Xavier University Common Data Standards

Guidelines for
Data Standards, Data Integrity and Security

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1   Data Integrity

1.1   Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Xavier University data that is electronically maintained on the Banner ERP system and on all satellite systems which interface with Banner. The guidelines define the responsibilities of users who input and access that data. Divisions/departments may have individual guidelines that supplement, but do not replace or supersede these guidelines. Banner is Xavier University's primary administrative system. Banner is the system of record for Xavier Data and will dictate data standards for all other systems. When deciding where data should be stored, Banner should be given first consideration. However, when Banner is unable to store the data or a University decision is made, satellite systems are acceptable. Data should not be stored on an individual's computer hard drive. This policy supports reporting and assessment.

1.2   User 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 Xavier University policies and procedures concerning storage, retention, use, release, and destruction of data. These policies are outlined in the Xavier University catalog, under "Privacy Rights" at:
http://www.xavier.edu/registrar/ferpa.cfm. Information Technologies policies can be

found at:
http://www.xavier.edu/ts/faculty
http://www.xavier.edu/ts/faculty/IT-Security.cfm

Individuals with administrative or supervisory responsibilities 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. Users further agree to remain current with any changes.**

Individuals with administrative or supervisory responsibilities will determine the data access requirements of their staff as it pertains to their job functions based upon classification before submitting an electronic Administrative Access Request Form (AARF). See discussion of roles in Section 1.5.

If data is downloaded to a personal computer or other device, that data must not be altered. Downloaded data must be used and represented responsibly and accurately. If any data is downloaded for the purpose of generating reports, the report must be clearly labeled as "unofficial", except as authorized by the Data Custodian. When data is downloaded, special attention should be paid to its accuracy over time and fresh data should be pulled when appropriate.

All procedures will be constructed to ensure that:

1. All data is input accurately.

2. Accuracy and completeness of all data is maintained.

1.3 Access to Xavier University Systems

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

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult his/her supervisor or the appropriate Data Custodian. The list of Data Custodians can be found on the electronic Administrative Access Request Form (AARF) in the neXus site. Users MUST protect all Xavier University data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and management of data within their control. **Users are responsible for all transactions occurring during the use of their log-in identification (username) and password. Users are not to disclose their username or passwords to anyone**. If it is found that a user is loaning or sharing their access, he or she is subject to disciplinary action, up to/or including termination. No global accounts will be permitted, except as authorized by the Data Custodian Group (DCG). However, departmental e-mail accounts may exist.

Individuals with administrative or supervisory responsibilities MUST request access authorization for every user under their supervision by completing an electronic Administrative Access Request Form in neXus. The Data Custodian will review the request and may approve or deny the request. Once the request is approved, the request will be forwarded to the Security Administrator for processing. Under no circumstances will access be granted without the approvals of the individuals with administrative or supervisory responsibilities and the Data Custodian(s). If the request is denied, the division/department head may follow the established appeals procedure (see below).

If a user is denied access to the system by the Data Custodian, the user can appeal the decision by writing a request for review of the decision to the DCG. The request for review should include the following information:

1. A description of the specific data access requested
2. Justification for access to the data
3. The name of the Data Custodian who denied access to the data

The DCG will contact the Data Custodian for a written explanation of why access was denied. The DCG will consider the information and either uphold the Data Custodian's decision to deny access, or overrule the Data Custodian and permit access. The DCG's

decision will be final. The DCG's written decision and justification will be permanently kept in the office of the Banner Security Administrator. Copies will be forwarded to the user and the Data Custodian.

The electronic AARF (with imbedded instructions) is found on the neXus site of the Employee Hub. The user's signature on the Confidentiality/Data Standards Agreement (see Appendix 5) signifies his/her agreement to abide by all data standards.

The Data Custodian will work together with Human Resources in order to make access to Banner, its satellite systems and other resources as smooth as possible for new employees. Every employee should have immediate access to email, voicemail, personal computer accounts and certain Banner "self-service" components at day of hire if all necessary forms are completed.

"Inquiry-only" (or query) access enables the user to view, and analyze, but not change, Xavier University data "Update" (or modify) access provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

1.4   Secured Access to Data

Each user will be assigned a class or possibly several classes, depending on his /her particular needs as established by his/her division/department head or his/her designee and approved by the Data Custodian(s).

A list of classes and their functions is available to data custodians. This list will be a dynamic document that will not be given out in hardcopy form to ensure that custodians have access to the most current list. Changing roles may alter access.

The following procedures will be used to establish an ID and password for the Banner ERP System:

1.   The employee's supervisor is responsible for completing the electronic AARF. After the employee's division/department head or designee has determined the appropriate roles the user is to be assigned, has approved the access and completed the form, the form is forwarded to the Data Custodian(s) for approval. Data Custodian's require their supervisor approval for access to their own data. Upon Data Custodian approval, the AARF is automatically sent to the Banner Security Administrator.

2.   New users are expected to have read the Data Standards Guidelines document.

3.   The DBA adds/removes Banner access for the employee per the approved electronic AARF.

4. Upon termination of employment, all access to Banner and related systems ceases (Banner access is permanently removed). Continuation of certain services may remain for retirees. It is the responsibility of Human Resources and Career Development Offices to notify the system administrator of terminations.

In order to maintain accurate on-going tracking of employee access, an Employee Access Review process is executed three times a year. This report lists all users who have access to those forms or classes for which a particular DC can grant permission. Each DC is required to review this report within the given timeframe and then send an email to oradba@xavier.edu stating whether changes are required or not required. If changes are required, the email must include each employee name that needs changes along with the AARF number that was submitted to request the change.

1.5

Data Custodians have the responsibility for the management of data (including granting inquiry, entry and update data privileges.) The responsibility for maintaining and controlling Banner validation and rules tables resides with the Data Custodians. Data Custodians must review all denials for data access and affirm or override the denial decision prior to user notification.

A Data Custodian is the individual designated by the University to be responsible for the data with-in their respective modules. Each Data Custodian is automatically a member of the Data Custodian Group. See Data Custodian Position Description in Appendix 1.

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 Xavier University 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 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, and processes related to their use, define how business is conducted at Xavier University.

In addition to the custodians of the Banner modules, there are also departments that have functional responsibility for the various satellite systems.

2   Data Change Rules

The following rules govern which office makes name, identification number, date of death, address, and/or telephone number (shared general person) changes to student, employee, financial aid recipient, vendor, or alumni records in the integrated administrative information system. Users must take care when updating information, such as adding a new address, to end-date the previous entry. Review GUASYST before making any changes. Please refer to the chart below.   Changes should all be documented. Relevant documents should be stored appropriately.
These rules are subject to changes as new procedures are defined and implemented.

If the person is a/an:	Then:
Employee or Employment Applicant Only	Human Resources can make the change with appropriate documentation.
Student Employee	Career Services can make the change with the appropriate documentation.
Student, Student Recruit or Student Applicant Only	Admissions, Recruiting, or Registrar can make the change with appropriate documentation.
Financial Aid Applicant Only	Financial Aid can make the change with appropriate documentation.
Vendor Only	Purchasing or Accounts Payable can make the change with appropriate documentation.
Donor and Vendor	Purchasing, Accounts Payable or Advancement can make change with appropriate documentation. Name changes require consultation among departments.
Alumni and Student	The Registrar or Advancement can make the change with the appropriate documentation.
Student and Financial Aid Recipient	Financial Aid, Admissions, or Registrar can make the change with the appropriate documentation.
Vendor and Student and/or Financial Aid Recipient	Financial Aid, Admissions, or Registrar can make the change with the appropriate documentation.
Alumni or Constituents who don't fall into any other category	Advancement can make the change with the appropriate documentation.

Former student employee- the office that has the information can make the change if they can determine that the student employee hasn't worked in the last year.

Note: If an office has evidence of an individual being a former employee that office can make the necessary changes using the appropriate data standards guidelines.

2.1   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 Banner database. Each user in every office MUST conduct a thorough search to prevent entering a duplicate record.

- **Duplicate records.** A duplicate record usually cannot be removed. Known duplicate records present within the system can be identified by the Last Name field containing

  DO NOT USE - USE <good BID > and a period in the First Name field. In addition, on the Current Identification tab of the XXXIDEN form, the NAME TYPE should be 'DUPL'.

