DATA STANDARDS DOCUMENT

FOR ALL

BANNER® SYSTEMS

Prepared by:	Banner® Team Coordinating Committee
Version:	14
Last Revision Date:	June 9, 1009
Creation Date:	October 31, 2003

Contents

Introduction

Banner® is an integrated system that is used university-wide, so it is extremely important that offices and departments comply with these standards when entering data into the system. This is to avoid duplication of records, to simplify searches, to meet state and federal regulations, and to ensure an attractive, professional appearance when data is displayed in reports.

If you have any questions regarding the use or update of these Standards, please ask for the Banner® Coordinating Committee member from one of these offices: Office of the Registrar, Business and Finance, Financial Aid, Admissions, Assessment and Planning, Human Resources, or Advancement. When in doubt, refer to your supervisor or the coordinating committee member before entering or altering any record.

The document will be reviewed and revised by the Committee on an annual basis or when major changes to Banner® or University policies occur.

1 Modification of Shared Validation Tables

1.1 General

Care must be taken when updating the following shared validations tables. Codes may have implications for other modules and for Institutional Research.

Standard Validation Tables:

Table	Description
STVNTYP	Name Type Code
STVNATN	Nation Code
STVVTYP	VISA type codes
GTVZIPC	Zip code
STVCNTY	County code
STVATYP	Address type
GTVEMAL	Email type
STVTELE	Telephone type
STVMRTL	Marital code
STVETHN	Ethnicity code
STVCITZ	Citizenship code
STVLGCY	Legacy code
GTVRRAC	Regulatory Race Code
STVARSC	Address source Code
STVRELT	Emergency relationship type
GTVCMSC	Common Matching Source Codes

1.1 Procedures

If a change is desired, the Module Owners for the following modules, or their designees, must be informed of and must approve of any new codes or changes that are being contemplated.

Admissions   OPAIR – Institutional Research
DOIT   Registrar
Finance   Residence Life
Financial Aid   University Advancement
Human Resource

Once the change is approved, then one of the following people (that are authorized by OPAIR) can make the change to the table.

Name	Department
Sharon Burns	Admissions
Paula Wilder	Human Resources

Jane Cariker	Advancement
Vickie Chapman	Business and Finance

2 Names

2.1 General

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

2.2 Procedures

2.2.1 Adding New Records

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

Office	Type of Entity
Admissions	Recruits/Prospective Applicants, Applicants
Athletics	Recruits
Office of the Registrar	Students (Non-Degree, and CEU Applicants)
Financial Aid	Lending Institutions
Director of Finance	Bill Payer, 3rd Party Bill Payer, or Miscellaneous AR Accounts, CEU students, people needing parking permits or receiving a parking ticket
Accounts Payable	Vendors
Human Resources	Employees, Contracted employees, volunteers
Advancement	Constituent (parents/donor), person or non-person entities
Deans Office	Faculty

2.2.1.1 Searching to Prevent Duplicate Records

A complete search must be done before creating a new entity record in Banner® in order to ensure there is not already a record in Banner® for this entity. It is vital that all University Offices develop written search guidelines and procedures for their staff to use; and, that they ensure that these procedures are strictly enforced.

Use one or more of these Suggested Search Methods until you have exhausted all possibilities:

- Search on Social Security Number using the Advanced Search form
- Search using the entities full name (last, first)
- Search on any portion of the name using the Banner® wildcard (%)

- Convert nicknames to "full" first name or convert "full" first names to possible nicknames (e.g. Bill to William and/or William to Bill or Will).
- Use the "soundex" feature if you are not sure of the spelling
- Verify date of birth, gender, or address

If your search for an existing record using the above methods is not successful and you need to add a record, click on the "Generate ID" icon. The **GOAMTCH** screen will appear. Select your Common Matching Rules and then begin entering identifying information.

NOTE: Any entities that are in Banner® more than once must go through the "Multiple Record Duplicate/Delete PIDM Process" in order to be purged from the System. The process of searching for duplicate records may take a few minutes to perform, whereas fixing a duplicate PIDM may take several weeks.

2.2.1.2 The Multiple Record Duplicate/Delete PIDM Process

If there is a conflict with ownership of a record your Banner® Module Owner or their designee must consult with the appropriate data "owner" to determine which record should be marked for deletion in order to avoid the loss of vital data. In addition, the Banner® Module Owner or their designee is responsible for adhering to rules established by the DOIT team.

Your Banner® Module Owner or their designee may ask individuals who discover "duplicate" records to complete a copy of the Multiple PIDM Resolution Form documenting their reasons why they believe a certain record should be marked for deletion; or, the Banner® Module Owner or their designee may accept an email message that provides detailed information about the "duplicate" record in order to determine if the record should be marked for deletion. **Note: Only the Banner® Module Owner or their designee may mark a record for deletion.** For Admissions users: The Multiple PIDM Resolution Form (an Excel Spreadsheet design) is located on the S Drive under ADFA/Admissions Letters, Forms and Labels. All other users: report duplicate records to the module owner.

2.2.2 Data Integrity across Multiple Modules

A common institutional database offers the potential for better service and convenience to our entities. Each administrative unit must be cognizant of data integrity requirements of other University offices in its practices.

Name change practices are a key example where specific policies must be followed. For instance, before changing a record, it is necessary to determine in which modules the record appears (e.g., to determine ownership) whenever an

individual requests a name change. The Banner® form GUASYST will list the different modules for individuals with more than one record in the System. For example, if an individual is a former student, an alumnus, and a current graduate applicant the Student (Registrar), Advancement, and Applicant (Admissions) boxes on the form will be checked indicating that information on this individual exists in all these modules. While GUASYST is a handy tool, it should not be your only search method. It should simply be your first step in determining if a duplicate record exists and in determining ownership.

