

DATA STANDARDS MANUAL

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THE UNIVERSITY OF
SCRANTON[®]
A JESUIT UNIVERSITY

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Data Standards Principles

Purpose

These standards establish measures designed to ensure the accuracy and integrity of data that is electronically maintained within the ERP Database System, and other 3rd party systems, as applicable. These measures are also intended to guide and improve the use of University Data. The principles also define the responsibilities of users who input that data. Departments may have individual guidelines that supplement, but do not replace or supersede these standards.

Information Management and Security Policies

Policies governing [information management and security](#) at the University should be reviewed and followed by anyone responsible for or having access to the ERP database system data.

ERP Database System

The University's system of record is Banner by [Ellucian](#), as well as internal and external auxiliary systems that augment Banner. Banner & Auxiliary Systems are accessible from the Banner ERP tab within the my.scranton portal. This includes Banner Admin, Employee Applications Menu and Workflow. SSB (Self-Service Banner) is accessible from the Home tab within the my.scranton portal. Shadow databases, including Excel spreadsheets, are not part of the ERP database system and therefore are not part of the University's system of record.

Roles and Responsibilities

Administrative

By law, certain data is private and may not be released without proper authorization. Data users MUST adhere to any applicable federal and state laws, including University policy and procedures concerning procuring, utilizing, distributing, securing, and properly disposing of data.

Departments will ensure that, for their areas of accountability, each staff member is trained regarding their responsibilities. As part of that training, each user that enters data governed by this standards manual is required to read, understand, and abide by the stipulations in this document. This document will be distributed to Banner users when an ID is created for them. All institutional data, whether maintained in the ERP database, 3rd party system or copied into other data systems (e.g. desktop), is a vital asset owned by the University. Access to data is not approved for use outside a user's official responsibility. Data is used only for legitimate business.

Departments are expected to ensure a secure office environment with regard to all University data and filing systems. Department heads will determine the data access requirements of their staff as it pertains to their job functions.

Data Steward

As defined in the [Information Access Policy](#), Data Stewards are University officials responsible for data handling practices in their departments and/or divisions. Responsibilities include guiding policy development and establishing standards for information management as a member of the Information Management Advisory Committee. Data Stewards collectively form the Information Management Advisory Committee (IMAC).

Data & Technology Coordinator

Data & Technology Coordinators (DTC) have a job-related focus on the use of data or technology in their respective departments and/or divisions and serve as a member of the Data & Technology Coordinators Group.

A DTC serves as a data custodian for the area they represent. They are responsible for the accuracy and integrity of data in their areas and where applicable, DTC are responsible for the maintenance and control of configurations that define how Banner (validation and rules tables) or a 3rd party system operates within the confines of University business processes. The DTC may make data within their charge available to others for the use and support of the division and/or department's functions.

In collaboration with their division Data Steward, they are also responsible for reviewing and verifying the access that has been granted to data. Before approving access to data, the DTC must be satisfied that appropriate protection requirements have been implemented and that there is business justification for access to the data and that it will be used within the normal business functions of administrative and academic offices or departments.

Data User

As defined by the Information Access Policy, all Data Users are expected to serve as custodians for any University data in their possession and are responsible for complying with all applicable data access practices, standards and guidelines as defined by Data Stewards and/or Data Technology Coordinators.

Constituents, Governing Office and Confidentiality

Students

Creation and maintenance of Student records are the responsibility of the Admission's, Registrar's and Colleges unless the student is an employee (non-workstudy). In this case, the responsibility lies with the Human Resource Office.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), release of personally identifiable student education records (other than directory information) to any party other than those specified by FERPA is not permitted without the student's written consent.

Note: For more information on FERPA, read the University policy: [*Student Rights and Confidentiality of Information*](#)

Please reference the Student Data Release Policy for details on student information that can be provided internally and externally.

Employees (Faculty & Staff)

Creation and maintenance of Employee records are the responsibility of the Human Resource.

Alumni (Parents & Donors)

Creation and maintenance of Parent and Donor records are the responsibility of University Advancement.

Directory Information

Students, faculty and staff can request that a confidentiality flag be set on their record within the ERP database. Setting this flag restricts “Directory Information” from being made available to the University at large. Releasing directory information about anyone who has requested confidentiality is prohibited. Anyone who releases any information about individuals coded as confidential will be in violation of University policy and other federal and state privacy laws.

Access to University Data

Access to data stored in the ERP Database System is governed by the [**Database Access and Authentication Policy**](#). A request for access is initiated by a Data User, and is only approved if the Data & Technology Coordinator and/or Steward is satisfied that sufficient protection requirements have been implemented and that a business justification exists for access to the data. Misuse or inappropriate use by individuals will result in revocation of the user’s access privileges.

All users must understand that data accuracy and security is everyone’s responsibility. Data users are responsible for understanding all data elements that are used. If a data user does not understand the meaning of a data element, the data user should consult their supervisor or the appropriate Data & Technology Coordinator. Data users **MUST** protect all University data from unauthorized use, disclosure, alteration, or destruction. Data users are responsible for the security, privacy, and accuracy of data that they maintain. The data user is responsible for all transactions occurring during the use of their login credentials. DATA USERS ARE NOT TO LOAN OR SHARE THEIR LOGIN CREDENTIALS WITH ANYONE.

General Person Information

It is vital that the University adhere to data entry standards across systems to ensure consistency for purposes of query and report generation. General Person Information consists of Name, Address, Telephone, Biographical, Email, Emergency Contact and Additional Identification.

The following forms are used to maintain this information within the Banner ERP system:

Form Name	Module
SPAIDEN	Student
PPAIDEN	Human Resources
FTMVEND	Finance (non-person vendors)
FOAIDEN	Finance (person vendors)
APAIDEN	Advancement

It is required that offices that collect General Person Information do so in a manner to facilitate entry of fields efficiently and accurately in the Banner ERP system as outlined in this document. Data should be maintained with attentiveness and with consideration to other offices that use this shared data.

Changes to sensitive data such as name, date of birth, SSN, marital status, citizenship, deceased indicator/date should be regulated based on acceptable documentation received. Acceptable documentation is a copy of the social security card, birth or death certificate, passport, or driver's license. Professional judgment should be used when making corrections to these fields.

Name

The University considers a person's "name" as the person's legal name. A person's legal name appears on legal documents such as a birth certificate, court order, social security card, marriage license or passport. The University recognizes that some students prefer to identify themselves by a first and/or middle name other than their legal name. The University allows students to request use of a preferred name in the routine course of University business and when reasonably possible except in instances where the use of legal name is required. Students who wish to use a preferred name must complete a Change of Bio-Demographic Information Form and submit it to the Office of the Registrar. Under certain circumstances, Human Resources will allow an employee to declare a preferred name – these requests must go directly to Human Resources. For detailed information, please reference the "Preferred Name Process" which can be found by accessing the "Common Data Procedures" link within the Banner ERP Information channel on the Banner ERP tab of My.Scranton.

Names for persons and non-persons should have a pleasing appearance. The objective is to enter the name with mixed case so that when a name is printed on University documents and

correspondence it looks professional. Name formats have also been developed to meet postal regulations.