- **Duplicate resolution procedure.** In the event you have identified a duplicate, report this fact to the data custodian. *Under no circumstances should you attempt to correct the records.* The custodian will work with other appropriate parties (including other data custodians) to determine the course of action. It is recommended that all information be deleted by the data custodian or his/her designee from a record marked as "DO NOT USE" where possible.

- **Data changes.** Make data changes ONLY when you have that authority and when you follow the procedures established by the Data Custodian of that 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.

- If inactive entity or person needs reactivation in Banner, new/current information updated from the inactive record should be presented to the department's data custodian for review.

2.2   Data required for new records

The minimum data necessary to create a new entity (person or non-person) in the Banner system is as follows:

Person: Non-Person:
- First Name   Name
- Middle Name (when available)
- Last Name

           Both Person and Non-Person:
- Postal address
- Email address
- Telephone number

However, to meet data needs and to ensure data integrity and accurate record keeping, it is most beneficial to have some of the following components for persons as well.

- Gender
- Birth date
- Social security number
- Race

- Citizenship or visa status

Other areas may have their own requirements.

3 General Person Information

The following guidelines should be adhered to for all person records added to the Banner system. **Note that the following offices can create new records: Internal Operations of Advancement, Accounts Payable and the Director of Financial Services, Bursar, Admissions, Registrar and Financial Aid.**

3.1 Person name searches

Before you create a new record for a person or organization, you must conduct an ID and name search to insure the person or organization has not been created previously in the Banner database. All employees must conduct a thorough search to prevent the creation of a duplicate record.

It is very difficult to effectively align all subsequent transactions under the proper single ID if a duplicate record is ever created. Careful searching will prevent the creation of duplicates.

- Use a search form that searches the entire database (such as SOAIDEN) rather than a search form that searches only one module (such as AOAIDEN). For corporations or other organizations, use SOACOMP to search the entire database instead of AOACOMP.
- Type in the name to be searched making liberal use of %s (wildcards) to broaden the search.
  For example, to find John McDonald one can query as "McDonald" or "Mc Donald" or "M%c%Don%ld." This latter would return McDonald, McDoneald. MacDonald, Mc Donald, Mac Donald, Mac Donold among potentially others.
- When the list of possible names is returned for a person, use other information to restrict the search (gender, birth date, SSN, ID number, etc). Remember to search for both full and common versions of names – for example, William and Bill.
- Remember to search using the middle name field. For example, to find J. Richard Smith search for Richard in the Middle name field.
- When a potential match is found, compare all available personal data to ensure that it is indeed the same person before proceeding– putting two people on one record is just as damaging as one person having two records.
- The safest way to search on name is to include the wildcard at the beginning and at the end of the name entered. Do not enter any spaces between the wildcard(s) and the name.
- More details are in Appendix 2.

3.2 Identification Number Standards

The identification number generated by the system on any Identification Form (xxxIDEN) will be the primary ID number used.

The generated ID will be 9 characters.

Exceptions for certain non-persons. Electronic loan processing requires that Banner IDs be of a special form for these entities used by financial aid and finance. IDs are all left-justified in the field.

Lenders	123456	6 digits	No zeros
Guarantors	123	3 digits	No zeros
Disbursing agents	123456	6 digits	No zeros

SSN

The SSN, when available, should be recorded. When entering an SSN for the first time, try to obtain the birthdate as well. Be aware that some individuals for whom the SSN is not required may request for privacy reasons that their social security number not appear. In order that Xavier conduct its business most efficiently, these individuals may be identified by an SSN of the following form – five digits followed by four x's, such as 12345xxxx. Such SSNs are not errors.

Under no circumstances alter an existing SSN without proper documentation and consultation with your data custodian.

Alternate IDs

Xavier IDs imported from CID are prefixed with "XU" and have name type of LGCY. IDs imported from Recruitment Plus are prefixed with RU or RG w/ name types RUID and RGID for undergraduate and graduate students respectively. Slate IDs have name types of SUID and SGID.

Additional IDs

It is recommended that IDs from other systems should be entered into the "Additional Identification" tab on the %IDEN forms.

For example: Slate ID's, ArchTic ID's, Legacy ID's

3.3 Name Standards

In all cases the full legal name should be recorded as the **current name**. The official forms of all data collection instruments used by the university should encourage the use of the full legal name, that is, first, middle and last names written in full. For all employees and recipients of financial aid, this must be the name as it appears on the individual's Social Security card. Given that persons have maintained the appropriate updates with other agencies, the legal person name and the social security card name should be the same. Mandatory federal reporting to the Department of Education, the Internal Revenue Service, and other federal and state agencies require that persons provide their social security number and social security card name.

Informed professional judgment must be used to determine what constitutes a name correction rather than a name change.

The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner.

Person/Non-person	Procedures
Employee (faculty/staff/student worker) – whether or not any other record type exists.	Human Resources will make the change except for student employees. Student records are changed by Student Employment. Use Name Change Form and require presentation of Social Security Card. A Passport or Social Security Application Receipt is required for non-US citizen student workers only. See Name Change Form for procedures.
Current Student. Current employees and current student employees must follow the procedure above.	University Registrar may make changes. Use Name Change Form and require one of the following: Social Security Card, Marriage

	license or certificate, court order document, driver's license, passport. See Name Change Form for procedures.
Accounts Payable Vendors	Accounts Payable or Purchasing staff will make change if no other record exists for the vendor. If a donor, Advancement, Accounts Payable and Purchasing will consult before changing name.
Admission recruit or applicant, not a current student or employee.	Admitting office may change upon request of individual.
Alumni or constituent (no current employee or student record type exists)	Advancement will make change upon request of constituent. Advancement may create a new current name based upon a newspaper announcement or similar record only if this new name is verified through property, voter or credit records. Otherwise the new name must be stored in an alternate field.

3.3.1 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). Some judgment must be used to appropriately parse names. In general, 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 with a space between the two names.

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.

No spaces should appear before or after hyphens or apostrophes.

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

3.3.2 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. If no first name exists put a period in this field.

Employees must have a full first name. Never enter nicknames as a first name; there are specific fields where a preferred first name should be entered (see section 3.3.7). Any single character first name should be entered and followed by 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.

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.

Please consult Appendix 9 for information on ALT codes that will allow you to enter characters with diacritical marks.

3.3.3 Middle Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the full legal middle name or, if not available, the middle initial followed by a period as supplied by the person. In the case of a Roman Catholic Cardinal, Cardinal may be used as the middle name. 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.

Please consult Appendix 09 for information on ALT codes that will allow you to enter characters with diacritical marks.

3.3.4 Prefixes
The default for this field is blank. Enter a prefix only if requested or provided. Prefixes are to be entered using mixed case (standard combination of upper and lower case letters) as an abbreviation. Enter the prefix in the prefix field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes and recommended abbreviations.

Consult Appendix 2 for a more extensive guide to prefixes, suffixes and salutations.

Abbreviation	Description
Mr.	Mister
Mrs.	Madam/Missus

Ms.	Ms
Miss	Miss
Dr.	Doctor
Hon.	Honorable
Rev.	Reverend
Sr.	Sister
Fr.	Priest/Father
Bro.	Brother

3.3.5 Suffixes

The default for this field is blank. Enter values only if requested or provided. All suffixes are to be entered using mixed case (standard combination of upper and lower case letters) as an abbreviation. In general, end the suffix with a period when there is a capital letter followed only by a small case letter(s) (ie "Jr." but not "PhD"). Enter the suffix in the suffix field, not in the last name field. Below are examples of commonly used suffixes and recommended abbreviations. The suffix field is not included on printed payroll checks and tax reports.

Consult Appendix 2 for a more extensive guide to prefixes, suffixes and salutations.

Abbreviation	**Description**
Sr.	Senior
Jr.	Junior
II	The Second
III	The Third
PhD	Doctor of Philosophy

3.3.6 Name Types [GTVNTYP]

Current names should not be associated with a name type and is your official name in Banner, unless the record is a "DO NOT USE" duplicate record. Previous or alternate names should be associated with the appropriate name type. (This field does not display on Human Resources forms)

Abbreviation	**Description**
BRTH	Birth or Maiden Name
CORR*	A corrected name
DBA	Doing business as
DUPL	Reserved for identification of duplicates.
LGCY	Legacy. For conversion only. DO NOT USE.
MRRD	Married
NICK	Nickname
NSTD	Name as student

PREV	Previous Name
PROF	Professional

*note: Should not be used for name changes. When an incorrect name may appear on historical reports, a record of it should be maintained as an alternate name with the name type of "CORR".