2.2.3   Name Change Policies

The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner®. Informed professional judgment must be used to determine what constitutes a name *correction* (i.e. data entry spelling error) rather than a name *change*. In a name correction, the current name should be "typed-over". No previous or alternative name record should be kept and no documentation is required. When making a name change the following guidelines should be met. Entity type is in hierarchical order in the table below:

Entity Type	Responsible Office	Procedures
Employee (faculty or staff – whether or not any other record type exists)	Human Resources	Complete a Name Change Request Form and request a copy of the person's Social Security Card
Student (current – <u>excluding</u> faculty or staff who should follow the "Employee" guidelines stated above)	Office of the Registrar	Use Name Change Request Form and request one of the following items: • Social Security Card • Marriage Certificate/License • Court Order Document • Driver's License • Passport
Vendors	Accounts Payable	New Vendor Form required for vendors outside of the University; Employee, Student or 3rd Party Vendors will be changed based upon information received from the Office of the Registrar, Human Resources, or Student Accounts.
Admissions (recruits or applicants)	Office of Admissions	Change upon request of individual. No documentation required.
Athletics (recruits)	Athletics or Office of Admissions	Change upon request of individual. No documentation required.
3rd Party Payee	Student Accounts	Change upon request of individual. No documentation required.
Alumni Constituents,	Advancement	An alumnus may update the Alumni

Former Students and Former Parents		Community Website or call or write the Alumni Office to request a name change. No documentation required.

2.3   Standards for Adding a New Record

After you have exhausted all potential matches, click on the Generate ID button. The GOAMTCH from will appear. Select the "RULE" for your area. Enter in as much information as you can. Once a final check for duplicates is completed, the records that you entered will be filled. (Note that suffix, prefix information is not entered in this form and must be entered through the SPAIDEN form (please see section below on Suffix/Prefixes).

Enter the last, first and middle names exactly as the person has indicated.

Current Identification TAB: The entry appearing in the Current Identification TAB is the display name on most forms, reports and correspondence.

The Alternate Identification TAB: Names and IDs other than the current name appear in this TAB. Various module owners may choose alternate name types for correspondence or reporting. Alternate names may also indicate a name change. This TAB is where a person's ATND (Attended as Name), CN (Individual's Net ID), PREF (Alumni Preferred Name) and the CIPP ID (Human Resources Employee ID) and previous/former names are stored. These records should never be altered or deleted by anyone other than the office that created them.

Admissions specific instructions: After the account is created, using the the full middle name, enter it; then, go to the SPAIDEN, change the full middle name to an initial so that the person's complete name can convert to the Alternate Identification Field. Add the appropriate prefix in the Current Identification TAB; as well as, the suffix if applicable. If available, include a Preferred Name (nickname) in the preferred first name field. These actions create what is called a "mailing" or correspondence name.

Employee names – Faculty and Staff: Human Resources enters the name as it appears on an employee's Social Security card. Name changes for employees must go through the HR office. **Caution**: For HR purposes, an employee's legal name is the entered and maintained as the current name (Current Identification TAB) in Banner®. A person's legal name appears on a court order, social security card, marriage license or passport. Exceptions to this rule (for instance, an employee is known by a professional name rather than their legal name) are handled individually by the HR office. In these cases, the legal name is entered in the PEAEMPL form as Social Security Name.

2.3.1   Case

Always use normal upper and lower case letters for names. If the person has written all upper case letters, enter the **normal** upper and lower case letters. If the

person's name starts with a lower case letter, it is appropriate procedure to enter the first letter in lower case (for example, duBois).

2.3.2 Initials

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

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

2.3.3 Spaces

Maintain spaces in last names (one space maximum). See the following **Examples:**

Van Buren
Van der Eijk
Vander Eijk

2.3.4 Punctuation

Use hyphens, apostrophes, dashes or periods exactly as a person indicates in writing. Do not **add** punctuation where there is none.

2.3.5 Prefixes and Suffixes

Enter prefixes and suffixes in the respectively named fields in the Current Identification TAB. Do not enter prefixes or suffixes in the last name or first name fields. See Appendix 5 and 6 for common prefixes and suffixes.

2.3.6 Previous Names

With the exception of corrections made due to data entry errors, it is our policy to maintain previous name information in Banner®. Forms used by some University offices ask for a person's previous last or first names (for example, an Admissions graduate application or an Office of the Registrar form requesting a copy of an official UMW transcript). Storage of an individual's Previous Last Name (FMR or Former Name) may prevent duplication of records ensuring accurate record matching. Enter the earliest name first.

Example:

Current Name: Lee Livingstone

Previous Name: Lee Stanley

Enter Previous Last and First Names (i.e., Lee Stanley) select the FRM Name Type from the LOV (List of Values) and save. The Name Type Field is located next to the ID Field above the Persons Forms block.

Enter Current Last and First Name (i.e., Lee Livingstone) by overwriting the Previous Last and First Names and save.

The Previous Last and First Names will appear in the Alternate Identification TAB under the FRM Name Type.

2.3.7 Full Legal Name

The Legal Name Field is **NOT** used or maintained by the University.

2.3.8 Preferred First Name

Offices may enter names in this field.

Examples:

William Knight (Preferred First Name: Bill) – William would be entered in the First Name Field and Bill would be entered in the Preferred First Name Field.

D. Mark Wilson (Preferred First Name: Mark) – D. would be entered in the First Name Field and Mark would be entered in the Preferred First Name Field.

2.3.9 Non-Person Name

The Non-Person Name Field is used by the Finance/Business and Advancement Offices.