Names for persons consist of a combination of the Last Name, First Name, Middle Name, Prefix, Suffix, and Preferred First Name fields.

Reference **General Person Processing** section for additional information needed to maintain persons and non-persons.

Name Type

- Name types LG (legal) and PR (Preferred) are allowed and can be indicated on the SPAIDEN form for students and the PPAIDEN form for employees. Reference the “Preferred Name Process” document for details on the processing associated with these name types. The “Preferred Name Process” can be found by accessing the “Common Data Procedures” link within the Banner ERP Information channel on the Banner ERP tab of My.Scranton.
- Other name types can be associated with a name, however, there is no processing associated with name types other than LG and PR.

Last Name Standards

- Enter in mixed cased; not all uppercase or lowercase. Enter as submitted by individual.
- **Hyphens** may be used to separate compound last names (Stevens-Smith). If there are two unhyphenated last names (James Stevens Smith), Stevens Smith is entered in the last name field.
- **Apostrophes** may be used in such names as O'Leary, O'Conner, etc.
- The Period [.] , Comma [,] , pound sign [#] , asterisk [*] and percent [%] are **NOT** to be used in the last name field.
- Do **NOT** include suffix in the last name field. There is a separate field for this. Examples include, Jr., Sr., M.D., etc.

Person Last Name has a maximum length of 60 characters.

First Name Standards

- Enter in mixed cased; not all uppercase or lowercase. Enter as submitted by individual.
- **Hyphens** may be used.
- **Apostrophes** may be used.

- The **period** is used after a single character initial in the first name field only when all that is available is an initial.
- **Single character first names** should be entered with a period. For example, if a person's full name is R. Frances McDonald, and the "R." is his official first name, the "R.", with a period after the "R" should be entered in the first name field. Double character first names should be entered with periods following each of the single characters followed by the middle name and last name in the appropriate fields. For example, if the person's full name is R. F. McDonald, and the person's official first name is "R.F.", then "R.F." should be entered in the first name field with no spaces.
- Comma [,], pound sign [#], asterisk [*] and percent [%] are **NOT** to be used.
- Do **NOT** include prefix in the first name field. There is a separate field for this. Examples include, Dr., Mr., Mrs., etc. For clergy and religious Preferred First Name can include a prefix with the last name.

Person First Name has a maximum length of 60 characters.

Preferred First Name Standards

- This field is NOT part of the Preferred Name Process. The field is for display purposes only through Banner Admin. Any other reporting of this field is for isolated use cases. Details of the "Preferred Name Process" can be found by accessing the "Common Data Procedures" link within the Banner ERP Information channel on the Banner ERP tab of My.Scranton
- If there is not a preferred first name, the field should be left blank.
- This field can be used if a person named Christopher John Smith, prefers to be called John, then "John" can be entered in the Preferred First Name field, leaving "Christopher" as the first name and "John" as the Middle Name. The field can also be used if "William" is the first name, but the individual prefers to be addressed as "Bill".
- This field is also used for clergy and religious to specify the prefix with the last name.

Person Preferred First Name has a maximum length of 60 characters.

Middle Name Standards

- Enter in mixed cased; not all uppercase or lowercase. Enter as submitted by individual.
- **Hyphens** may be used.
- **Apostrophes** may be used.
- The **period** is entered in the middle name field only when an initial is provided.

- Comma [,], pound sign [#], asterisk [*] and percent [%] are **NOT** to be used.

Person Middle Name has a maximum length of 60 characters.

Prefix Standards

- Enter the prefix in the appropriate field, not in the first, middle, or last name fields. For clergy and religious Preferred First Name can include a prefix with the last name. If name suffix of M.D. or Ph.D. is used, do not enter name prefix of Dr.
- Reference [Appendix A](#) for a list of suggested Name Prefixes

Person Prefix has a maximum length of 20 characters each.

Suffix Standards

- Enter the suffix in the appropriate field, not in the first, middle or last name fields. If name prefix of Dr. is used, do not enter name suffix of M.D. or Ph.D.
- Reference [Appendix B](#) for a list of suggested Name Suffixes

Person Suffix has a maximum length of 20 characters each.

Legal Name Standards

This field is NOT part of the Preferred Name Process.

The legal name field is to be left blank. Occasionally this field is used by the Human Resources Office. For HR purposes this field should contain both first and last name.

Full Legal Name has a maximum length of 500 characters.

Non-Person Name Standards

- Acronyms may be used if the company is widely recognized by their acronym. Use no spaces or punctuation between letters, except if the company name requires it.
- The ampersand [&] punctuation mark [!] can be used only when it is part of the recognized, formal name of a company. Use the word “and” in all other cases.
- Abbreviations are allowed for Company (Co.), Corporation (Corp.), Limited (Ltd.), and Incorporated (Inc.) when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name.

Non-Person Name has a maximum length of 60 characters.

Address

Address consists of a combination up to 3 Street Lines, City, State, Zip, County and Nation.

Addresses entered for constituents are given an address type in order to classify the address to satisfy reporting requirements on campus. Reference [Appendix D](#) for a list of address types.

Guidelines

When adding a subsequent address of the same type, a “to_date” should be entered for the address ending and the “Inactivate Address” box checked. A new address can then be entered by inserting a new record. Unless making a correction due to an initial entry error, do not change or delete the prior address. If an address is entered with a future end date it is the responsibility of the user to make a note of the end date and go back into the record to “In-Activate” the address when the appropriate time has come.

Add ‘from date’ to a new address.

Verification of an address can be made at <http://zip4.usps.com/zip4/welcome.jsp>.

Discrepancies between this site and data to be entered should be forwarded to the Technology Support Center so that the issue can be investigated.

- Standards for **Clean Address** provided by **Runner Technologies** were established by the Data Standards Committee in December 2007:
 - Address types validated through Clean Address include: BI, EM, LO, MA, OR, PO, RT, SE, WA (reference STVATYP for descriptions)
 - Abbreviate street directional (e.g. enter South as S, North as N)
 - Do NOT abbreviate Street Suffixes (e.g. enter Boulevard as “Boulevard”, enter Street as “Street”)
 - Do NOT abbreviate any street names
- Addresses are to be entered using mixed case and without punctuation.
- Entering a 5 digit zip code will automatically populate the City, State and Zip code extension fields.
- The designation for ‘in care of’ should be abbreviated to “C/O” and entered on the first address line.
- Reference [Appendix C](#) for a list of suggested address abbreviations.
- Do **NOT** enter a Nation Code for addresses within the United States or Puerto Rico.
- If the full nine digits U.S. Postal Zip is known, enter it with a hyphen; otherwise enter the 5 digit U.S. Postal Zip.

- If the source of the address change is known, select the source from the available selections; if the source is not listed, contact the data steward for your area.
- Use only values listed in the county validation form (STVCNTY). Leave the field blank if the appropriate county code is not found.

Null or Unknown (UNK) County Codes for active addresses of type DO, DR, LO, MA, WA are updated by a nightly process.

- **Employee campus addresses** will be entered with an address type of WA and the Street Line 1 should contain the Building Code Abbreviation (in square brackets), Building Name and Room number following the format of this example:

[AMH] Alumni Memorial Hall 030

The phone number associated with this address or department phone number should also be entered. This information will be displayed in the online Faculty/Staff Directory.

