

Prairie View A&M University

Data Standards Manual

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GUIDELINES FOR CREATING and MAINTAINING ACCURATE RECORDS

SEARCH FIRST: Before you create a new record for a person or organization, please make sure that person or organization has not already been entered in the BANNER database. **Each user must conduct a thorough search to prevent entering a duplicate record.** Duplicate records create problems in multiple parts of the system and may take many hours of staff time to locate and remove.

NEVER USE: In creating a record, **never use** the pound sign (**#**) or the percent sign (**%**). The pound sign can cause ORACLE database errors, and the percent sign has a special use within the search functions of the system.

ABBREVIATIONS: There are specific ways to abbreviate words that are shown in this document . When entering data using abbreviations, please use only these approved forms.

NEVER USE punctuation, including periods in abbreviations, unless the punctuation itself is part of a legal name.

DATA CHANGES: Please do not make any data changes **UNLESS** you have the appropriate responsibility and authority. When you do make changes, please follow the procedures established by the Data Custodian of the data you want to change.

REMEMBER: Some data fields have specific data entry rules. See the specific section under General Person Information for those rules.

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DATA INTEGRITY AND ACCESS

OVERVIEW: WHAT IS BANNER?

Banner is a collection of forms with embedded instructions used to enter data, modify data, delete data and query data. Banner simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database, which links tables together by means of an internal identification number to eliminate redundancy. Banner is modular, which means that there are modules for different functional areas: an Alumni-Development Module, a Finance module, a Financial Aid module, and a Student Module. A General Module also contains overlapping material such as a person's name, SSN, address, and phone number. To assure the greatest level of data integrity, the Banner user must follow the guidelines set forth in this manual.

PURPOSE

The purpose of this document is to establish guidelines for:

- custodianship of Prairie View A&M University (PVAMU) data and records relating to students, staff, finance and financial aid;
- ensuring data integrity, consistency and completeness;
- providing appropriate security for personal information about staff and students;
- providing appropriate access to Banner information stored in the PVAMU administrative system;
- making sure that the interpretation of information is accurate and consistent within PVAMU;
- responsibilities of users of the information.

ADMINISTRATIVE RESPONSIBILITY

By law, certain data is confidential and PVAMU cannot release it without proper authorization. Users of the data **MUST** adhere to any applicable federal and state laws as well as University policies and procedures.

Data is a vital asset owned by PVAMU. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of PVAMU. Access to data is provided to support a user's official University responsibility. Data will be used only for legitimate University business.

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

DATA CUSTODIANS

A Data Custodian is a PVAMU staff member who is assigned overall responsibility for a portion of PVAMU's data. The Data Custodian may make data within their area of responsibility available to others to support office or department functions.

The Data Custodians are responsible for working collaboratively with other members of the PVAMU Banner community to evaluate, determine and implement changes to Banner's shared validation and data tables.

PVAMU identifies the following as Data Custodians:

Module	Office	Data Custodian
Student	Registrar	Registrar
Financial Aid	Student Financial Services	Director, Student Financial Services
Employee	Human Resources	Director, Human Resources
Financial	Controller's Office	Controller
Technical Assistance	Information Technology	Director, IT

Data custodians are responsible for:

- Maintaining institutional data within their area of responsibility in accordance with federal and state laws and regulations (examples: FERPA and HIPPA) and university policies and procedures concerning storage, retention, use, release, and destruction of data;
- Maintaining the accuracy, timeliness and completeness of data;
- Maintaining and controlling the BANNER validation and rules tables;
- Evaluating data access requests on a 'need to know' basis;
- Approving staff requests for information access and ensuring appropriate training in accessing, using and interpreting information;
- Ensuring that all legal and regulatory requirements are met;
- Initiating the access implementation process when all requirements are complete;

Within the context of access to data, Vice Presidents/Deans or Directors/Department Heads are responsible for:

- Approving and forwarding staff data requests to the appropriate data custodian(s);
- Ensuring a secure office environment with regard to all University data;
- Ensuring that data access codes are not shared among staff.

PVAMU will construct data procedures and systems that ensure:

- Accurate and complete entry of data;
- Secure maintenance of all data;
- Systems that can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster (disaster recovery);
- Prompt detection and control of security breaches.

PVAMU General Record Custodian Hierarchy

1 Employee	Director of Human Resources
2 Employee Applicant	Director of Human Resources
3 Current Student	Registrar
4 Student Applicant	Admissions
5 Recruitment Applicant	Admissions

A general record (person or non-person) may have more than one active/current association with the University (i.e., employee, student, vendor and donor). When general record data needs to be updated or corrected, refer to the "Rank" column to determine the association with the highest precedence (lowest number). Notify the appropriate offices to make the needed change.