2.3.10 Name Type and Description

The name in Current Identification TAB in Banner® should **not** have a name type associated with it; however, the following name types may appear on an individual's record in the Alternate Identification TAB:

Name Type Codes GTVNTYP:

Code	Description	Owner
AQMG	Business Acquisition or Merger	Advancement
ATND	Attended as Name	Registrar
CIPP	CIPPS ID	HR/Payroll
CN	Information Systems Use Only	DoIT
DUNS	DUNS Number	Finance/eVA
FMR	Former Name	Advancement
LGCY	Legacy ID Converted to Banner®	Advancement
PREF	Alumni Preferred Name	Advancement

3   Addresses

3.1   General

University-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, offices with marketing responsibility such as Advancement and Admissions must be able to produce individualized correspondence conforming to formal addressing rules. These standards must balance three considerations:

Banner® system requirements

Mass data entry **

University Correspondence Style Guide (for a current copy go to the following website http://www.umw.edu/policies/style_guide/default.php)

The U.S. Postal Service guidelines*

The guidelines expressed herein are designed to convey the minimum standard requirements to be used throughout the University. Given these considerations, the following address data entry standards are recommended.

*If using bulk mailing, all addresses must meet U.S. Postal Service addressing requirements. Prior to sending bulk mailings, please contact the UMW Post Office regarding their address checking service. In most cases the address are re-formatted in the post office system before mailing. Also refer to U.S. Postal Service Bulk Mailing Requirements.

**Mass Data Entry: For example, an admission prospect or a vendor address might be received on paper or electronic tape as follows:

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

While other data may be conditioned (or reformatted) on output (e.g., date format), it is our intention that addresses be entered exactly as they will print on correspondence, reports, etc. Accurate, consistent address data entry is vital.   Data Entry Standards requires the address be corrected as follows:

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

3.2   Procedures

3.2.1   Guidelines

Before changing an address, go to the GUASYST table to determine ownership then notify the appropriate office. When inactivating an address, enter the "TO DATE" and check the inactive address box. The following table provides examples of ownership and rules:

Person Type	Guidelines

Student	The Registrar's Office may add a new address. The previous address should not be modified; however, it should be inactivated.
Faculty/Staff	The Human Resources Office may add a new address. The previous address should not be modified; however, it should be inactivated.
Alumni	The Advancement Office may add a new address. The previous address should not be modified; however, it should be inactivated.
New Applicant	The Admissions Office will change the new applicant's address prior to the creation of the SGASTDN record. Once the SGASTDN record is created ownership defaults to the Registrar's Office.
Admissions Prospect Record	The Admissions Office and/or Athletics will change the prospective student record prior to the filing of an application for admission. Once the prospective student files an application for admission ownership defaults to the Office of Admissions.
Others (Vendors or Alumni Entities)	The Accounts Payable Office or Advancement may add or update a vendor, donor or non-person address. If the address belongs to a student or employee, the appropriate office must be make the change.

3.2.2 Adding a New Address

To add a new address, follow these guidelines:

Check the Inactive address box and set the "TO DATE" to today for the existing address. Select "Insert Record" from the Options Menu and enter a new address record. Only enter a 'TO' date if the person has indicated that the address is a temporary one. The 'From' date on the new address record should be the data entry date.

Admissions Note: The default address type for the Admissions Office is MA or Mailing Address.The only alternate address type used by the Admissions Office is ST or Short Term. This address type is downloaded by NOLIJ to designate a temporary or second address on a person's web application. The address must be re-entered as a MA address type during the application clean-up phase.

3.2.3 Correcting SHEV Addresses (Admissions)

SHEV or ZZ Addresses appear on paid applicant records. The majority of applicants eligible for in-state tuition will have Virginia addresses; however, a select few may not. Examples would be Department of State employees or Military Personnel living

abroad with dependents attending school outside the state. It is imperative that we obtain the applicants Virginia address if available. If a Virginia address is not available we must obtain additional documentation to ascertain that the applicant has met Virginia domicile criteria (such documentation should be stapled to the copy of their Virginia In-State Tuition Application). In the latter case, the county code should be changed to Virginia County Unknown. This action is necessary for billing purposes.

3.3 Standards

3.3.1 Street Standards

All information is typed in upper and lower case format (i.e., not all caps or all lower). Whenever possible, street **names** should be spelled out in their entirety. If abbreviations are needed, please see appendix 1 for a complete list of street abbreviations.

Example:

Avenue instead of Ave

3.3.2 Punctuation

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

3.3.3 Symbols

The percent symbol "%" should ***never*** be used in the first position of an address field.

The ampersand "&" should only be used in place of "and" if it is used on individual or business letterhead.

The designation for "in care of" should be abbreviated as "c/o" when necessary and should only be entered on the first street address line.

Never use the pound sign "#" as the ***first*** character in an address. The pound sign "#" is acceptable as a unit designator if the unit type is unknown (e.g., 1624 West Donner Street # 101). Key a space in between the pound sign and the unit designator numbers or letters. Do NOT use "No." as a unit designator.

3.3.4 Secondary Address Unit Designators

Banner® address formats allow three lines of street address information. If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately below the Delivery Address Line.

Example:

1356 South Executive Drive, Suite 202

Example:

1356 South Executive Drive
Suite 202

3.3.4 Compass Directions

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Because a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out.

Examples:

102 Main Street, SW

160 North South Street

Compass directional words should be abbreviated as follows:

East	E.	Northeast	NE
West	W.	Northwest	NW
North	N.	Southeast	SE
South	S.	Southwest	SW

3.3.5 Street Address and PO Box Number

As stated earlier, Banner® address formats allow up to three lines of street address information; however, if both the physical street address and PO Box number need to be maintained you may enter the physical street address on the first street address line and you may enter the PO Box number on the second street address line – entering both under the same address type.