- For International Addresses, address information should be placed in the street fields and city entered in the City field. For Canadian Addresses, the Province is to be entered as a state in the State field. The zip code field can be entered if it is supplied; otherwise the field is to be left blank. Nation code must be entered. Street designation abbreviations should not be used if the clarity of the address is sacrificed.
- For Military Addresses, enter the following in the **city field**:
 - APO, Army Post Office
 - DPO, Diplomatic Post Office
 - FPO, Fleet Post Office
 enter the following in the **state field**:
 - AA, Armed Forces the Americas
 - AE, Armed Forces Europe
 - AP, Armed Forces Pacific

Telephone

Telephone consists of an Area Code, Phone Number, Extension and indicator (primary, unlisted, inactivate).

Telephone Types

In addition to the telephone types that correspond to address types, the following telephone types are in use:

CELL Cell phone

- CT** Urgent Contact Confidential used for urgent types of contact. This number should not be displayed on reports
- FAX** Indicates a Fax Number associated with address type codes of PO, RT, WA, BU or in special cases MA
- HFAX** Indicates a Home Fax number and should be associated with address type codes of MA or LO
- WORK** Work contact number associated with address type of MA
- WPRV** Work Private is an employee's Private Line when the WA Telephone type is a departmental line. This code was initially created so that all desk phones could be contacted by the Emergency Notification System (ENS). It should be associated with address type of WA.

Guidelines

When adding a subsequent telephone of the same type, the previous number needs to be marked inactive by checking the "Inactivate" checkbox. A new telephone can then be entered by inserting a new record.

The telephone type usually matches the address type code, however there are situations when they will not match. For example, if a working address is not maintained for a constituent, but a work phone number needs to be tracked, the address type code of "MA" and telephone type code of "WORK" will be used.

- Enter the 3 digit area code for all numbers being entered.
- Do **NOT** enter hyphens in the phone number field.
- Do **NOT** enter EXT or X in the extension field.
- Assign the Telephone entered to the appropriate address type being sure to use the correct address sequence number.
- Telephone can be marked as Primary or Unlisted.

International Phone Numbers

Enter the phone number sequence as provided by person. If space allows, use a hyphen instead of a space to separate the number sequence. 011 is to be entered in the Area Code field. This is the international prefix used in North America.

Biographical

Biographical information consists of gender, birthdate, SSN, marital status, citizenship, ethnicity, race, religion, confidentiality indicator and deceased indicator/date.

Gender

Gender information is maintained for federal and state reporting purposes. All employees must be classified as either male or female. Gender for students may be shown as “Not Available” until the correct gender is determined. The individual entering the data needs to research and change if unknown.

M Male
 F Female
 N Not Available/Unknown

Birthdate

A birthdate is required for all University employees and students. Date of birth can be entered with format MM/DD/CCYY or DD-MON-CCYY. It will be displayed as DD-MON-YYYY

SSN

A valid SSN is needed for University employees and students seeking Financial Aid; excluding international students. In the case of international students, it is only necessary for students seeking work study employment.

Marital Status

Marital status is maintained for University students applying for financial aid and all University employees. Valid values can be found on the validation form, STVMRTL.

Citizenship, Ethnicity, New Ethnicity and Race Codes

Citizenship, Ethnicity, New Ethnicity and Race Codes are entered on the %IDEN form, on the Biographical tab.

Currently, the Citizenship Codes in this table are:

Y Citizen,
 E Eligible, non-citizen or
 N Non-citizen.

Relationship to Ethnicity Codes for non-citizens:

1. If a person is identified as a Non-Resident International, that is an international person that has not been admitted to the U.S. for permanent residence, their citizenship code would be N and their ethnicity code would be N (Non-Resident International). Non-Resident International is a person who is NOT a citizen of the U.S. and who is in the country on a temporary basis and does not have the right to remain indefinitely.
2. If a person is identified as having either refugee, or resident alien status, their citizenship could be either N, or Y, depending on the individual circumstances. Their ethnicity code would be one of the specific codes used for citizens:

- A American Indian/Alaskan Native
- B Black (Non-Hispanic) origins in any of the black racial groups of Africa.
- C Chinese-American
- D Alaskan Native
- F Filipino-American
- H Hispanic
- I American-Indian
- J Japanese-American
- K Korean-American
- L Latin-American
- M Mexican-American
- P Pacific Islander
- R Puerto Rican-American
- S Asian, Pacific Islander
- U Cuban-American
- V Vietnamese-American
- W White, Non-Hispanic
- X Multi-Racial
- Z Not reported

New Ethnicity is tracked for purposes of federal and state reporting requirements. The New Ethnicity is displayed with the values of Not Hispanic or Latino, Hispanic or Latino or None.

Race Codes

- 1 American Indian or Alaskan Native
- 2 Asian
- 3 Black or African American
- 4 Native Hawaiian or Other Pacific Islander
- 5 White

Citizenship, Ethnicity, New Ethnicity and Race Codes map to IPEDS ethnicity values:

- 1 Non-Resident Alien
- 2 Hispanic/Latino
- 3 Two or more races
- 4 American Indian or Alaska Native
- 5 Asian
- 6 Black or African American
- 7 Native Hawaiian or other Pacific Islander
- 8 White
- 9 Race and ethnicity unknown

The IPEDS codes for reporting are calculated using the following:

- IF Citizenship is N THEN (1) Non-Resident Alien
- IF New Ethnicity is Hispanic or Latino THEN (2) Hispanic/Latino/a
- IF Ethnicity is Hispanic THEN (2) Hispanic/Latino/a

IF there are multiple values for Race	THEN (3) Two or more races
IF Race is American Indian or Alaskan Native	THEN (4) American Indian or Alaskan Native
IF Ethnicity is American Indian/Alaskan Native	THEN (4) American Indian or Alaskan Native
IF Race is Asian	THEN (5) Asian
IF Ethnicity is Asian/Pacific Islander	THEN (5) Asian
IF Race is Black or African American	THEN (6) Black or African American
IF Ethnicity is Black (Non-Hispanic)	THEN (6) Black or African American
IF Race is Native Hawaiian or Other Pacific Islander	THEN (7) Hawaiian or other Pacific Islander
IF Race is White	THEN (8) White
IF Ethnicity is White, Non-Hispanic	THEN (8) White
IF none of the above apply	THEN (9) Race and ethnicity unknown

NOTE: These are organized hierarchically. If there are any mismatches, students and employees should be categorized according to the first logical rule.

Guidelines

Ethnicity and new ethnicity do not need to be entered for all persons entered in Banner.

Religion

Valid values can be found on the validation form, STVRELG.

Confidential Indicator

If the confidential indicator is checked, the following message will be displayed for the record when the record is displayed within the Banner ERP system.

“WARNING: Information about this person is confidential”

In addition to this message, various reports and displays exclude records that are marked confidential.

For students, this information is maintained in the Office of the Registrar and a request for update is made to the student body at the start of each Academic Year.

Deceased Indicator/Date

Due to sensitivity, prompt attention is important so future mailings from University offices are discontinued. Deceased status must be verified information, not just perceived information. Once verified, check the indicator and the date of death. Inactivate active addresses, phone numbers and email addresses. Using the form GUASYST, notify applicable offices.