3.3.7 Preferred First Name (Optional)

Use the preferred first name field when the person is called by something other than their given first name. For example, enter Jim for James or Chris for Christine if such a name were preferred. Likewise, enter the middle name if this is preferred over the first name. Other examples would be "Skip", "Trey", or "Junior".

In order to make the preferred first name searchable, it should be entered on the Alternate ID tab using the NICK name type.

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 preferred first name as supplied to you by the person.

3.3.8 Legal Name (Optional)

If the person's name differs from the name on his/her SSN card and the individual is not an employee, the Financial Aid Office should use this field to store the different SSN name.

3.3.9 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. See the acronym section below. Enter the non-person's name as supplied to you. If possible, the name should be that obtained from the non-person's W9 or associated with the Tax ID number.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces. Spaces should be used if the name of the company is derived from the initials of a person's name. For example, use A G Edwards not AG Edwards.

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.

Do not use a period or comma in the name except in abbreviations such as those given above.

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT) with no spaces between characters.

Please consult Appendix 9 for information on ALT codes that will allow you to enter characters with diacritical marks.

3.4 Address Standards

The Mailing Address must be populated when a non-person is added to the system. Multiple addresses can be entered using different address types. Follow any additional procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Department specific standards should be recorded with the Data Standards Group. Use the appropriate address type code from STVATYP. See the Appendix 2, Address Type and Appendix 3: Phone Type for a list of standard types and their descriptions.

International students must have street addresses rather than Post Office boxes.

Xavier employs an address-correction software in Banner called Runner "Clean Address". CLEAN ADDRESS will verify an entered US address as a valid postal address

and will correct to standard USPS guidelines. This correction should be accepted in all cases but for rare exceptions, such as a newly built house not yet in the CLEAN ADDRESS database. The rare exception may also be made if a person insists on a variation. CLEAN Address does not look at on-campus addresses (CA) or residence hall addresses (RH).

3.4.1 Street Standards

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

The first address line is always required. Do NOT leave blank lines between street lines.

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

Do not use abbreviations for Street Designations (ie Street, Drive, Lane).

Special/illegal characters, such as, the pound sign (#), the percent sign (%), quotation marks (""), etc. should not be used because they may cause ORACLE database errors. Special characters such as single quotes, double quotes, and asterisks, among others, are also considered illegal characters and should not be used. Please consult Appendix 09 for information on ALT codes that will allow you to enter characters with diacritical marks. 'In Care of' should be entered as 'c/o'. Do NOT use the % sign or spell out 'in care of'.

The address format allows four 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 Address**	**Home 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

If the address has more than one line, those lines should go from specific to general. For example, go from apartment number to street number or place the apartment number on the same line as the street address.

Mr. John Smith	Mr. John Smith
Apt. 5	100 Major Street Apt. 5
100 Major Street	New York, NY 10001
New York, NY 10001	

3.4.2 Unit Numbers such as Apartment, Building, Suite, etc.

Please consult Appendix 09 for information on ALT codes that will allow you to enter characters with diacritical marks. To use these, hold down the ALT key, type the code on the numeric keypad (including the zero), then release the ALT keyReplace # with No. Enter addresses as given in regard to using Apt., Ste, Unit etc. If no word such as Apt. or Suite is given for an address in a multi-unit building, then use the word Unit to designate it. Note too that it is often necessary to designate the building as well as the unit number in apartment complexes. Abbreviations are acceptable.

For example,

> Mr. John Smith
> Apt. No. 5
> 200 Main St.
> New York, NY 10001

3.4.3 Sources for additional information

Several US Postal Service publications deal with addressing standards. The most comprehensive and accessible publication is Postal Addressing Standards, Publication 28. This is available from the US Postal Service web site as well as in a pdf format

http://pe.usps.com/text/pub28/welcome.htm

For approved abbreviations see:

https://www.usps.com/send/official-abbreviations.htm
http://pe.usps.gov/text/pub28/28apc_002.htm

The US Postal Service National Customer Support Center provides extensive address and zip code information:

http://www.usps.gov/ncsc/

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

https://www.canadapost.ca/tools/pg/manual/default-e.asp

For hints on formatting international addresses:

http://bitboost.com/ref/international-address-formats.html
http://www.addressdoctor.com/en/countries-data/address-formats.html
http://www.columbia.edu/~fdc/postal/

3.4.4 Xavier Addresses

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.

Be aware that on-campus student mailboxes include only those buildings designated as residence halls. Mail going to all other student housing passes through the US Postal System.

On Campus mail:

Student in resident halls: Name	Name	Faculty & staff:
	On Campus Student	Department
name		
	ML xxxx	ML xxxx

Incoming Mail Standards

Student in residence halls: Mail *Location number and student assigned Zip+4 required.*

Name
Dorm name, Room #
3800 Victory Parkway
Cincinnati, OH 45207

Student in student housing:

> Name
> Apt. xxxx
> 1401 Dana Ave.
> Cincinnati OH 45207

Faculty & staff: *Assigned department Zip+4 number required.*

> Name
> Department Name
> 3800 Victory Parkway
> Cincinnati, OH 45207-xxxx

3.4.5 City Standards

Banner is configured to automatically enter the city name when a zip code is entered. This is the preferred method of entering the city name. If the preferred name which defaults is not correct, it is acceptable to change the city to the actual city name.

For example, when entering the zip code 63103, the city will default as St. Louis, but could also be the city of Brentwood.

Spell out city names whenever possible. 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. If abbreviation is needed, use USPS standard.

3.4.6 County [STVCNTY] (*optional)

Banner is configured to automatically enter the county name when a zip code is entered and the county code exists in STVCNTY. Xavier's STVCNTY is populated only with Ohio counties. This is the preferred method to enter the county name. The county code follows the 3-digit Federal Information Processing Standards (FIPS).

Financial aid requires that the county codes conform to those used by the state of Ohio.

3.4.7 State Standards [STVSTAT]

Banner is configured to automatically enter the state abbreviation when a zip code is entered. This is the preferred method of entering a state name. Otherwise, select the

correct codes defined in STVSTAT. State codes must be entered for all US and Canadian addresses.

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. Each has its own code on STVSTAT. Canadian addresses must include the city in the City field and the Province in the State field.

3.4.8 Zip Code Standards

Zip codes MUST be entered for all United States and Canadian addresses. Do not use the zip code field for international 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. Runner Clean Address supplies the zip +4 based on the street address entered.

Canadian – Enter the six character zip code with space after first three characters.

International Postal Code – Enter the international address as supplied to you. Normally, the Postal Code would be entered on the same line as the city. Please refer to http://pe.usps.com/text/pub28/28apa_004.htm for further information and an example of a correct international address.

3.4.9 Nation Codes [STVNATN]

Codes should only be added for non-US addresses.

3.4.10 Military Address

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

> Col. John Doe
> Lowery Air Force Base
> 8205 East Sixth Avenue 405
> Denver, CO 80234

Overseas military locations must contain the APO (Army Post Office) or FPO (Fleet Post Office) designation along with a two-character "state" abbreviation of AE, AP or AA and the zip code.
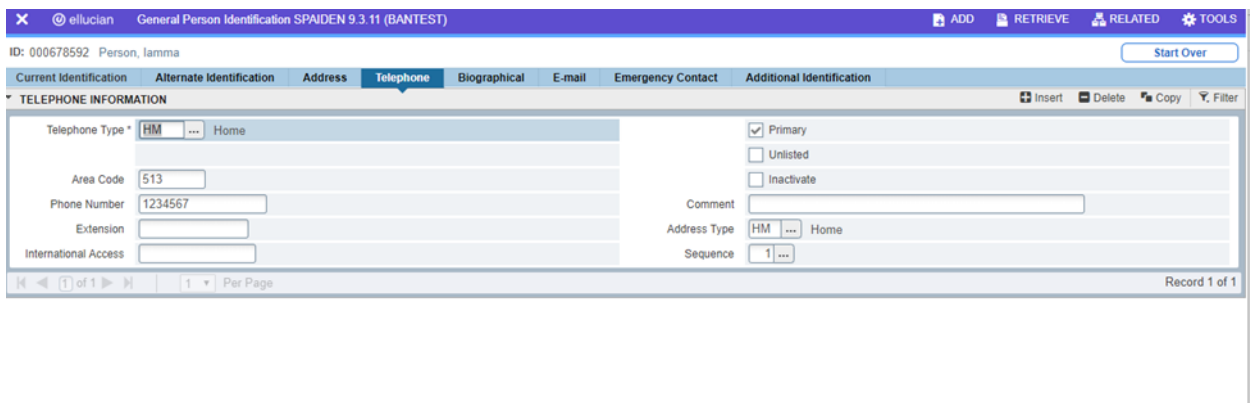
Enter the zip code in the zip code field. The APO and FPO will default into the City field. The military "state" code (AA, AE or AP) will also default into the State field.