3.3.6 Abbreviations for Street Designators

Refer to the U.S. Postal Service Address Standards publication for abbreviations of designators not listed in Appendix 1.

3.3.7 Sources for Additional Information

There are style manuals that deal with formal addressing styles available on the U.S. Postal Service website. The most comprehensive manual is the *Postal Addressing Standards, Publication 28* (to access the PDF version of

Publication 28, log onto **http://pe.usps.gov** and click on the Postal Addressing Standards option).

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

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

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

http://www.canadapost.ca/business/default-e.asp

3.3.8 City

All information is typed in upper and lower case format, (i.e., not all caps or all lower). Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards described herein or in the US Postal Service *Postal Addressing Standards, Publication 28*. The system will populate city and state automatically if you leave them blank and enter the first 5 digits of the zip code number first and the zip code exists in the GTVZIPC table.

International information is typed in upper and lower case format, (i.e., not all caps or all lower). Enter city name, province or state and postal code in the city field. It may not always be possible to enter city, province/state and/or postal code in the 20 characters of the city field; however, this city field is required and the individual must use best judgment in how to employ the city field and address lines to best replicate the international address. Spell out names in their entirety if possible. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards. For additional information or examples regarding data entry of an international address see Section 3.3.15.

3.3.9 State and Province

State codes **MUST** be entered for all US and Canadian addresses. The appropriate code may be selected using Banner® software. For additional information, refer to the US Postal Service *Postal Addressing Standards, Publication 28*. *See Appendix 3 for state and province codes.*

Canadian Provinces are entered in the State/Province field**, NOT** in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. They have their own code for entry into the state field. (Note: Canadian addresses can be system generated from zip code entry).

International States and Provinces (excluding Canada) are entered in the City field, **NOT** in the State/Province field. The state field should be blank for all non-Canadian International addresses.

3.3.10 County

The county field is populated **automatically** if you enter the first 5 digits of the zip code before you enter the city or state information; or, you may enter the county code from the list of values in the System's validation table. It is important to remember to also enter county codes (e.g., state codes) for non-Virginia addresses. See information below regarding county codes for military and international addresses.

3.3.11 Zip or Postal Code

Zip or postal codes **MUST** be entered for all US and Canadian addresses. If applicable, you may also enter zip or postal codes for international addresses in this field.

3.2.12.1 United States

A **hyphen** must be entered when the entire 9 digit zip code is available. **Example:** 97203-5798.

3.2.12.2 Canadian

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters. **Example:** T2T 2Y5.

3.3.12 Nation

A nation code is required for all **_non_**-US addresses including military addresses. Banner® maintains a list of all the current code options available. See Appendix 1 regarding policy and procedure for changing or adding Nation codes. Leave the Nation code blank for all US addresses.

3.3.13 Military or State Department Addresses

3.2.13.1 Overseas Locations

Ensure that the county code for military **addresses default to State Unknown or Virginia County Unknown (if the applicant is requesting in-state tuition rates).**

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

Example:

PSC 802 Box 2625

APO AE 09777-0010

3.3.13.2 Domestic Locations

All domestic military mail **must** have a regular street style address:

Example:
Lowry Air Force Base
8205 East Sixth Avenue, # 205
Denver, CO 80234

3.3.14 US Territories
A State code is required for all U.S. Territories. The Nation field must be left blank.
U.S. Territories include:

American Samoa	AS	Northern Mariana Islands	MP
Palau	PW	Federated States of Micronesia	FM
Guam	GU	Puerto Rico	PR
Marshall Islands	MH	US Virgin Islands (not British Virgin Islands)	VI

3.3.15 International Addresses

Care should be taken to enter international addresses as closely as possible to the format required by that nation. The nation name appears automatically when a Nation code is entered (see Section 3.3.13). The City field is required, and three address lines are available. Due to limited space, in some cases the postal code and city may have to be inserted in the City field.

Example:

27 Rue Pasteur

14390 Cabourg

France

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

49 Featherstone St., Abasa

EC1Y 8SY

Nigeria

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

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

The most authoritative resource is the Universal Postal Union website:

http://www.upu.int/index/html.

County Codes for Foreign Countries –the county code should default to "foreign countries" on international addresses.

3.3.16 Hierarchy of Modifications

When it is necessary to modify addresses to fit Banner® fields or conventions, use these steps as guidelines:

Abbreviate addresses using standard postal abbreviations.

Example:

14200 E. Mississippi Pkwy. , Apt. 14

Aurora CO 80111

Remove punctuation when applicable.

Example:

14200 E Mississippi Pkwy, South, Apt 14

Aurora CO 80111

When secondary delivery information, (e.g., Apt, Building, Suite, etc.) is part of the address but does not fit on the Delivery Address Line, place all components of the secondary delivery information immediately below the Delivery Address Line.

Example:

14200 East Mississippi Parkway

Apartment 14

Aurora CO 80111

3.3.17 Address Types

It is our desire to maintain a standardized list of address types based on their purposes, rather than separate addresses for each University department. This will reduce redundant data entry. Thus, an individual may appear in accounts payable, be an alum, employee and enrolled as a current student and only have a single address.