An automated process runs weekly which identifies any deceased person with active addresses. The system inactivates mailing addresses, email addresses and telephone numbers to ensure no mailings are sent to deceased persons. There is no provision for mailings to other family members.

Email

Email consists of an Email Type, Email Address and indicator (preferred, inactivate, display on web) plus a comment area. A SCRA email should be identified as preferred for current students and faculty members; an automated process runs daily to set the SCRA email preferred indicator. For detailed information, please reference the “Email Preferred Indicator Process” which can be found by accessing the “Common Data Procedures” link within the Banner ERP Information channel on the Banner ERP tab of My.Scranton.

Email Types

EML1	Used by Admissions and University Advancement:
EML2	Used by University Advancement
EMLB	Business Email
EMLP	Parent Email
SCRA	Scranton EMAIL – strictly maintained for internal processing. Do not alter.
STAB	Study Abroad
URLB	Business Web Page
URLH	Home Web Page

Guidelines

An entity (person or non-person) can have multiple email addresses. Although there can be multiple emails, only one can be checked as “Preferred”. Students are provisioned with an SCRA email address upon matriculation. The SCRA email record shall hold the “Preferred” indicator throughout the student’s period of enrollment. The Office of the Registrar & Academic Services shall be considered the data steward and custodian of the “Preferred” indicator on an active student’s SCRA email record.

If an email is known to be inactive, it should be marked as inactive by checking the “Inactivate” checkbox.

Emergency Contact

Emergency contact information consists of relationship, name, address and telephone information for the person to contact in case of emergency.

Additional Identification

Additional identification information is used to record an identification code for an external system.

General Person Procedures

It is required that the University adhere to processing standards across systems to ensure consistency of General Person Information for purposes of query and report generation.

The following forms are used to maintain this information within the Banner ERP system:

Form Name	Module
SPAIDEN	Student
PPAIDEN	Human Resources
FTMVEND	Finance (non-person vendors)
FOAIDEN	Finance (person vendors)
APAIDEN	Advancement

It is required that offices as well as data loads from 3rd party applications that process General Person Information do so in a consistent manner as outlined in this document.

Standards for entry of the General Person Information fields can be found in the **General Person Information** section of the Data Standards Manual

Maintaining Persons and NON-Persons

For control purposes, the process of creating new person records is only given to a small subset of University Employees in each of the major areas; University Advancement, Human Resources and Admissions/Student (Academic).

Creating a person record is initiated on SPAIDEN, PPAIDEN, FOAIDEN, or APAIDEN depending on the constituent being entered. Non-Persons are entered on FTMVEND. Although, the process can be initiated from GOAMTCH (Common Matching Form), the initial form of entry should be the %IDEN form used within your area. Common Matching is a process that facilitates the creation of General Person Information by checking for existing identification records before a new one is created. Rules have been established to determine if a record “matches” an existing record.

Using Common Matching to enter a new record:

1. Access the form (%IDEN) on which you want to enter the person or non-person data. To minimize the creation of a duplicate record (reference the Duplicate Pidm Processing section below for more detailed information on duplicates), a search from the ID field must be invoked to check for possible matches; enter the person’s first name and last name using the % symbol around the names to check for any possible matches.

Example: For Marge Smith, search by “%smith%” for the last name and “%ma%g%” for the first name. Performing a search as indicated will return records for possible matches such as Marge Jones-Smith, Margaret Smith, Maggie Smith, Margery Ann Smith, etc.

Searching in the above way will find matches that may otherwise be overlooked when performing a “Duplicate Check” from GOAMTCH outlined in step 6 below.

2. Enter the ID to be created, select the “Generate ID” icon, or enter the word GENERATED in the ID field.
3. GOAMTCH is invoked automatically, unless you have been made exempt from the Common Matching process.
4. Matching Source Field: If a default source code was assigned to your user ID on the Common Matching User Setup Form (GORCMUS), it will automatically appear in the Matching Source field on GOAMTCH. If the Allow Other Matching Sources checkbox is selected for your user ID on GORCMUS, you can change the source code on GOAMTCH to use a different set of Common Matching rules. If a default source code was not assigned to your user ID, enter one in the Matching Source field or select one from the list of values. Perform a Next Block function.
5. Enter the information about the person or non-person in the Data Entry window. This information will be used to check for a match. You must enter the Last Name for a person, and the Non-Person name for a non-person.
6. Select the Duplicate Check icon to initiate the Common Matching process. See Common Matching Rule Section below for more details on Rules.

Based on the rules associated with the Matching Source, there are three possible results of the common matching process:

- A. **New** - The record does not exist. A pop-up window will appear, asking you if you want to create the record. Select Yes or No.
- B. **Match** - One record matches the data you entered exactly. The information on the matched record appears on the Match tab on GOAMTCH. There are three options:
 - Select the “Select ID” icon to bring the information on the matched record back to the %IDEN form that you started from.
 - Select the “Update ID” icon if you entered information in GOAMTCH that should be added to the records in the databases. GOAMTCH will attempt to insert or update records in the SPRADDR (address), SPRTELE (telephone), SPBPERS (biographical), and GOREMAL (e-mail) tables. See Note below concerning updates from GOAMTCH.
 - Select the “Create New” icon if the matched record is not a match to the record being entered.
- C. **Potential Matches** - More than one record matches the data you entered, or there are multiple records where some of the information is matched, but not all of it. For example, it could be that the first name, last name, and address you entered exist in the database but the date of birth is different, or that two records with the same first name,

last name, address and date of birth are found. The choices are listed on the Potential Matches tab on GOAMTCH.

- Select the “Details” icon to see the details of the record highlighted to help you determine if the record is a match to the one being entered.
- Select the “Select ID” icon to select the record as a match.
- Select the “Update ID” icon after highlighting the matched record to update information entered on GOAMTCH.
- Select the “Create New” icon if none of the matched records are a match to the record to be entered.

Notes concerning updating fields (“Update ID”) from GOAMTCH:

If the record already exists, it can be updated with information from the new record in the following circumstances:

SSN/SIN/TIN if it is null in the database

Birth date if it is null in the database

Gender if it is unknown in the database

Address, telephone, and e-mail if the type you entered on GOAMTCH does not already exist for the record. A new sequence number will be created for the address if it already exists in the database with the same type but the address information is different. If an address record is created and an active address already exists for the same Address Type, the original address will be made inactive.

Completing the rest of the %IDEN Form

To aid in the reduction of duplicates in the system, use the “Alternate Identification” tab of the %IDEN form to enter any name variations for the record that is being entered that will help in subsequent searches for the record. Please see the following examples:

- C. Jeff Smith should have alternate name of Jeff Smith
- Mary Jones-MacMurphy should have alternate names of Mary Jones & Mary MacMurphy

Navigate through each tab and using the guidelines and standards outlined in this manual, complete all pertinent information needed for future business processing.

Common Matching Rules

Reference Banner Form GORCMRL for specific rules and for additional matching sources.

Person Search

Last_name: 6 characters

First_name: 4 characters

At least 6 characters of the Last_name have to be entered

Non-Person Search

Last_name: 8 characters

First_name: 6 characters

SSN: 9

At least 8 characters of the Last_name have to be entered.