AA   for mail in the Americas other than Canada
AE   for mail to Europe, the Middle East, Africa and Canada (090 through 098)
AP   for mail destined to the Pacific (962 through 966)

SSGT. Jane Doe
Unit 2050 Box 4190
APO AP 96522-1215

3.4.11 Telephone numbers

The three digit area code must be entered into its field for all phone numbers including the local areas. Enter the seven digit phone number without a hyphen. If an extension is provided, enter only the digits of the extension in the extension field. Do not enter EXT or X into the extension field. See Appendix 4 for a list of phone types. In order to prevent attaching a telephone number to an address, such as a cell phone, go to the telephone tab to enter telephone numbers and leave the address type and sequence number fields blank.

3.4.12 International telephone numbers

International telephone numbers consist of four to seven digits. All international phone numbers should be entered into the "international access" field. The international access field is used for a phone number provided by a foreign national. (This could be a true international number or a US number.)These numbers should include the international call prefix, the country and city codes as part of the international access code field. The country code consists of one to four digits and is required. The city code consists of one to three digits. Not all countries utilize city codes. The city code is often reported with a leading 0. Do not enter the 0. The North American Numbering Plan (NANP) is an agreement among many North American countries (but not Mexico) which establishes a procedure whereby international numbers can be dialed in a manner similar to traditional US procedures (1 + area code). The country code for all NANP countries is 1. The following countries are considered to be part of the NANP and can be dialed using 1 +

the three digit area code. Any phone numbers from NANP countries can be entered into the domestic phone number field in the Banner system.

When keying in the international telephone number in to the "international access" field begin all international telephone numbers with +. If the international ohne number is longer than the field permits, remove all spaces.

Country	Area Code	Country	Area Code
American Samoa	684		
Anquilla	264	Guam	671
Antigua/Barbuda	268	Jamaica	876
Bahamas	242	Montserrat	664
Barbados	246	Northern Marianas Islands	670
Barbuda	268	Puerto Rico	787,939
Bermuda	441	St Kitts/Nevis	869
British Virgin Islands	284	St. Lucia	758
Canada	Multiple	St. Vincent and Grenadines	784
Cayman Islands	345	Trinidad and Tobago	868
Dominica	767	Turks and Caicos Islands	649
Dominican Republic	809,829,849	US Virgin Islands	340
Grenada	473	St. Martin (place below St Lucia)	721

3.5   Email [GTVEMAL]

An entity (person or non-person) may have multiple email addresses within the Banner system. The Xavier email address is the preferred email address for current employees and students.

Email addresses should be accurate and reflect the most recent data received. When adding a new email address of the same type, the previous should be end-dated and the new address added. Unless making a correction due to an initial entry error, do not change or delete the prior email address.

One email address should be marked as "preferred" if any is present. All emails should be marked "display on Web", as this will permit the email address to appear in SSB.

URL may be entered into the Email Address field. If entering a URL enter the URL itself and in the email type field select URL.

CODE	DESCRIPTION
XU	Xavier email address
ALIS	XU email alias
HOME	Personal email address

BUSN	Business email address
URL	Used when email address is a URL. Set flag.
VNDR	Used by accounts payable for notification of direct deposit

3.6 Date Standards

Dates are to be entered in the format of mmddyyyy. All dates will be displayed and stored as mmddyyy. **A search on date must be in the form mmddyyy**

Example:

Enter	Displayed as
01171993	17-JAN-1993
11011992	01-NOV-1992

3.7 Birth Date Standards

If no birth date is given, leave it blank except where there are certain requirements that the birth date is input accurately (student) approximate birth dates, if known, should be placed in a comment field. An employee or current student making a date of birth change request must present a birth certificate. The person must present an original birth certificate or other government issued document to either Human Resources, Office of the Registrar or, in the case of student employees, to Career Development Office.

3.8 Confidential Information Indicator Standards

This field will be left blank unless a student requests the Registrar to NOT release any Directory Information (see Privacy Rights in catalog) at which time this box will be checked. If checked, no Directory Information will be publicly released per FERPA.

3.9 Citizenship Type Standards [STVCITZ] All enrolled students and current employees must have a code other than U.

Code	Description	Explanation
P	Permanent Resident/ Res. Alien	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.
N	Non-resident Alien	A person who is not a citizen or national of the United States.
A	U.S. Citizen	A citizen of the Unites States, owing service to it, and having attendant political rights.
R	Refugee	A person who has refugee or asylee status
U	Unknown	Unknown

3.10 Gender Code Standards

Code	Description
F	Female
M	Male
N	Not Available

3.11 Ethnic/Race Code Standards

In Fall 2010, a new system of Mandatory reporting of Ethnicity and Race began. Ethnicity is collected separately from race. In both cases, the categories are determined by the current government standards. The default value is blank. Do not assign a value to anyone. These must be self-reported.

Every person, including non-resident aliens, may be assigned a race and/or ethnic code. However, be aware that non-resident aliens are typically excluded when reporting the ethnic composition of constituents such as the student body.

Ethnicity: Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Choice of "Hispanic or Latino" (2) or "Not Hispanic or Latino" (1) as well as "None"

Race: more than one can be recorded

Code	Description	Federal Definition
1	American Indian or Alaskan 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.
2	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.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
5	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

The ethnicity and race check box should be left unchecked and the confirmed date field should be left black.

See below for sample screen

INB form (SPAPERS, biographical tab on SPAIDEN or PPAIDEN or APAIDEN, etc)
o   Old Ethnicity field
o   New Ethnicity fields

3.11.1 Ethnic Code Standards-Prior to Fall 2010 [STVETHN]

The categories are determined by the current government standards. The default value is blank. Every person, including non-resident aliens, may be assigned an ethnic code. However, be aware that non-resident aliens are typically excluded when reporting the ethnic composition of constituents such as the student body.

Code	Description	Explanation
1	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa
2	American Indian/ Alaskan Native	A person having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
3	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.
4	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
5	Caucasian/Non- Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
6	Other	
7	Refused	
8	Unknown	

3.12 Marital Code Standards [STVMRTL]

When needed, following codes will be used:

Code	Description	Explanation
D	Divorced	Once married, legally divorced and both living
M	Married	Legally married
P	Partnered	Living together but not legally married
S	Single	Not currently married
R	Refused/not given	Refused
U	Unknown	Unknown
W	Widowed/Widower	Once married, but no longer and only one living
X	Separated	Legally married but living apart