3.3.18 Address Types Codes

Address Code	Code Description	Primary Use
AO	Purchase Order	Default address for Purchasing.
AP	Accounts Payable Remit	Use if AO address differs
BI	Billing Address	Not used. System Required (Historical).
BU	Business	Advancement (System required)
BX	Campus BOX Number	Default address for student mailings. This address is created by a custom process and can only be altered by that process or authorized UMW postal employee.
EM	Emergency Address	Used in the Emergency Contact form
EO	Employee Office	Human Resources
EX	Executor Address	For Financial Aid use only.
FA	Financial Aid	Financial Aid Tape Load.
HS	High School Address	Used by the Athletic Department.
LL	Lost Address	Advancement.
MA	Mailing	Primary mailing address.
NW	Hometown Newspaper	Used for student publications.(Athletics)
P1	Parent Address 1	Used for student records only
P2	Parent Address 2	Used for student records only.
P3	Parent Address 3	Used for student records only.
P4	Parent Address 4	Used for student records only.
PA	Parents Address (Tape load)	No longer used. (Advancement - Historical only) (System Required)
PR	Permanent Address	No longer used. (Advancement - Historical only)
RT	Temporary Refund Address	No longer used (Business Offices)
S1	Secondary Permanent Home #1	Advancement
S2	Secondary Permanent Home #1	Advancement
S3	Secondary Permanent Home #3	Advancement
SB	Corporate Subsidiary	No longer used (Advancement)
SP	Secondary Permanent	
ST	Short Term	Used by Admissions-Web Downloads
XX	Reserved for TGRFEED Use	System Required
ZZ	SCHEV Reporting	

4 Telephone Numbers

4.1 General

An entity (person or non-person) may have multiple telephone numbers within the Banner® System. Telephone numbers should be accurate and reflect the most recent data received.

4.2 Procedures

4.2.1 Adding New Records

Telephone numbers are generally linked to a specific address; however, it is possible to have more than one telephone number for a single address. All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format. Enter all three parts in the appropriate field, using no parentheses or hyphens. Do NOT enter the standard "1" code for long distance dialing.

4.3 Standards

All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format (XXX XXXXXXX).

4.3.1 Telephone Type Codes STVTELE

Address Code	Code Description
AO	Purchase Order
AP	Accounts Payable Remit
BI	Billing
BU	Business
CELL	Cell Phone
DY	Daytime Number
ED	Employee Directory
EMER	Emergency Contact
EX	Executor
FA	Financial Aid
FAX	Fax Number
HS	High School
LO	Local
MA	Mailing
OF	Empl Department Phone
NW	Hometown Newspaper

P1	Parent 1
P2	Parent 2
P3	Parent 3
P4	Parent 4
PA	Parents
PR	Permanent
RH	Residence Hall
S1	Secondary Permanent Home #1
S2	Secondary Permanent Home #2
S3	Secondary Permanent Home #3
SE	Seasonal
SP	Secondary Permanent
ST	Short Term
SU	Do not use - Historical
UN	Unknown
VS	Empl Direct Phone
WT	Do not use –Historical

4.3.2 Telephone Numbers

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

4.3.2.1 Area Code

The three-digit area code must be entered for all phone numbers including the local area.

4.3.2.2 Phone Number

Enter the seven-digit number **without** inserting a hyphen.

  Example: 2837300

4.2.2.3 Extension

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

Example: 7300

5   E-Mail

5.1   General

A person may have multiple email addresses within the Banner® System. If the person is a current student or employee the UMW (UE) email address is the primary default email address. This "PRIMARY" flag on the UMW email address must be checked. The UMW Email address is system generated and should not be changed or inactivated by any user.   The UE Email address is for UMW email addresses only. Use a different email type from the table below when creating an email address that uses another college or university domain name.

5.2   Procedures

5.2.1   Adding an E-Mail Address

Excluding the UE or UMW email address, any email address may be replaced when updating or adding a new email address of the same type. Inactivate an email address if you know that it is no longer active. The default email address type for the Admissions Office is HM or Home.

5.3   Standards

All email addresses entered should be evaluated for case sensitivity and spelling. Be aware that email addresses follow a standard format. Email addresses consist of a login name followed by the "@" sign, followed by the domain name. Remember that the preferred indicator must be checked in order to extract the email address for use in mail

merge communications. If an **ACTIVE** UE email address exists, it should be the one marked preferred.

5.3.1   E-Mail Address Type Codes (GTVEMAL)

Code	Description
AE	Vendor Email Address
B1	Email Bill Copy #1
B2	Email Bill Copy #2
BU	Business Email Address
BW	Business Web Address
HM	Home Email
HS	High School Guidance
HW	Home Web Address
OC	Online Community Address
PE	Parent's Home
PR	Primary Email Contact
PW	Personal Web Address
RE	Responsible Party (none in Banner®)
SC	Secondary Email Contact
UE	UMW Email

6   Calendar Dates

6.1   General

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

6.2   Standards

6.2.1   Calendar Dates

Dates can be entered in **mm-dd-yyyy** format. The System will display the date in the **dd-mm-yyyy** format.

6.2.2   Shortcuts

You may enter 'T' or any alpha letter in the date field and that day's date will appear.

7   Gender

7.1   General

The United States Department of Education requires that the University report gender information. Employees and students **MUST** be classified either as a male or female.

7.2   Standards

7.2.1 Gender Codes

Code	Description	Explanation
M	Male	A male person
F	Female	A female person
E	Entity	Vendor
U	Unknown	The gender information is not available

8 Social Security Number

8.1 General

Great care should be used in the acquisition and storage of social security numbers. Although social security numbers are required for students and employees, individuals do have the right to refuse to provide the University with their SSN. Financial Aid and Finance have specific requirements regarding SSNs. Check your office procedures for more information.

8.2 Procedures

8.2.1 Changes to Social Security Number

Correcting social security numbers impacts many areas. An employee or a current student may request a social security number change by presenting their social security identification card to Human Resource or the Registrar's Office as appropriate. New applicants or prospective students should provide written documentation to the Admissions Office in order to have their record corrected. Finance requires written documentation from the vendor to change a number. University Offices should determine ownership of the record before making any changes to determine impact to those areas.