Duplicate PIDM Processing

One person with two data records is referred to as a Duplicate Pidm Record. A Pidm is an internal system identifier for a record. Duplicate Pidm Records can be generated by either improper use of GOAMTCH/GUASYST when searching for persons or through automated data loads.

Duplicates are identified on the various person searches. If a person is found with two entries on the system, look to the far right column. If an 'N' exists, this indicates a name change. If an 'I' exists, this indicates an ID change. The problem occurs when both fields are blank. This indicates a potential duplicate person.

When a duplicate is identified, the record should be “marked” as a duplicate by making the following changes:

- 1) Enter the same SSN in the SSN field for each record, so that the two records have the same SSN value. If the SSN is not known, enter the RoyalID in the SSN field for each record.
- 2) Enter “Duplicate – Do Not Use” in the street line 1 of the MA address of the “INCORRECT” record to give a visual indication that the record is a duplicate and that no more information should be entered on this “incorrect” record.
- 3) Enter a request with the Tech Support Center to have the duplicate resolved.

A process to merge the two records will be followed by the IT division.

Name Change Procedures

To make a name change or correction, enter the changed or corrected name in the field. A previous name record will automatically be created and will be accessible through the Alternate Identification tab of the corresponding %IDEN form.

A report is produced with all name changes and reviewed by IT staff. If the name change is a correction with minimal impact, the previous name record is removed from the system.

General (non-person) Data Procedures

Notification of the Renaming or Retiring of an Existing Building

A. **Statement of Procedure** – Typically, newly constructed buildings are given a temporary name and building code (tied to the name) until the building receives a donor, and then renamed with the donor’s name. Occasionally existing buildings are renamed. When the building is renamed we are challenged with the fact that we can change the name/description in the Banner building code table (STVBDLG), but cannot change the code itself. In 2016 the Information Management Advisory Committee commissioned one of its subcommittees, the Building Code Working Group, to develop this formal notification procedure regarding renaming or retiring of an existing building. Note, the scope of this procedure is University administrative department use only. It does not cover any public announcement or notification processes.

B. **Areas of responsibility** – Facilities, Finance, Information Technology, Registrar’s Office and Residence Life.

C. **Definitions** –

1. STVBDLG – the table in Banner that stores building codes and their descriptions
2. Royal List – a named, specific list of email addresses defined in the University’s SYMPA listserv application
3. IMAC – Information Management Advisory Committee
4. Building Code Working Group - subcommittee of IMAC that was created in 2013 to address issues created in Banner when building codes are retired. It consists of representatives from Facilities, Finance, Information Technology, Registrar’s Office and Residence Life.
5. building-code-working-group@royallists.scranton.edu – the Royal List created for the Building Code Working Group.

D. **Procedure Details** –

- If a building is to be retired, a member of Facilities will notify the Building Code Working Group, using the group’s Royal List. The notification email must contain the building’s code/name/description, and date of intended retirement.
- If a building is to be renamed, and a new building code created, a member of Facilities will notify the Building Code Working Group, using the group’s Royal List. The notification email must contain the temporary (or old) building code/name/description, the new building code/name/description, and the date Facilities intends to create the new building code in Banner. Announcements deemed “sensitive” by Father Quinn or a Cabinet member need to be honored.
- Members of the Building Code Working Group will immediately notify people who have a need to know, and no one else. The notification will contain information about the significance of the change, and any responsibilities associated with it, such as: updates to web pages, applications, processes, communications, etc. The

notification will request recipients to reply back with any concerns/issues within 1 business day.

- Building Code Working Group members will forward any collected issues/concerns to Facilities (and each other) within 2 business days.
- Facilities (or other designated group members) will follow up on the issues/concerns within 2 working days and provide a notification of resolution/outcome to the entire working group.

E. **References** – See also the procedure entitled, *Requesting Building Code Delete/Update in Banner/Auxiliary Tables*

Authorization and Approval Date

Information Management Advisory Committee approved this procedure on 7/19/2016.

Requesting Building Code Delete/Update in Banner/Auxiliary Tables

A. **Statement of Procedure** – Typically, newly constructed buildings are given a temporary name and building code (tied to the name) until the building receives a donor, and then renamed with the donor's name. Occasionally existing buildings are renamed. In 2016, IT Development & Applications developed scripts that can update Banner and auxiliary tables with the new code/name as long as there are no violations of referential integrity. In addition, the Building Code Working Group (subcommittee of IMAC) decided to use standard, temporary codes for new residence buildings and new classroom buildings, and then develop this procedure to perform an update to the permanent codes/names, when appropriate.

B. **Areas of responsibility** – Facilities, Finance, Information Technology, Registrar's Office and Residence Life.

C. **Definitions** –

1. STVBDLG – the table in Banner that stores building codes and their descriptions
2. IMAC – Information Management Advisory Committee
3. Building Code Working Group - subcommittee of IMAC that was created in 2013 to address issues created in Banner when building codes are retired; consists of representatives from Facilities, Finance, Information Technology, Registrar's Office and Residence Life.
4. Referential Integrity - the data in one table in the database is consistent with the data in all the other tables

D. **Procedure Details** –

- The following, temporary building codes were created in STVBLDG on 6/1/2016
 - CLS – Classroom Building Placeholder

- Registrar's Office will use this as the standard for any new classroom buildings
 - RES1 - Residence Building Placeholder; RES2 - Residence Building Placeholder 2
 - Residence Life will use these as standard for any new residence halls.
- When a building's permanent name is provided to Facilities, either Facilities or another designated department (e.g. Residence Life) will build the NEW buildings and rooms in Banner on STVBLDG, SLABLDG and SLARDEF. These forms make up the base tables and both codes need to exist during the conversion.
- Facilities will notify the Building Code Working Group royal list per the procedure entitled, *Notification of the Renaming or Retiring of an Existing Building*.
- Once the permanent name is official and known to the University Community:
 - Registrar's office will request, via Footprints (ITSM), script to be run to update the data for any classroom building that gets renamed
 - Residence Life will request, via Footprints (ITSM), script to be run to update the data for any residence building that gets renamed
 - Facilities will request, via Footprints (ITSM), script to be run to update any administrative or athletic building that gets renamed
- ITDA will analyze the request to determine if there are any barriers to running the update script. If not, ITDA will run the script in the QA environment and work with affected areas to look at (test) the results.
- Once testing and analysis are complete, barring any unforeseen difficulties, ITDA will run the script(s) in production
- The person who requested the update will notify the Building Codes Working Group and contact the Technology Support Center to request a portal announcement containing information about Banner/auxiliary tables being updated with the new code and name.
- The last step of the conversion is for Facilities to delete the OLD codes from these base tables.
- When a building is officially retired, Facilities will notify the Building Code Working Group royal list per the *Notification of the Renaming or Retiring of an Existing Building*. The group will discuss if and when the building code can be removed from Banner table(s).
 - Examples of barriers to removing a building code:
 - Residence building can only be deleted if the corresponding room assignment record is also deleted.
 - If class schedule assignments exist for a retired building, can only be deleted if the building code is set to NULL in the course meeting table (SSRMEET)

E. **References** – See also the procedure entitled, *Notification of the Renaming or Retiring of an Existing Building*. When the building is renamed we are challenged with the fact that we can change the name/description in the Banner building code table (STVBDLG), but cannot change the code itself. In the past, the old code remained in Banner but the word INACTIVE was placed in the corresponding name/description field. Similarly, buildings that were retired were not deleted from Banner, but were instead marked INACTIVE. In 2013 an effort was undertaken by the

building code working group (subcommittee of IMAC) to look at the INACTIVE building codes to determine if they could be deleted without causing harm to ongoing University operations. ITDA performed an analysis, and the group determined that some building codes could be removed from the Banner table(s), while others could not.