3.13 Religion Code Standards [STVRELG]

Code	Description
BP	Baptist
BU	Buddhist
CC	Church of Christ
CG	Congregational
DC	Disciples of Christ
EP	Episcopalian/Anglican
HI	Hindu
IS	Islam
JE	Jewish
LT	Lutheran
MT	Methodist
NR	No religion
OC	Other Christian
ON	Other non-christian
OP	Other Protestant
OR	Orthodox Catholic
PR	Presbyterian
RC	Roman Catholic
RF	Refused
UN	Unitarian
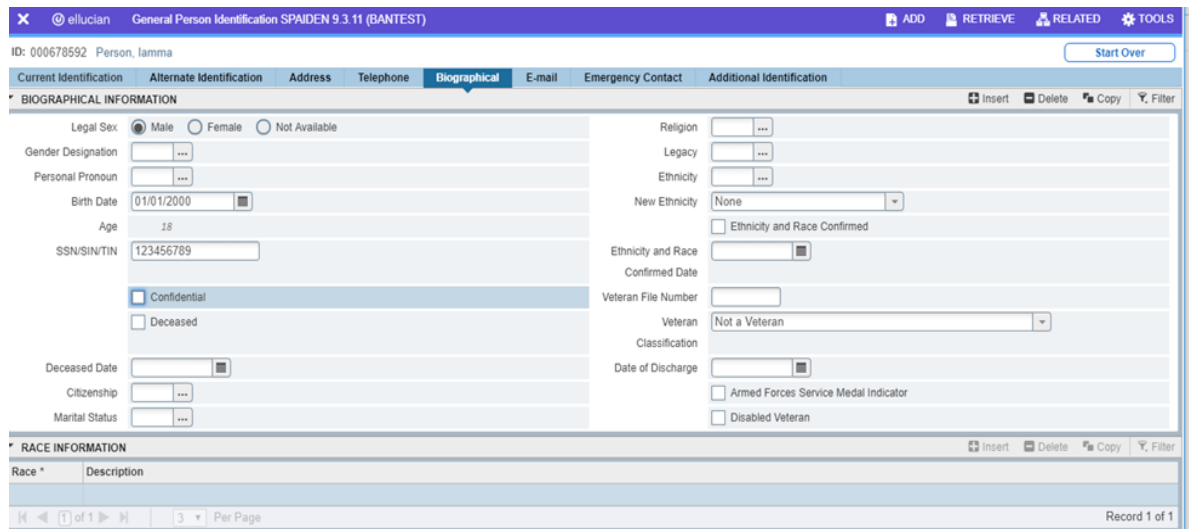
3.14   Legacy Code Standards [STVLGCY]

Code	Description
A	Aunt
B	Brother
C	Cousin
E	Edgecliff
F	Father
G	Grandparent
M	Mother
P	Parents
S	Sister
U	Uncle
X	Multiple
Z	Edgecliff and Xavier

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3.15   Veteran Information [STVVETC]

Xavier University does not utilize this screen or the fields.   Attributes to track students who are Veterans are located on form SGASADD.

Form for Biographic Information

3.16 Deceased Information

Prompt attention is important so future mailings from the University offices are discontinued. Deceased status must be verified information, not just perceived information. **Remember that all processing stops**.

All population selections for communication purposes must search for, and exclude, deceased persons. Set end-date to death date (preferred) or current date if not known.

If you receive notification that a person has passed away, check the General Person screen GUASYST to see which Banner applications track this person. If the deceased person was a current or former employee Human Resources must coordinate all changes.

By email, notify the contact person for each Banner application previously identified. Include

Name of Person
Banner ID
Date of death (if known)
Source of information

Check the box next to deceased and provide a date of death. *If a date of death is entered, the deceased flag is set*. Deceased information should be maintained using the same guidelines as name changes. Refer to the Data Change Rules section of this document.

APPENDIX 1- Data Custodian Membership/Position Description

Data Custodian Group Membership:

The membership consists of:

1 Representative for Banner Alumni System

1 Representative for Banner Student System

1 Representative for Banner Financial Aid

1 Representative for Admissions

1 Representative for Banner Finance

1 Representative for Banner Payroll & AP Systems

1 Representative for Banner Billing & Receivables

1 Representative for Banner Human Resources

1 Representative for Institutional Research (Director, non-voting member)

1 Representative for IT (non-voting member)

1 Representative for Project Planning (non-voting member)

1 Data Custodian Group coordinator (AVPBP – Provost Office)

Current membership located on electronic AARF located in the neXus system.

Data Custodian Position Description

Job Duties described below are for each data custodian's system of authority only.

- Attend scheduled Data Custodian Meetings
- Advise supervisors on screen/form access based on information shared from supervisor
- Review and approve electronic Administrative Access Request Forms
- Ensure users know where the following policies are located:
    - Electronic Administrative Access Request Form process in neXus

        - http://www.xavier.edu/employees/

    - Acceptable Use Policy
        - http://www.xavier.edu/policy/documents/AcceptableUsePolicyFinal.pdf
    - Data Standards Guidelines
        - www.xavier.edu/it/documents/DataStandardsGuidelines7-3-2014.pdf

- Maintain comprehensive knowledge of system functionality
- Keep up to date on system functionality and new features as they are introduced
- Train users on appropriate use of the system
- Review data and ensure data integrity
- Conduct Employee Access Review
- Keep up to date on patches and upgrades
- Request/Coordinate with IT patches and upgrades to the system as needed
    - Ensures that each assigned data element:
    - Has clear and unambiguous data element definition
    - Does not conflict with other data elements
    - Has clear enumerated value definitions where appropriate
    - Is still being used (document unused data elements)
    - Is being used consistently in various computer systems
    - Is being used, fit for purpose = data fitness

- Has adequate documentation on appropriate usage and notes
- Is protected against unauthorized access or change

APPENDIX 2 – Prefixes, Suffixes and Salutations

TITLE	PREFIX	SUFFIX	SALUTATION
Academics	(envelope)	(envelope)	(letter)
Professor	Professor Joseph Stone		Dear Professor Stone: or Dear Dr./Mr./Mrs./Ms. Stone:
associate professor	same as above		same as above
TITLE	**PREFIX**	**SUFFIX**	**SALUTATION**
assistant professor	same as above		same as above
chancellor, university	Dr./Mr./Mrs./Ms. Jane Stone		Dear Chancellor Stone:
Chaplain	The Reverend Joseph Stone		Dear Chaplain Stone: or Dear Mr./Ms. Stone: or Dear Father Stone:
dean, college or university	Dean Joseph Stone or Dr. Jane Stone Dean, School of …		Dear Dean Stone: or Dear Dr./Mr./Mrs./Ms. Stone:
Instructor	Mr./Mrs./Ms./Dr. Jane Stone		Dear Dr./Mr./Mrs./Ms. Stone:
President	President Jane Stone or Dr./Mr./Mrs./Ms. Jane Stone		Dear President Stone: or Dear Dr./Mr./Mrs./Ms. Stone:
president/priest	The Reverend Joseph Stone President of …		Sir: or Dear Father Stone:

Clerical & Religious Orders

TITLE	PREFIX	SUFFIX	SALUTATION
abbott, Roman Catholic	The Right Reverend Joseph Stone Abbott of …		Right Reverend Abbott: or Dear Father Abbott:
archbishop, Roman Catholic	The Most Reverend Joseph Stone Archbishop of …		Your Excellency:
bishop, Roman Catholic	The Most Reverend Joseph Stone Bishop of …		Your Excellency: or Dear Bishop Stone:
brotherhood, Roman Catholic	Brother Joseph Stone		Dear Brother: or Dear Brother Joseph:
brotherhood, superior	Brother Joseph Superior		Dear Brother Joseph:
Cantor	Cantor Jane Stone		Dear Cantor Stone:
Cardinal	His Eminence Joseph Cardinal Stone		Your Eminence:
monsignor, Roman Catholic (domestic prelate)	The Right Reverend Monsignor Joseph Stone		Right Reverend Monsignor: or Dear Monsignor: or Dear Monsignor Stone:
papal chamberlain Roman Catholic	The Very Reverend Monsignor Joseph Stone		Very Reverend and Dear Monsignor Stone:
priest, Roman Catholic	The Reverend Joseph Stone		Dear Father: or Dear Father Stone:
Rabbi	Rabbi Jane Stone or	Jane Stone, D.D.	Dear Rabbi Stone: or Dear Dr. Stone:
sisterhood, Roman Catholic	Sister Mary Jane		Dear Sister: or Dear Sister Jane:
sisterhood, superior	The Reverend Mother Superior		Reverend Mother: or Dear Reverend Mother:

For religious who are other than Roman Catholic, please see a recent copy of <u>The Professional Secretary's Handbook</u>

Military (officer ranks) (Use prefix, name, and suffix for all military ranks; officer and enlisted.)