8.3 Standards

8.3.1 Social Security Number

Enter the entire 9-digit number, omitting dashes and spaces between numbers. Example: 555491133.

- The SSN is required for students and employees.
- The SSN is **not** required for constituents.

9 Date of Birth

9.1 General

Dates can be entered in **mm-dd-yyyy** format. The System will display the date in the **dd-mm-yyyy** format.

9.2 Procedures

To allow processing when a birth date is required, but none is available, Human Resources and the Office of the Registrar will use the holder code date 07-07-1864. Periodically, records containing this date will be identified and corrected.

9.3 Standards

9.3.1 Date of Birth

- The Date of Birth is required for employees and students.
- The Date of Birth is optional for constituents and vendors.

9.3.2 Changes to Date of Birth

An employee requesting a change to their date of birth must present a copy of their birth certificate to the Human Resources Office. A current student requesting a change to their date of birth must present a copy of their birth certificate to the Registrar's Office. A prospective student or new applicant must submit a request to change their date of birth in writing to the Admissions Office.

10 Marital Code

10.1 General

Individuals are not required to submit their marital status. The majority of Admissions records default to S for Single.

10.2 Standards

10.2.1 Marital Code

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

Marital Type Codes STVMRTL

Code	Description		Code	Description
O	Unknown Marital Status		M	Married
D	Divorced		N	N/A (Organization or Company)
E	Deceased Spouse		S	Single
L	Life Partner		W	Widowed
			X	Separated

11 Ethnicity Code

11.1 General

Individuals may refuse to submit their ethnicity although the University requires it. In that case, the System default should be unknown (UN).

11.2 Standards

11.2.1 Ethnicity

This field **MUST** be entered for students and employees who are US citizens or US permanent residents. This field is optional for constituents.

Ethnicity Type Codes STVETHN

Code	Description
UN	Unknown
2	African-American, Black
3	Native American/Alaska Native
4	Asian/Pacific Islander
5	Hispanic or Latino
6	White, Non-Hispanic
10	Multi-Racial

12 Deceased Information

12.1 General

Due to the sensitivity of this issue, prompt attention is important so future mailings from University Offices are discontinued. Deceased status must be verified.

12.2 Procedures

For employees of the University, **ONLY** the Human Resources Office may enter and change this information based on prevailing policies.

For constituents and retirees (who are not students or employees), Alumni/ Advancement will enter and change this information based on prevailing policies.

For students the Registrar's Office will enter and change this information upon receipt of a death certificate.

12.3 Standards

Enter the Deceased Date and check the Deceased flag. Changes to other data items, such as removing registration records, inactivating addresses, altering Advancement mail codes, salutations and marital status may need to be made depending on the previous relationship of the deceased to the University.

13 Citizenship, Veteran and Legacy Information, Religion Code, Driver's License Information, Emergency Contact Information

13.1 General

Banner® allows for the storage of this information. University policies may or may not require that an individual submit this information.

13.2 Standards

13.2.1 Citizen Type

If the person is an applicant, student or employee, this information **is required**. If the person is a constituent and not a student or employee, this field may be left blank to indicate that their citizenship is not known.

Citizen Type Codes STVCITZ

Code	Description
00	Unknown
11	Citizen (United States)
22	Resident Alien
33	Non-Resident Alien
44	Not a Citizen. Used by Admissions Office Only. It is a temporary state to allow time for researching a valid citizenship code and should never exits in Banner data for more than 24 hours.

13.2.2 Legacy Codes

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

Legacy Code STVLGCY

W	Wife
M	Mother
F	Father
P	Parents
S	Sister
B	Brother
G	Grandparent
A	Aunt

U	Uncle
C	Cousin
X	Multiple/Other Family Member
N	None
H	Husband
D	Information Not Available

13.2.3 Veteran File Number

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

13.2.4 Religion Code

The University will **NOT** collect or maintain religion data in Banner®. The only valid entry is "UN" for unknown.

13.2.5 Driver's License Information

The University will **NOT** maintain driver's license data. Financial Aid will collect but not maintain this information.

13.2.6 Emergency Contact Information

Students and Employees may update this information via Eaglelink. Employees are asked to send a copy of new information or changes to the Office of Human Resources.

14 Confidential Records

14.1 General

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

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

Office of the Registrar
1301 College Avenue
Fredericksburg, VA 22401-5358
www.umw.edu/registrar

14.2 Procedures

14.2.1 Confidentiality Indicator

After a student or employee has filled out a "Request to Prevent Disclosure of Directory Information" form and submitted it to the Office of the Registrar or the Human Resources Office, depending on ownership the appropriate office will check the confidentiality indicator. When any information is accessed in the System about the student or employee, a warning will appear:

Warning: Information about this person is confidential.

Confidential will also appear in most forms accessed to alert faculty and staff that the student or employee does not wish to have personal information about them released.

14.2.2 Releasing Confidential Information

Releasing **any** information (including directory information) about a student or employee who has signed a "Request to Prevent Disclosure of Directory Information" should never occur. In the case of a student, the Office of the Registrar handles all requests for student information. Requests should be forwarded to the Registrar's Office.

14.3 Standards

Determined by the Office of the Registrar and Human Resources.