Authorization and Approval Date

Approved by Information Management Advisory Committee on 7/19/2016.

General Acronyms and Definitions

IPEDS Glossary

Academic program: an instructional program leading toward an associate's, bachelor's, master's, doctor's degree or resulting in credits that can be applied to one of these degrees

Academic year: the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 calendar.

The academic year for the University runs from Fall 2014, for example, term to Summer 2015 term. (For graduation purposes, though, the students who graduate in, for example, August 2014, December 2014, January 2015, or May 2015 can all attend the May ceremony and are in the Class of 2015.)

Accrediting agencies: organizations (or bodies) that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings

Adjunct instructional staff: non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis; includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course (whether the latter three categories earn college credit is immaterial); excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach non-credit courses exclusively

Admitted students: applicants that have been granted an official offer to enroll in a postsecondary institution

American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment

Applicant: an individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution

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

Associate's degree: an award that normally requires at least two but less than four years of full-time equivalent college work

Audit/auditing (a class): when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award

Bachelor's degree: an award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four but not more than five years of full-time equivalent college-level work; this includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program (a cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies); also includes bachelor's degrees in which the normal four years of work are completed in three years

Black or African American: a person having origins in any of the black racial groups of Africa

CIP code: a six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institution

Classification of Instructional Programs (CIP): a taxonomic coding scheme for secondary and postsecondary instructional programs intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data; the CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases

Cohort: a specific group of students established for tracking purposes

Completer: a student who receives a degree, diploma, certificate, or other formal award; in order to be considered a completer, the degree/award must actually be conferred

Credit hour: a unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term; it is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award

Degree/certificate-seeking students: students enrolled in courses for credit who are seeking a degree, certificate, or other formal award; this includes students who (a) received any type of federal financial aid, regardless of what courses they took at any time, (b) received any state or locally based financial aid with an eligibility requirement that the student be enrolled in a degree, certificate, or transfer-seeking program or (c) obtained a student visa to study at a U.S. postsecondary institution; high school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking

Distance education course: a course in which the instructional content is delivered exclusively via distance education; requirements for coming to campus for orientation, testing, or academic support services do not exclude a course from being classified as distance education

Distance education program: a program for which all the required coursework for program completion is able to be completed via distance education courses

Doctor's degree: the highest award a student can earn for graduate study; the doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology

Doctor's degree-other: a doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice

Doctor's degree-professional practice: a doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice; the degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years; some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O.); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution

Doctor's degree-research/scholarship: a Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement; some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution

Entering students (undergraduate): students at the undergraduate level, both full-time and part-time, coming into the institution for the first time in the fall term (or the prior summer term who returned again in the fall); this includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and non-degree/certificate seeking undergraduates entering in the fall

Faculty: persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities); they may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks; faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service; the designation as "faculty" is separate from the activities to which they may be currently assigned, for example, a newly appointed president of an institution may also be appointed as a faculty member; graduate, instruction, and research assistants are not included in this category

Fall cohort: the group of students entering in the fall term established for tracking purposes; for the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year

First-time student (undergraduate): a student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level; this includes students enrolled in academic or occupational programs; it also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school)

First-year student: a student who has completed less than the equivalent of one full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours

Graduate student: a student who holds a bachelor's degree or above and is taking courses at the post baccalaureate level; these students may or may not be enrolled in graduate programs

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

Institutional affiliation: a classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination; private not-for-profit institutions may be either independent or religiously affiliated

Instructional activity: the total number of credit and contact hours all students are engaged in during the specified period

Level (of institution): a classification of whether an institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year

Master's degree: an award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Nonresident alien: a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely

On-campus housing: any residence hall or housing facility owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's educational purposes

Part-time student: at the undergraduate level, a student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term.

At the graduate level, a student enrolled for less than 9 semester or quarter credits.

Post-baccalaureate certificate: an award that requires completion of an organized program of study beyond the bachelor's; it is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree

Post-master's certificate: an award that requires completion of an organized program beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level

Program: a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution

Race/ethnicity: categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens.

Individuals are asked to first designate ethnicity as:

- Hispanic or Latino or
- Not Hispanic or Latino

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Residence: a person's permanent address determined by such evidence as a driver's license or voter registration; for entering freshmen, residence may be the legal residence of a parent or guardian

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

Retention rate: a measure of the rate at which students persist in their educational program at an institution, expressed as a percentage; for four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall; for all other institutions this is the percentage of first-

time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall

Stop out: a student who left the institution and returned at a later date

Tenure: status of a personnel position with respect to permanence of the position

Tenure track: personnel positions that lead to consideration for tenure

Title IV aid: includes grant aid, work study aid, and loan aid; these include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Federal Work-Study, Federal Perkins Loan, Subsidized Direct or FFEL Stafford Loan, and Unsubsidized Direct or FFEL Stafford Loan

Transfer-in student: a student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate); this includes new students enrolled in the fall term who transferred into the institution the prior summer term; the student may transfer with or without credit

Undergraduate student: a student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate

Unduplicated count: the sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

University of Scranton Terms

Aggregate Student Data: summarized data that excludes identifying information such as student names and/or Royal IDs (R#); any aggregated data cell with a value less than ten may not be included in a published report

Census data: see Official Data

Directory Data: the University considers the following to be public information which may be made available, at its discretion, without prior consent of the student, unless the student requests his/her information is kept confidential, per FERPA regulations and University policy: name, former name(s), address (local and permanent), telephone number (campus/local and permanent), date and place of birth/age, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, email address, dates of attendance, enrollment status, campus employment, class level, expected/actual date of graduation, degrees, awards, academic honors

Distance education: an education that uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously

First-time student: a student attending any institution for the first time at the level enrolled; includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term; also includes students who entered with advanced standing (college credit earned before graduation from high school)

FTES (full-time equivalent students) calculation using fall student headcounts: the full-time student enrollment headcount added to the part-time student headcount multiplied by by .392857 for undergraduate enrollment and part-time student headcount multiplied by .382059 for graduate enrollment, as reported by the institution on the IPEDS Enrollment (EF) component (Part A); this formula is used to produce an FTES that is used annually in the Digest of Education Statistics.

The University calculates FTES by taking the full-time student enrollment plus one-third of the part-time student enrollment, this matches the formula used for reporting with the Common Data Set (CDS).

