of God
AM	African Methodist Episcopal
AP	Apostolic
BA	Baptist-General
BI	Independent Baptist
BR	Churches of the Brethren
BS	Southern Baptist
CC	Church of Christ
CG	Church of God in Christ
CH	Christian Ch/Disp. of Christ
CM	Christian & Missionary All
EP	Episcopal Church
FS	Foursquare Gospel Church
GI	Church of God, Indiana
GO	Greek Orthodox
GT	Church of God, Cleveland, TN
JC	Conservative Jew
JM	Messianic Jew
JO	Orthodox Jew
JR	Reformed Jew
LH	Lutheran
MF	Free Methodist
MH	United Methodist
MN	Mennonite
ND	Nondemoninational
NZ	Church of the Nazarene
PA	Presbyterian Church of America
OP	Orthodox Presbyterian
PN	Pentecostal
PR	Protestant
QU	Quaker (Soc/Friends)
RC	Roman Catholic
RE	Reformed Presbyterian
UK	Unknown Ethnicity

APPENDIX 8 – Legacy Codes

Code	Description
A	Aunt
B	Brother
C	Cousin
F	Father
G	Grandparent
H	Husband
M	Mother
P	Parents
S	Sister
U	Uncle
W	Wife
X	Multiple

APPENDIX 9 – Address Types

Code	Description	Explanation
AA	Application Address	Maintained by Central Enrollment. This is the address that was entered on the student's application.
BU	Business	Maintained by AR, Registrar, Central Enrollment, and Development Office. The address where a person works. This address is attached to a person, and is not the address of a vendor or corporate entity.
EM	Emergency	Maintained by HR, Registrar, and Central Enrollment. It is the address of an emergency contact for a person.
FA	Foreign Address	Maintained by OISS and Central Enrollment. Foreign Address of International Student. Required by SEVIS.
MA	Local Mailing Address	Maintained by HR, Registrar, Central Enrollment, and Development Office. A mailing address if different from Permanent.
PA	Parent – Primary	Maintained by AR, Registrar, and Central Enrollment. Parent address created if different from Permanent.
PR	Permanent	Maintained by AR, HR, Registrar, Central Enrollment, and Development Office. Every non-vendor record should have this address type. Primary mailing address for all communication and legal documents.
US	United States	Maintained by OISS and Central Enrollment. Indicates US address of International Student. Required by SEVIS.
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.

APPENDIX 10 – Phone Types

Code	Description	Address Type	Explanation
BU	Business	BU	Maintained by AR, Registrar, Central Enrollment, and Development Office. The business phone number of a person. This phone number is attached to a student, and is not for a vendor or corporate entity.
CELL	Cellular Phone		Maintained by all offices
EM	Emergency	EM	Maintained by HR, Registrar, and Central Enrollment. It is the number of an emergency contact for a person.
FA	Foreign Phone	FA	Maintained by OISS and Central Enrollment. Phone number of International Student. Required by SEVIS.
FAX	Fax Number		Maintained by all offices.
MA	Mailing	MA	Maintained by HR, Registrar, Central Enrollment, and Development Office. A local number or temporary number created if different from Permanent.
PA	Parent – Primary	PA	Maintained by AR, Registrar, and Central Enrollment. Parent number created only if different from Permanent.
PAGE	Pager		Maintained by all offices.
PR	Permanent	PR	Maintained by AR, HR, Registrar, Central Enrollment, and Development Office. Every non-vendor record should have this number type.
SE	Seasonal	SE	Maintained by Registrar, Central Enrollment, and Development Office. Stores seasonal (recurring) numbers for people.
US	United States	US	Maintained by OISS and Central Enrollment. US Phone number of International Student. Required by SEVIS.
XX	Reserved for TGRFEED only		Required reserved code for TGRFEED