15 Appendices
15.1 Appendix 1: Street/Unit designator Abbreviations

When necessary please use these recommended abbreviations for common street/unit designators are:

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

Examples:
    102 Main St., Apt. 101
    1356 Executive Dr., Rm. 202
    1600 Central Pl., Bldg. 14
    55 Sylvan Cswy., Lndg. 18
    101 Jefferson Davis Hwy.
    123 Ft. McHenry

15.2 Appendix 2: Nation Codes

The University of Mary Washington has adopted FIPS nation codes for the primary Banner® code. Like other validation tables where historical information is required, codes may be added and descriptions changed. Codes may **not** be removed. Nation Codes should be taken from Federal Information Processing Standards (FIPS) Publication 10-4: COUNTRIES, DEPENDENCIES, AREAS OF SPECIAL SOVEREIGNTY AND THEIR PRINCIPAL ADMINISTRATIVE DIVISIONS. 1995 April (reflects technical changes through May 6, 1993), as amended. Purpose: Provides a list of the basic geopolitical entities in the world, together with the principal administrative divisions that comprise each entity. Each basic geopolitical entity is represented by a two-character, alphabetic nation code. NOTE: Change notices for FIPS 10-4 are issued by the National Imagery and Mapping Agency (NIMA), and are available on NIMA's GEOnet Names Server (GNS) at:

http://164.214.2.59/gns/html/fips_files.html

A useful summary of current nations may be found on NIMA's web page at:

pubs.usgs.gov/of/2005/1060/COUNTRY_CODES.XLS

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

http://unstats.un.org/unsd/methods/m49/m49alpha.htm

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

http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm

Any questions, changes or additions should be forwarded to the Chair of the Data Standards committee.

15.3 Appendix 3: State and Province Codes

Armed Forces

AA Armed Forces Americas
AE Armed Forces Europe

AP Armed Forces Pacific

United States

AK Alaska
AL Alabama
AR Arkansas
AZ Arizona
CA California
CO Colorado
CT Connecticut
DC District of Columbia
DE Delaware
FL Florida
GA Georgia
HI Hawaii
IA Iowa
ID Idaho
IL Illinois
IN Indiana
KS Kansas
KY Kentucky
LA Louisiana
MA Massachusetts
MD Maryland
ME Maine
MI Michigan
MN Minnesota
MO Missouri
MS Mississippi

MT Montana
NC North Carolina
ND North Dakota
NE Nebraska
NH New Hampshire
NJ New Jersey
NM New Mexico
NV Nevada
NY New York
OH Ohio
OK Oklahoma
OR Oregon
PA Pennsylvania
RI Rhode Island
SC South Carolina
SD South Dakota
TN Tennessee
TX Texas
UT Utah
VA Virginia
VT Vermont
WA Washington
WI Wisconsin
WV West Virginia
WY Wyoming

US Territories

AS American Samoa
FM Federated States of Micronesia
GU Guam
MH Marshall Islands

MP Northern Mariana Islands
PW Palau
PR Puerto Rico
VI   US Virgin Islands

Canadian Provinces

AB Alberta
BC British Columbia
MB Manitoba
NB New Brunswick
NF Newfoundland & Labrador
NT Northwest Territory

NS Nova Scotia
ON Ontario
PE Prince Edward Island
OC Quebec
SK Saskatchewan
YT Yukon Territory

15.4 Appendix 4: Special Character Set

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

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

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

ASCII Numeric Characters (hold down ALT key)

À	0192	Ö	0214	Ì	0236
Á	0193	×	0215	Í	0237
Â	0194	Ø	0216	Î	0238
Ã	0195	Ù	0217	Ï	0239
Ä	0196	⌐	0218	ð	0240
Å	0197	Ú	0219	ñ	0241
Æ	0198	Ü	0220	ò	0242
Ç	0199	Ý	0221	ó	0243
È	0200	Þ	0222	ô	0244
É	0201	ß	0223	õ	0245
Ê	0202	à	0224	ö	0246
Ë	0203	á	0225	÷	0247
Ì	0204	â	0226	ø	0248
Í	0205	ã	0227	ù	0249
Î	0206	ä	0228	ú	0250
Ï	0207	å	0229	û	0251
Ð	0208	æ	0230	ü	0252
Ñ	0209	ç	0231	ý	0253
Ò	0210	è	0232	þ	0254
Ó	0211	é	0233	ÿ	0255
Ô	0212	ê	0234		
Õ	0213	ë	0235		

15.5 Appendix 5: Prefixes

Sample Prefixes: Prefixes are generally used for constituents. Note: This list is not exhaustive. For non-listed prefixes, see the Abbreviation section of Webster's Dictionary.

Army Ranks

PVT	Buck Private	CWO3	Chief Warrant Officer 3
PV2	Private	CWO4	Chief Warrant Officer 4
PFC	Private First Class	CWO5	Chief Warrant Officer 5
SPC	Specialist	2LT	Second Lieutenant
SPC4	Specialist Grade 4	1LT	First Lieutenant
SGT	Sergeant	CPT	Captain
SSG	Staff Sergeant	MAJ	Major
SFC	Sergeant First Class	LTC	Lieutenant Colonel
MSG	Master Sergeant	COL	Colonel
1SG	First Sergeant	BG	Brigadier General
SGM	Staff Sergeant Major	MG	Major General
CSM	Command Sergeant Major	LTG	Lieutenant General
WO1	Warrant Officer	GEN	General
CWO2	Chief Warrant Officer 2		

Marine Corps Ranks

PVT	Private	CWO3	Chief Warrant Officer 3
PFC	Private First Class	CWO4	Chief Warrant Officer 4
LCPL	Lance Corporal	CWOS	Chief Warrant Officer 5
CPL	Corporal	2LT	Second Lieutenant
SGT	Sergeant	1LT	First Lieutenant
SSGT	Staff Sergeant	CAPT	Captain
GYSGT	Gunnery Sergeant	MAJ	Major
MSGT	Master Sergeant	LTCOL	Lieutenant Colonel
1STSGT	First Sergeant	COL	Colonel
MGYSGT	Master Gunnery Sergeant	BGEN	Brigadier General
SGTMAJ	Sergeant Major	MAJGEN	Major General
WO1	Warrant Officer	LTGEN	Lieutenant General
CWO2	Chief Warrant Officer 2	GEN	General