FTES (full-time equivalent students) calculation using instructional activity: takes the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and converts it to FTES based on the institution's calendar system, as reported on the IC Header component; the University does not use this method to calculate FTES

Full-year cohort: the group of students entering at any time during the 12-month period September 1 through August 31 that is established for tracking and reporting Graduation Rate (GR) data for institutions that primarily offer occupational programs of varying lengths; students must be full-time and first-time to be considered in the cohort

Banner Admin: used to access core functionality in support of a Banner Module

Individual Student Data: data that can only be released in a manner consistent with FERPA regulations and university policy

Local Area: a ten county area in Northeastern Pennsylvania that will be used to define the University's local area; University offices at times need to report on and/or make decisions in light of what is determined as the University's local area; these ten counties include Lackawanna, Luzerne, Wayne, Pike, Monroe, Susquehanna, Wyoming, Columbia, Carbon and Schuylkill; this definition was approved by the Administrator's Conference in November, 2001

my.scranton: the University's portal to information for student, faculty and staff constituents

Naming Conventions: a set of rules for naming forms, jobs, and tables in Banner

Non-traditional student: any undergraduate student having the "NTRA" student attribute.

Null: unknown or missing

Off-campus housing: any housing facility that is occupied by students but is not University - owned/-operated/-affiliated

Official (Census) Student Data: the Institutional Research Office reports the official end-of-term enrollment; graduation; and, retention and graduation rates data; official data is to be used for accreditation purposes, external surveys, and other legitimate business needs; official data is reported to the federal (i.e. IPEDS) and state government, and is considered the 'Data of Record' for the University; official data is released to the University community at several points throughout the academic year. October 1st is the date for official fall student data reported for IPEDS.

Operational Data Store (ODS): a stable view of cleansed current operational data, formatted for ease of ad hoc reporting

Operational (Live) Student Data: offices are often asked for student data from the current date in order to perform departmental operations; this data may or may not be the same as the official data since official data is extracted (frozen) on established census dates

Oracle: the database management software used by the Banner system to store, manage, and retrieve information.

Part-time graduate student: the University considers 6 credits full-time for both master's and doctoral enrollment

Part-time undergraduate student: the University considers 12 credits for full-time undergraduate enrollment.

PIDM (person identification master): The Person Identification Master (PIDM) is an internal key field. It may represent a student, vendor, employee, beneficiary, alumnus, or other entity; a PIDM is created when a new entity is added to Banner and cannot be changed; it is used to link tables together; PIDM's do not show up on end-user reports

Security: the way in which Banner keeps unauthorized users from making changes to the system; generally set up by your DBA (or other high-level technical people) via various forms within Banner (You're not allowed to access these forms. Sorry!); also controls the codes that you're able to use when you enter information via a Banner form

Social Class: the maintenance of social class takes place each summer; a program is run to "update social class" for all students registered for the upcoming fall semester; it is only used for day school; Grad and CGCE have no social class.; the update policy was created by Student Affairs; classes are 01, 02, 03, 04; if a student has a class below 04, it is incremented by 1; if a student

has no existing social class, it is set to 01; this includes transfer students, regardless of the number of credits transferred; some students do request their social class be manually changed and, if appropriate, it is changed by the Student Affairs Office

Student Data: any information collected and maintained by the University, including, but not limited to, personally identifiable information, demographic, admissions, registration, academic history, discipline, and/or other student ‘related’ data; data is collected for official University business; student data is provided for compliance purposes and/or use in institutional analysis; reports of student data may not be reproduced, published, publicly posted, or used for any secondary purpose without obtaining permission from the office that originally provided the data

Term: unique identifier used to represent a specific semester and year; the term is a six digit number with the first four digits representing the academic year and the next two digits representing the semester; for example, 201410 represents the fall 2014 semester

Terminal Degree: the highest degree in a field: example, M. Arch (architecture) and MFA (master of fine arts)

Traditional student: any undergraduate student in the traditional sense of 4-year curriculum and not having the "NTRA" student attribute

Unofficial data: data that is not obtained from the University’s System of Record; this would include output not derived as a direct output of the Banner system or the Argos reporting tool and it should be clearly labeled as “unofficial”

Appendix A: Suggested Name Prefixes

Military Prefixes

This is a sample of common military prefixes. **These prefixes can be followed by (Ret) to indicate Retired.** Additional prefixes can be found at <http://www.militaryfactory.com/ranks/>.

PREFIX	DESCRIPTION
1LT	ARMY: First Lieutenant
1stLt	MARINES: First Lieutenant
1 st Lt	AIR FORCE: First Lieutenant
LT	NAVY, COAST GUARD: Lieutenant
LTC	ARMY: Lieutenant Colonel
LTCol	MARINES: Lieutenant Colonel
Lt Col	AIR FORCE: Lieutenant Colonel
LTG	ARMY: Lieutenant General
LtGen	MARINES: Lieutenant General
Lt Gen	AIR FORCE: Lieutenant General
CPT	ARMY: Captain
Capt	MARINES, AIR FORCE: Captain
CAPT	NAVY, COAST GUARD: Captain
COL	ARMY: Colonel
Col	MARINES, AIR FORCE: Colonel
CDR	NAVY, COAST GUARD: Commander
GEN	ARMY: General
Gen	MARINES, AIR FORCE: General
MAJ	ARMY: Major

Maj	MARINES, AIR FORCE: Major
MG	ARMY: Major General
MajGen	MARINES: Major General
Maj Gen	AIR FORCE: Major General
SGT	ARMY: Sergeant
Sgt	MARINES: Sergeant
SSG	ARMY: Staff Sergeant
SSgt	MARINES: Staff Sergeant
S Sgt	AIR FORCE: Staff Sergeant

Non- Military Prefixes

PREFIX	DESCRIPTION
Amb.	Ambassador
Archbishop	Archbishop, a bishop of higher rank
Archimandrite	Archimandrite, Eastern Orthodox & Eastern Catholic
Atty.	Attorney
Bishop	Bishop
Brother	Brotherhood, Catholic
Cardinal	Cardinal, Catholic
Deacon	Deacon
Dr.	Anyone with doctorate
Fr.	Father, clergyman
Gov.	Governor
Hon.	Judge
Judge	Judge
Miss	Female, unmarried
Most Rev.	Most Reverend, religious
Most Rev. Bishop	Most Reverend Bishop, religious
Most Reverend	Most Reverend, religious
Mr.	Male
Mrs.	Female, married or widowed

Ms.	Female, marital status unknown
Msgr.	Monsignor
Pastor	Pastor, religious
Prof.	Professor
Rabbi	Rabbi
Ranger	Ranger: law enforcement, Army
Rep.	Representative, politics
Rev.	Clergy: Protestant
Rev. Dr.	Clergy with Doctorate: Protestant
Rev. Fr.	Priest
Rev. Mr.	Reverend, religious
Rev. Msgr.	Reverend Monsignor, religious
Senator	Senator
Sheikh	Sheikh
Sir	Sir
Sister	Member of Sisterhood
Sra	Seniora
The Hon.	The Honorable, judge
The Rev.	The Reverend, religious
The Ven. Archpriest	The Venerable Archpriest, religious
The Very Rev.	The Very Reverend, religious
Very Msgr.	Very Monsignor, religious
Very Rev.	Very Reverend, religious
Very Rev. Msgr.	Very Reverend Monsignor, religious