USA = United States Army
USAF = United States Air Force
USCG = United States Coast Guard
USMC = United States Marine Corp.
USN = United States Navy

TITLE	PREFIX	SUFFIX	SALUTATION
Admiral	ADM Lee Stone,	USCG/USN	Dear Admiral Stone:
	Brig Gen Lee Stone,	USAF	Dear General Stone:
brigadier general	BG Lee Stone,	USA	Dear General Stone:
	BGen Lee Stone,	USMC	Dear General Stone:

TITLE	PREFIX	SUFFIX	SALUTATION
	Capt Lee Stone,	USAF/USMC	Dear Captain Stone:
Captain	CPT Lee Stone,	USA	Dear Captain Stone:
	CAPT Lee Stone,	USCG/USN	Dear Captain Stone:
chief warrant officer	CWO Lee Stone,	USAF/USA	Dear Mr./Ms. Stone
Colonel	Col Lee Stone,	USAF/USMC	Dear Colonel Stone:
	COL Lee Stone,	USA	Dear Colonel Stone:
commander	CDR Lee Stone,	USCG/USN	Dear Commander Stone:
Ensign	ENS Lee Stone,	USCG/USN	Dear Ensign Stone: or Dear Mr./Ms. Stone
	1st Lt Lee Stone,	USAF	Dear Lt. Stone:
first lieutenant	1LT Lee Stone,	USA	Dear Lt. Stone:
	1st Lt Lee Stone,	USMC	Dear Lt. Stone:
General	Gen Lee Stone,	USAF/USMC	Dear General Stone:
	GEN Lee Stone,	USA	Dear General Stone:
lieutenant	LT Lee Stone,	USCG/USN	Dear Lt. Stone: or Dear Mr./Ms. Stone
	Lt Col Lee Stone,	USAF	Dear Colonel Stone:
lieutenant colonel	LTC Lee Stone,	USA	Dear Colonel Stone:
	LtCol Lee Stone,	USMC	Dear Colonel Stone:
lieutenant commander	LCDR Lee Stone,	USCG/USN	Dear Commander Stone:
	Lt Gen Lee Stone,	USAF	Dear General Stone:
lieutenant general	LTG Lee Stone,	USA	Dear General Stone:
	LtGen Lee Stone,	USMC	Dear General Stone:
lieutenant (junior grade)	LTJG Lee Stone,	USCG/USN	Dear Lt. Stone: or Dear Mr./Ms. Stone
Major	Maj Lee Stone,	USAF/USMC	Dear Major Stone:
	MAJ Lee Stone,	USA	Dear Major Stone:
	Maj Gen Lee Stone,	USAF	Dear General Stone:
major general	MG Lee Stone,	USA	Dear General Stone:
	MajGen Lee Stone,	USMC	Dear General Stone:
rear admiral	RADM Lee Stone,	USCG/USN	Dear Admiral Stone:
	2d Lt Lee Stone,	USAF	Dear Lt. Stone:
Second lieutenant	2LT Lee Stone,	USA	Dear Lt. Stone:
	2dLt Lee Stone,	USMC	Dear Lt. Stone:
vice admiral	VADM Lee Stone,	USCG/USN	Dear Admiral Stone:
Warrant officer	WO Lee Stone,	USAF/USA	Dear Mr./Ms. Stone

Title	Prefix	Suffix	Salutation
Cadet	Cadet Lee Stone		Dear Cadet Lee Stone: or Dear Mr./Ms. Stone
midshipman	Midshipman Lee Stone		Dear Midshipman Stone: or Dear Mr./Ms. Stone

Military (enlisted ranks)

Title	Prefix	Suffix	Salutation
Airman	AMN Lee Stone,	USAF	Dear Airman Stone:
airman basic	AB Lee Stone,	USAF	Dear Airman Stone:
airman first class	A1C Lee Stone,	USAF	Dear Airman Stone:
chief petty officer	CPO Lee Stone,	USCG/USN	Dear Mr./Ms. Stone
corporal	CPL Lee Stone,	USA	Dear Corporal Stone:
Gunnery sergeant	GySgt Lee Stone,	USMC	Dear Sergeant Stone:
lance corporal	L/Cpl Lee Stone,	USMC	Dear Corporal Stone:
master sergeant	MSGT Lee Stone,	USAF	Dear Sergeant Stone:
	MSG Lee Stone,	USA	Dear Sergeant Stone:
petty officer	PO Lee Stone,	USCG/USN	Dear Mr./Ms. Stone:
Private	PVT Lee Stone,	USA	Dear Private Stone:
	Pvt Lee Stone,	USMC	Dear Private Stone:

TITLE	PREFIX	SUFFIX	SALUTATION
private first class	PFC Lee Stone,	USA	Dear Private Stone:
Seaman	SMN Lee Stone,	USCG/USN	Dear Seaman Stone:
Seaman first class	S1C Lee Stone,	USCG/USN	Dear Seaman Stone:
senior master sergeant	SMSGT Lee Stone,	USAF	Dear Sergeant Stone:
sergeant	SGT Lee Stone,	USAF	Dear Sergeant Stone:
	SG Lee Stone,	USA	Dear Sergeant Stone:
sergeant major(this is a title, not a rank)	SGM / Sgt. Maj. Lee Stone,	USA/USMC	Dear Sergeant Major Stone:
specialist (could be 1-4)	S4 Lee Stone,	USA	Dear Specialist Stone:
staff sergeant	SSGT Lee Stone,	USAF	Dear Sergeant Stone:
	SSG Lee Stone,	USA	Dear Sergeant Stone:
technical sergeant	TSGT Lee Stone,	USAF	Dear Sergeant Stone:

Professions

Title	Prefix	Suffix	Salutation
attorney	Mr./Ms./Mrs. Jane Stone or Jane Stone,	Attorney-at-law or Esq.	Dear Mr./Ms./Mrs. Stone: Dear Mr./Ms./Mrs. Stone:
Dentist	Joseph Stone,	DDS	Dear Dr. Stone:
medical doctor	Jane Stone,	MD	Dear Dr. Stone:
acupuncture physician	Jane Stone,	AP	Dear Dr. Stone:
audiology doctorate	Joseph Stone,	AuD	Dear Dr. Stone:
doctor of chiropractic	Jane Stone,	DC	Dear Dr. Stone:
doctor of homeopathic med.	Joseph Stone,	DHm	Dear Dr. Stone:
doctor of medical dentistry	Jane Stone,	DMD	Dear Dr. Stone:
doctor of osteopathy	Joseph Stone,	DO	Dear Dr. Stone:
doctor of oriental medicine	Jane Stone,	DOM	Dear Dr. Stone:
doctor of podiatric medicine	Joseph Stone,	DPM	Dear Dr. Stone:
homeopathic medical doctor	Jane Stone,	HMD	Dear Dr. Stone:
naturopathic doctor	Joseph Stone,	ND	Dear Dr. Stone:
naturopathic medical doctor	Jane Stone,	NMD	Dear Dr. Stone:

doctor of optometry	Joseph Stone,	OD	Dear Dr. Stone:
oriental medicine doctor	Jane Stone,	OMD	Dear Dr. Stone:
doctor of psychology	Joseph Stone,	PsyD	Dear Dr. Stone:
doctor of pharmacy	Joseph Stone,	PharmD	Dear Dr. Stone:
veterinarian	Jane Stone,	DVM	Dear Dr. Stone:
registered nurse	Joseph Stone,	RN	Dear Mr./Ms./Mrs. Stone:
licensed practical nurse	Jane Stone,	LPN	Dear Mr./Ms./Mrs. Stone:

Other Academic/Educational Degrees/Certifications

doctor of education	Joseph Stone,	EdD	Dear Dr. Stone:
doctor of philosophy	Jane Stone,	PhD	Dear Dr. Stone:
certified public accountant	Joseph Stone,	CPA	Dear Mr./Ms./Mrs. Stone
certified financial planner	Jane Stone,	CFP	Dear Mr./Ms./Mrs. Stone

TITLE	PREFIX	SUFFIX Family titles	SALUTATION
	Mr. Joseph Stone		use 'Messrs.' if writing to more than one
	Ms. Jane Stone		use 'Mses.' or 'Mss.' if writing to multiples
	Mrs. Jane Stone		use 'Mesdames' if writing to more than one
	Joseph Stone,	Jr.	Dear Mr. Stone:
	Joseph Stone,	Sr.	Dear Mr. Stone:
	Joseph Stone,	I	Dear Mr. Stone:
	Joseph Stone,	II	Dear Mr. Stone:
	Joseph Stone,	III	Dear Mr. Stone:
	Joseph Stone,	IV	Dear Mr. Stone:
	Joseph Stone,	V	Dear Mr. Stone:

Other historical codes (do not use these anymore)

estate of …	EST
Mr. and Mrs.	M/M
Dr. and Mrs.	D/M
Dr. and Dr.	D/D
Dr. and Rev.	D/R
Honorable and Mrs.	H/M
Reverend and Mrs.	R/M

For the proper form of address for a married couple where one spouse has a title, please see The Professional Secretary's Handbook.