Navy Ranks

AA, FA, SA	AB	ENS	IstLt
AN, FN, SN	AMN	LCDR	CPT
AR, FR, SR	A1C	LT	MAJ
ADM	SRA	LTJG	LTCOL
CAPT	SSgt	MCPO	COL
CDR	TSgt	MCPON	BGEN
CPO	MSgt	P01	MAJGEN
CWO2	SMSgt	P02	LTGEN
CWO3	CMSgt	P03	GEN
CWO4	2dLt		

15.5 Appendix 5: Prefixes, Cont.

Other Prefixes

Ambassador	Amb.
Attorney	Att.
Bishop	Bishop
Chief Executive Officer	CEO
Chief Financial Officer	CFO
Chief Operating Officer	COO
Coach	Coach
Dean	Dean
Delegate	Del.
Director	Dir.
Doctor	Dr.
Executive	Exe.
Father	Fr.
Governor	Gov.
Honorable	Hon.
Judge	Judge
Messrs.	Me.
Miss	Miss
Mr.	Mr.
Mrs.	Mrs.
Miss or Madame	Ms.
Pastor	Pastor
President	Pres.
Professor	Prof.
Rabbi	Rabbi
Representative	Rep.
Reverend	Rev.
Reverend Doctor	Rev. Dr.
Reverend Mrs.	Rev. Mrs.
Senator	Sen.
Senior Vice President	Sr. VP
Sister	Sis.
The Doctors	The Drs.
Vice President	VP

15.6 Appendix 6: Suffixes

Sample Suffixes: If a suffix is known, use the following guidelines. Note: This list is not an exhaustive list.

Description	Description
No Suffix	, C.L.U. Chartered Life Underwriter
, Jr. Junior	, C.P.A. Certified Public Accountant
II The Second	, P.E. Professional Engineer
III The Third	, Rltr. Realtor
IV The Fourth	, Co. Company
, Sr. Senior	, Fo. Foundation
, M.D. Doctor of Medicine	, Inc. Incorporated
, D. D. S Doctor of Dental Science	, Ltd. Limited
, Esq. Esquire	, P.C. Professional Corporation
, USAF United States Air Force, Retired	, B.G. Brigadier General
, M.A. Master of Arts	, Capt. Captain
, M.F.A. Master of Fine Arts	, Lt.C. Lieutenant Colonel
, Litt.M. Master of Letters	, L.Cdr. Lieutenant Commander
, M.S. Master of Science	, USA United States Army
, Ph.D. Doctor of Philosophy	, USAF United States Air Force
, D.Lit. Doctor of Literature	, USN United States Navy
, D.Sc. Doctor of Science	, D.D. Doctor of Divinity
, Mus. D. Doctor of Music	, S.T.D. Doctor of Sacred Theology
, Ed.D. Doctor of Education	, O.S.F. Order of Saint Frances
, D.C.L. Doctor of Civil Law	, O.P. Order of Preachers
, L.H.D. Doctor of Humane Letters	The Drs. The Doctors
, D.F.A. Doctor of Fine Arts	(Retired) Retired
, L.L.D. Doctor of Laws	, Sr. Senior
, Litt.D. Doctor of Literature	, Sr., M.D. Senior, Medical Doctor
, Sc.D. Doctor of Science	V The Fifth
, D.M.D. Doctor of Medical Dentistry	IV, PH.D. The Fourth, Doctor of Philosophy
, D.O. Doctor of Osteopathy	, Jr., DMD Junior, Doctor of Dental Medicine
, D.P. Doctor of Podiatry	, Jr., J.D. Junior, Doctor of Juris Prudence
, D.V.M. Doctor of Veterinary Medicine	, Jr., LLB Junior, Bachelor of Laws
, O.D. Doctor of Optometry	, Jr., M.D. Junior, Medical Doctor
, J.D. Doctor of Juris Prudence	, Jr., Ph.D. Junior, Doctor of Philosophy
, L.L.B. Bachelor of Laws	, Jr. DDS Junior, Doctor of Dental Science
, C.F.P. Certified Financial Planner	, Rev. Reverend

16 Glossary

Banner®: an integrated system that serves as a common institutional data base for the University of Mary Washington

Block: A section of a form or window that contains a collection of related information, usually inside a beveled box or within a window. A form contains more than one block.

Constituent: refers to any Alumni, parents, donors, or friends of the University, etc. entered in Banner®.

Coordinating Committee: is an ad-hoc sub-group of the Banner® Team formed to develop standards and make decisions regarding the maintenance of data in the system. This committee is composed of module owners or their designees from offices that have the responsibility of entering and maintaining records in Banner®.

Entity: Refers to any person or non-person record entered in Banner®.

Form: Screen display (Oracle form) that allows data to be entered or viewed in Banner®.

Module owner: Persons responsible for granting access privileges so others can view, enter, update and generate reports from Banner®.

Tabs: Tabs use a tabbed interface rather than the traditional window appearance. Tabs are used to arrange information in a meaningful way and allow you to navigate easily between groups or blocks. The form displays 'tabs' similar to file folder tabs, allowing you to navigate to the section of the form quickly.

17 Change Log

17.1 Version 13 to Version 14

Added Procedures and Standards for Modifying Shard Validations Tables

Added GOAMTCH to searching to prevent duplicate records section

Cleaned up codes in various tables throughout

Changed "Country" to "Nation"

Changed description of "UE" email code from "University Email" to "UMW Email"

Clarified U.S. Territory Addresses

Made general changes throughout based on Banner® 7

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