Appendix B: Suggested Name Suffixes

SUFFIX	DESCRIPTION
CPA	Certified Public Accountant
CRNA	Certified Registered Nurse Anesthetists
CRNP	Certified Registered Nurse Practitioner
D.C.	Doctor of Chiropractic
D.D.	Doctor of Divinity
D.D.S.	Doctor of Dental Surgery
D.M.D.	Doctor of Dental Medicine
D.O.	Doctor of Osteopathy
D.P.M.	Doctor of Podiatric Medicine
D.P.T.	Doctor of Physical Therapy
D.V.M.	Doctor of Veterinary Medicine
Ed.D.	Doctor of Education
Esq.	Esquire
II	The Second
III	The Third
IV	The Fourth
I.H.M.	Sisters, Servants of the Immaculate Heart of Mary
J.D.	Juris Doctor
Jr.	Junior
M.A.	Master of Arts
M.D.	Doctor of Medicine
M.Ed.	Master of Education
M.S.	Master of Science
O.D.	Doctor of Optometry
O.S.F.	Order of Servant Franciscans
P.C.	Past Commander, Police Constable, Post Commander
P.E.	Protestant Episcopal
Ph.D.	Doctor of Philosophy
Ret.	Retired
R.N.	Registered Nurse
R.N.C.	Registered Nurse Children
R.S.M.	Religious Sisters of Mercy
S.H.C.J.	Society of Holy Child Jesus
S.J.	Society of Jesus
Sr.	Senior

USA	United States Army
USAF	United States Air Force
USAFR	United States Air Force Reserve
USAR	United States Army Reserve
USCG	United States Coast Guard
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USN	United States Navy
USNR	United States Navy Reserve

Appendix C: Suggested Address Abbreviations

ABBREVIATION	DESCRIPTION
Apt	Apartment
Bldg	Building
Dept	Department
Fl	Floor
PO Box	Post Office Box
Rm	Room
RR	Rural Route
S, N, E, W, NE, SE, etc.	Street directions
Ste	Suite

Appendix D: Address Types

BI: Billing

If different from the mailing address (MA), the address where the student's bill is sent (Bursar).

DO: Dorm

Campus mailbox address (DeNaples Center #, The University of Scranton, P.O. Box 3958, Scranton PA 18505-0958), used for batch processing dorm assignments.

DR: Dorm Room

Campus building and room.

EM: Emergency

To be used by Human Resources for the New Hire Workflow process and used by Self-Service to populate the table SPREMARG.

LO: Current Student Address

If different from the mailing address (MA), the address where the student physically resides while attending classes.

MA: Mailing

Mailing address for non-vendors. Used for check printing (Accounts Payable), 1099 forms, W2 forms (Payroll), student 1098T (Bursar). For most traditional undergraduate students, this would be the home (parent) address. Each enrolled student must have a mailing address.

OR: Current Legal Address

If different from the mailing address (MA), the student's or employee's current legal address.

PO: Vendor

The vendor that we are paying (Purchasing).

RT: Remittance

If different from the vendor address (PO), the address where the check is sent (Accounts Payable).

SE: Seasonal

Used for research purposes (Advancement), no end date, not used in any processes, researcher must know to look for it.

TX: Local Tax Only

Used for tax filing if the mailing address (MA) is a PO Box (Human Resources/Payroll).

WA: Working Address

Address of employment (Advancement) or (Human Resources) University employee office address ([building code] Building Name, Room #, Scranton PA 18510).

XX: Reserved for TGRFEED Use Only

Used for AR in the Ellucian TGRFEED.pc program.

01/27/2017

Appendix E: Admit Types

AL: U of S Alumni

An undergraduate student who has already earned a baccalaureate degree at The University of Scranton and is pursuing a second undergraduate academic goal.

CE: Continuing Education

A student pursuing a non-credit educational opportunity at The University of Scranton. A student enrolled in one of these opportunities is not considered enrolled in a formal degree program or in pursuit of a formal academic credential.

Note: the CE code was created in 2017 to identify students in the Nonprofit Leadership Certificate Program offered by the Kania School of Management.

FR: Freshmen

A student who has no prior postsecondary experience attending for the first time at the undergraduate level. This also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

GD: Graduate Student

A student pursuing a graduate academic goal where a degree/certificate is awarded.

HI: High School Scholar

A current high school student pursuing undergraduate credits.

RE: Re-Admit

A student who is returning to complete their most recent degree/certificate at The University of Scranton.

SI: SelfImprovement

A non-degree student who is enrolled for the purpose of personal enrichment or pre-professional academic preparation.

TR: Transfer

A student who is transferring from another institution with the intention of pursuing a degree/certificate.

VI: Visiting

A non-degree/certificate seeking student who is attending The University of Scranton for the purpose of transferring credits to their home institution.

Appendix F: Student Types

A: ROTC Student

A visiting student who is participating in ROTC courses offered through the military science department.

C: Continuing Student

Banner applied code to New/Returning students in subsequent terms (as long as the student is at the same level/status).

M: Marywood Student

A student visiting from Marywood University through the University of Scranton/Marywood University Cross-Registration Consortium Agreement. Courses are taken at The University of Scranton and are also transcribed at Marywood University.

N: New Student

A student who is pursuing a specific academic goal for the first time. This includes students pursuing a degree or certificate.

P: Post-Baccalaureate Student

A student who is pursuing a second baccalaureate degree.

R: Returning/Re-admit Student

A student who is returning to complete their most recent degree/certificate at The University of Scranton.

V: Visiting Student

A non-degree student who is attending The University of Scranton for the purpose of transferring credits to their home institution.

Appendix G: Student Residence Codes

D: Residential Student

A student who lives in University -owned/-operated/-affiliated housing.

L: Living w/ parent/legal guardian

A student who lives with his/her parent or legal guardian.

M: Living with other relative(s)

A student who lives with relatives other than his/her parent or legal guardian.

O: Off-Campus

A student who lives in his/her own dwelling or is renting a dwelling that is not University -owned/-operated/-affiliated.

Appendix H: First Generation Student

Beginning in fall 2016, the University adopted the Common Application as its exclusive application for admissions. The Common Application collects information from students about their parents' education following Federal guidelines, as defined under the Higher Education Act of 1965, to classify students as first-generation. The term "first generation college student" is defined as:

- (A) An individual both of whose parents did not complete a baccalaureate degree; or
- (B) In the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree

(Source: Office of Admissions & Enrollment, Common Application web site
<http://www.commonapp.org/>)

This data is collected first in our Admissions CRM system, currently Slate, and moves into the Banner ERP as a student attribute in the admissions module (SARAATT_ATTTS_CODE); when a student deposit is received the attribute SGRSATT_ATTTS_CODE is populated in the student system record. This attribute is present for all enrolled students.

The student attribute is coded as FRST (first generation) if neither parent received a degree, these students are considered first generation.

Data on the number of first generation students enrolled can be obtained using the following Argos student reports: GEN_STUDENT_CSV or GEN_STUDENT_CONFIDENTIAL_CSV (includes gpa data) which are managed under the data stewardship of the Registrar's Office.

Data Source: Common Application, Office of Admissions & Enrollment

Notes: Data is available starting in fall 2013, but is incomplete as the Common Application was not used exclusively until fall 2016.

10/11/16