For the proper form of address for diplomats and federal, state, and local officials, please see a recent copy of The Professional Secretary's Handbook. In general, use 'The Honorable' with the name and include the person's title on the second line. Generally, the salutation is 'Mr./Ms./Mrs.' except use the title for the attorney general, cabinet members, congressional committee chairs, supreme court justices, governors, judges, the postmaster general, the president, secretary of state, senator, speaker of the house, and vice president.

Some Commonly Used Religious Order Suffixes

Srs of the Blessed Virgin Mary	BVM	Srs of the Holy Cross	CSC
De La Salle Brothers	FSC	Immaculate Heart of Mary Rep.	HM
Little Sisters of the Poor	LSP	Order of Franciscan Minors	OFM
Order of Preachers	OP	Sisters of Charity	OSC
Ursuline Nuns	OSU	Order of St Francis	OSF
Order of St Benedict	OSB	Sisters of Mercy	RSM
Srs of Charity of Nazareth	SCN	Franciscan Srs of the Poor	SFP
Society of Jesus	SJ	Society of Mary	SM
Sisters of Notre Dame	SND	School Srs of Notre Dame	SSN
Divine Word Missionaries	SVD		

APPENDIX 3 - ADDRESS TYPES [STVATYP]

Code	Description	Explanation
BI	Billing	DO NOT USE. Maintained by Bursar. Created if the billing address is different from Home. Use to mail invoices and statements.
B1	Billing 1	DO NOT USE. Maintained by Bursar. Created if the billing address is different than the BL address such as when multiple parties are responsible for payments. Used to mail invoices and statements, primarily to third party contract entities.
BO	Other Business	Maintained by Advancement and HR to record, for example, the primary business address of adjunct faculty.
BU	Business	Maintained by Bursar, Student, and/or Advancement . The address where a person works off campus.
CA	Campus	Maintained by Human Resources. The office location of an employee. *Official format is required as to which address lines contain building, room and mailing location while maintaining the integrity of the Banner address format.*
**EM	Emergency	DO NOT USE. System required. Emergency addresses are stored elsewhere in Banner.
GR	Grant Billing Address	Used only by Grants Accounting Office.
HM	Home Address	Maintained by Human Resources, Student and Advancement.
HO	Other Home	Maintained by Human Resources, Student and Advancement.

LO	Local Address	An address that is neither home nor campus (residence hall). Note: This is used for international students since the home address is always maintained in their country of origin.
MA	Mailing	*Held in reserve. No immediate plan for use.*
**PA	Parent – Primary	DO NOT USE. System required. Maintained by Student and to be used only by Admissions. *The address appears* only *on the student record.*
PB	Previous Business	DO NOT USE. This is for historical use only.
PH	Previous Home	DO NOT USE. This is for historical use only.
RH	Resident Housing	For use by Residence Life only. Addresses are active only during the current semester. They will have the following form: Xavier University ML xxxx 3800 Victory Parkway Cincinnati, Ohio 45207
SE	Seasonal	Maintained by Advancement. Stores seasonal (recurring) addresses for people if the dates of use of this residence are known. *During conversion, populated from ADS.*
ST	Seat	DO NOT USE. Cintas seats for which the address is other than the preferred. For use by Advancement only.
VC	Vendor – Check	Maintained by Accounts Payable. Used to mail vendor checks. *Populated from FRS on conversion but not returnded to CID.*
VP	Vendor – Purchase Order	Maintained by Purchasing. Used to mail Purchase Order and Change Orders. *Populated from FRS on conversion but not returnded to CID.*
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.

APPENDIX 4 - PHONE TYPES [STVTELE]

Code	Description	Address Type	Explanation
BI	Billing	BI	DO NOT USE. Maintained by Bursar. Created if the billing number is different from Permanent.
B1	Billing 1	B1	DO NOT USE. Maintained by Bursar. Created if the billing address is different from the BL address.
BO	Other Business	BO	Maintained by Bursar, Student, and/or Advancement . The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
BU	Business	BU	Maintained by Bursar, Student, and/or Advancement . The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CA	Campus	CA	Maintained by Student, Bursar, Human Resources, Campus Switchboard, and Residential Life.
CELL	Cellular Phone		Maintained by all offices

** EMER	Emergency	** EM	DO NOT USE. System required. Emergency phone numbers are stored elsewhere in Banner.
FAX	Fax Number		Maintained by all offices.
GR	Grant	GR	Used only by grants accounting office.
HM	Home Address Number	HM	Maintained by Human Resources, Student and Advancement.
HO	Other Home	HO	Maintained by Human Resources, Student and Advancement.
LO	Local Address Number	LO	See Local Address Type.
MA	Mailing	MA	DO NOT USE. Maintained by Student and/or Advancement . A local number or temporary number created if different from Permanent.
**PA	Parent – Primary	**PA	DO NOT USE. System required.
PAGE	Pager		Maintained by all offices.
PB	Previous Business	PB	DO NOT USE. For historical purposes only.
PH	Previous Home	PH	DO NOT USE. For historical purposes only.
PR	Permanent	PR	DO NOT USE. Maintained by Accounts Receivable, Student, Advancement , Human Resources and/or Financial Aid. Every non-vendor record should have this number type.
PV	Previous		Conversion only.
SE	Seasonal	SE	Maintained by Advancement. Stores seasonal (recurring) numbers for people.
ST	Seats	ST	DO NOT USE. Cintas seats for which the address is other than the preferred. For use by Advancement only.
SERV	Service Phone		Maintained by Purchasing and Accounts Payable Office. Used to contact vendors for service or product issues.
VC	Vendor – Check	VC	Maintained by Accounts Payable.
VP	Vendor – Purchase Order	VP	Maintained by Purchasing.
XX	Reserved for TGRFEED only		Required reserved code for TGRFEED.

Appendix 5 – Ohio County Codes [STVCNTY]

Code	Name	Code	Name	Code	Name
1	Adams	31	Hamilton	61	Noble
2	Allen	32	Hancock	62	Ottawa
3	Ashland	33	Hardin	63	Paulding
4	Ashtabula	34	Harrison	64	Perry
5	Athens	35	Henry	65	Pickaway
6	Auglaize	36	Highland	66	Pike
7	Belmont	37	Hocking	67	Portage
8	Brown	38	Holmes	68	Preble
9	Butler	39	Huron	69	Putnam
10	Carroll	40	Jackson	70	Richland
11	Champaign	41	Jefferson	71	Ross
12	Clark	42	Knox	72	Sandusky
13	Clermont	43	Lake	73	Scioto
14	Clinton	44	Lawrence	74	Seneca
15	Columbiana	45	Licking	75	Shelby
16	Coshocton	46	Logan	76	Stark
17	Crawford	47	Lorain	77	Summit
18	Cuyahoga	48	Lucas	78	Trumbull
19	Darke	49	Madison	79	Tuscarawas
20	Defiance	50	Mahoning	80	Union
21	Delaware	51	Marion	81	Van Wert
22	Erie	52	Medina	82	Vinton
23	Fairfield	53	Meigs	83	Warren
24	Fayette	54	Mercer	84	Washington
25	Franklin	55	Miami	85	Wayne
26	Fulton	56	Monroe	86	Williams
27	Gallia	57	Montgomery	87	Wood
28	Geauga	58	Morgan	88	Wyandot
29	Greene	59	Morrow		
30	Guernsey	60	Muskingum		

Appendix 6 – Confidentiality/Data Standards Agreement

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 Xavier University policies and procedures concerning storage, retention, use, release, and destruction of data. These policies are outlined in the Xavier University catalog, under "Privacy Rights".

Students' records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Access to these records is restricted to those with an "educational need to know" or those who have the express consent of the student. This protection does not expire when a student leaves Xavier. In addition, FERPA allows for certain information to be defined as "directory information". This information may be publicly released, unless the student requests nondisclosure (or "privacy hold"). At Xavier, "directory information" includes; the student's name, all addresses (including email) and telephone listings, major field of study, number of hours registered and full or part-time status, class standing (freshman, sophomore, junior, senior, graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees awarded and total hours earned, special honors and awards, and the most recent previous educational agency or institution attended by the student.

Data is a vital asset owned by Xavier University. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of Xavier University. Access to data is not approved for use outside a user's official Xavier University responsibility. Data will be used only for legitimate Xavier University business. Information is not to be distributed beyond a user's office without authorization by the appropriate administrator or supervisor. Distribution beyond the university requires permission of the corresponding data custodian(s).

Sensitive information which resides on desktop or portable machines should be encrypted or password protected to prevent access and distribution.

As a general principle of access, the Xavier University 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 Xavier University must protect the security and confidentiality of data, the procedures that allow access to data must not unduly interfere with the efficient conduct of Xavier University business. Individuals working remotely must take special care to maintain security. The intended use is always temporary and must never be permanently stored.

All users must understand that data security and accuracy is every user's responsibility. Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult his/her supervisor or the appropriate Data Custodian. Users MUST protect all Xavier University data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and management of data within their control. **Users are responsible for all transactions occurring during the use of their log-in identification (ID) and password. Users are not to loan or share access codes with anyone**. If it is found that a user is loaning or sharing their access codes, he or she is subject to disciplinary action, up to/or including termination. No global accounts will be permitted. However, departmental e-mail accounts may exist.

I, _____, hereby agree to preserve the confidentiality of any and all records that I view or have access to during and after the course of my employment with Xavier University. I understand that records may be confidential by virtue of the Family Educational Rights and Privacy Act and other laws. Under these privacy laws, I may not disclose information about XU employees or XU students, unless I am certain that a provision of the law allows disclosure in particular circumstances.

If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with my supervisor before disclosing any student or employee information.

This agreement is given in consideration of my continued employment at Xavier University. The terms of the agreement remain in effect during and after my employment with Xavier University.

I affirm that I have read and understand the Data Standards Document and I will adhere to the data standards of the University. I further affirm that it is my responsibility to be aware of future changes to the Data Standards Document and to comply with those updated standards.

SIGNED: _____ DATE: _____

Appendix 7- Letter Generation Tables

Entries in the tables associated with letter generation – GTVLETR, STVMATL and GTVPARA – are coded according to administrative unit.

Office	Code
Undergraduate Admissions	ADM_U_xxxx…
CAPS Admissions	ADM_C_xxxx…
MBA Admissions	ADM_M_xxxx…
Graduate Admissions	ADM_G_xxxx…
Advancement	ADV_xxxx…
Financial Aid	FAA_xxxx…
Finance	FIN_xxxx…
Student	STU_xxxx…

Appendix 8 – Banner Forms Access Control List

Banner Forms Access Control List

Banner Form(s)		Module
A%		Alumni/Development
E%		Extender
F%		Finance
G%		General
	GE%	Events
	GJ%	Jobs
	GL%	Pop Sel/Ltr Gen
	GO%	
	GOAINTL	International
	GOASEVR	
	GOASEVS	
	GOASVSQ	
	GOASVBH	
	GORSGEO	MISC
	GORPGEO	
	GOISRVY	
	GOAADDR	
	GOAADRL	
	GOAEMAL	
	GOAMEDI	
	GS%	Security
	GTV%	General Validation
	GX%	Finance
	GXADIRD	Finance

Banner Form(s)	Module
GXVDIRD	
M%	Financial Aid
N%	Position Control
P%	Human Resources
R%	Financial Aid
S%	Student
SA%	Admissions
SC%	Registrar
SCADETL	Bursar
SE%	Registrar
SF%	Registrar
SFARGFE SFARFND SFAFMAX SFAAFEE SFAFAUD SFAEFEE SFRGFEE	Bursar
SG%	Registrar
SGASTDN SGASTDQ	Reg/Admissions
SH%	Registrar
SI%	Registrar
SL%	Registrar Residence Life
SM%	Registrar
SO%	Registrar Admissions
SOACTRL SOACTRM SOACURR SOAFAPC SOAFAVQ SOAORUL SOAPROF SOAROLE SOATBRK SOATERM SOIVPAC	Registrar
SP%	General Person[1]
SR%	Admissions
SS%	Registrar
SSADETL SSADFEE	
STV%	Student

[1] Includes forms SPAEMRG – emergency contact form and SPACMNT – person comments

Banner Form(s)	Module
STVASRC	General
STVATYP	
STVCNTY	
STVDAYS	
STVDEPT	
STVETCT	
STVETHN	
STVMRTL	
STVNATN	
STVRELG	
STVSTAT	
STVTELE	
STVACTC	
STVACTP	
STVGEOR	
STVGEOD	
SU%	Registrar
T%	Bursar

Appendix 9 - Special Characters

Characters such as single quotes, double quotes, and asterisks, among others, are considered illegal characters and should not be used if possible. It is strongly suggested that for foreign names and addresses Windows diacritics may be used. For further information and instructions one internet site would be: http://sites.psu.edu/symbolcodes/windows/codealt/#using

Appendix 10- Document History

Revision Record

Number	Date and Sections	Author	Notes
0.1	4/3/03 All	Ron DeSantis	Identify client as XAVIER UNIVERSITY, add logos, etc.
0.2	4/25/03 Sections 1.1-1.5	Dick Pulskamp	Merged sections 1.3 and 1.4.
0.3	5/9/2003 Sections 1.2, 1.5	Dick Pulskamp	
0.4	5/16/2003 Sections 3.2-3.2.8	Dick Pulskamp	
0.5	5/21/2003 Sections 3.2.9-3.14	Dick Pulskamp	Added Section on Xavier addresses

Number	Date and Sections	Author	Notes
0.6	5/30/2003 Chapter 3	Dick Pulskamp	Amended various sections of chapter 3 and appendices.
0.7	6/4/03 Chapter 2	Dick Pulskamp	Added list of satellite systems and data custiodians.
0.91	14 November 2003	RJP	Extensive modifications and additions based on SLU model.
0.92	29 November 2003	RJP	Changes throughout based on Group comments.
0.93	15 December 2003	RJP	Changes throughout based on Group comments.
0.94	18 December 2003	RJP	Changes throughout based on Group comments.
0.95	16 March 2004	RJP	Several small changes recommended by AITC.
0.951	25 March 2004	RJP	Changed Accounts Receivable to Bursar in Appendices 2 and 3.
0.952	22 April 22, 2004	RJP	Modified Address Types to reflect decisions of Project Lead Group made April 16. Address types of BR, DP, OF, PR have been deleted. Conversion related notes are set in italic.
1.000	14 June 2004	RJP	Updated name types, religion codes, address types, and phone types. Deleted veteran codes. Added language to section 3. Added names of some data owners and data custodians to tables.
1.001	21 June 2004	RJP	Added text to Section 1.5 paragraph 1. Added material on handling duplicates. Added name type CORR. Modified App. 5
1.002	25 June 2004	RJP	Added name type DUPL. Added two names to Data Custodians. Modified BAARF to include WEBFocus.
1.003	9 June 2005	RJP	Modified sections 3.1 and 3.3
1.004	3 November 2006	RJP	Added further text to ethnic code standards.
	29 October 2007	RJP	Unknown gender code changed to N. Change rules modified in section 2. Address rules modified in 3.4.1 and 3.4.2.
	4 February 2008	RJP	Changed descriptions of address types.
	31 March 2008	RJP	Deleted B2, P1, P2, and RF address & phone types. Marked EM (EMER) and PA types as DO NOT USE.
	10 October 2008	RJP	Added R+ IDs, VNDR email type.
	27 July 2011	RJP	Updated Custodian list, added new ethniticy/race guidelines
2.0	1 July 2014	CJM	Complete update of all sections
2.5	1 July 2016	CJM	Update of 1.2,1.3,1.4,1 .5, Appendix 1,8

Number	Date and Sections	Author	Notes
2.5.1	1 April 2017	CJM	Update of 3.3.11,3.4.12 Appendix 9