ACCESS TO UNIVERSITY DATA

PVAMU Data Custodians will provide access to the Banner information employees need to perform their jobs. For the purpose of this document, 'employees' means regular employees (professional, classified, faculty and management), temporary employees and student employees. When a group of employees clearly require data access as a result of their job functions, PVAMU will provide standardized data access for the entire group. A given employee can be a part of more than one group.

When access is desirable for an employee not in a clearly identifiable group, the following procedure applies:

The employee's unit head (vice president, dean, director, department head) requests access from the data custodian(s).

The data custodian:

- o evaluates and approves or denies the request;
- o ensures that appropriate training occurs;
- o initiates the process to provide access.

A data custodian's decision to not allow access may be appealed, in writing, to the data custodian's supervisor.

INFORMATION ACCESS DEFINITIONS

Query access enables the user to view, analyze, but not change, University data. If data are downloaded to a personal computer or other device, the downloaded data must be used and represented responsibly and accurately. If any data are downloaded for purposes of generating reports, the report is considered 'unofficial' unless created by a unit formally designated as the official reporting entity for the University for that purpose. No changes to the downloaded data should be made that will materially alter the integrity of the data. Any changes made to accommodate reporting requirements should be properly spelled out in the report documentation. **Maintenance access** provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

PVAMU will provide appropriate training for the type of access and will include the following:

reading, understanding and agreeing to the guidelines of this document, and any additional requirements identified by the data custodian,
hands-on training in accessing, understanding and interpreting the information,
maintaining the security, confidentiality, integrity and accuracy of the data accessed.

PENALTIES FOR NOT FOLLOWING ESTABLISHED GUIDELINES

The Data Standards guidelines are designed to ensure the smooth operation of University business, and care should thus be taken by all faculty and staff in inputting data to the system. Although we acknowledge that mistakes will happen, regular recurrence of mistakes will cause the infractor to lose his/her access privileges. We also acknowledge that one of the more serious errors which can occur in Banner is a duplicate record. Therefore, the Duplicate ID committee (a standing committee) will oversee correction of duplicates and other problems. The committee will maintain a tiered structure of corrective measures designed to ensure that anyone inputting data to Banner is properly trained and held accountable for her actions.

MULTIPLE/DUPLICATE IDENTITIES AND PURGING PROCESS

I. GENERAL OVERVIEW

Duplication of the same record in Banner tables is a serious issue. This phenomenon is generally referred to as a "duplicate PIDM". A **PIDM (Person IDentification Master)** is the internally assigned system number that connects all the data that is associated with a Banner ID Number. A Banner ID number record can represent a student, employee, vendor, etc.

To purge duplicate PIDM's and "contain" duplicate PIDMS that cannot legally be purged requires a planned and coordinated effort that occurs on a regular basis. This coordinated effort must involve all Banner modules purchased by the university.

II. MULTIPLE/DUPLICATE PIDM CAUSE AND TEMPORARY CORRECTIONS

Duplicated records can occur in a variety of ways. Known causes and recommended temporary corrections include the following:

A. Causes:

Duplicate PIDM records can occur for a number of reasons, including the following:

1. A Banner user makes an error in keying in a person during the input process in Internet Native Banner (INB) (see Section IV for suggested detailed search techniques before a new PIDM record is entered).
2. As applicants key in data using the Banner Self Serve modules.
3. From interim general person data load scripts that keep Banner updated until all major modules have been converted.
4. From data feeds to Banner such as loading the Financial Aid Federal Applications (FAFSA's), SAT/ACT tapes, etc.

B. Temporary Corrections:

Marking duplicate Banner PIDM's to temporarily limit their use include the following:

1. Users will mark a known duplicate PIDM with ";**DONOTUSE**" at the end of the last name in the **Last Name** field. This alerts users not to use the record until it's purged from the system.
2. The PIN number will be disabled from duplicate PIDM records originating from the Banner Self Serve modules.
3. A hold will be put on the duplicate Student PIDM account using the SOAHOLD form for Student records. This prevents further transactions from occurring against the duplicate PIDM record.

III. DUPLICATE PIDM ASSESSMENT AND RESOLUTION

Key Banner module users must be involved on an ongoing basis to resolve duplicate PIDM entries before further use of the duplicate record(s) prohibits them from being purged from the system. When duplicate PIDM records cannot be system purged they will be "contained" so further use of the unusable record will be severely limited (i.e. W-2 Form).

A. Assigned Banner Module Representatives.

Each Banner Module Team Leader assigns a functional contact representative(s) who will be the key contact involved in multiple/duplicate PIDM issues.

B. Potential Duplicate PIDM Records Identified.

On a nightly basis a series of scripts will run against key Banner tables to identify potential duplicate PIDM records.

1. A Duplicate PIDM Report of potential duplicate PIDM records, sorted by Last Name, then by First Name, will be created.
2. This Duplicate PIDM Report will be distributed electronically to the assigned Banner Module functional contact representative(s).

C. General Coordination Guidelines. Analyzing and eliminating duplicate PIDM records must be a coordinated activity between multiple disciplines and must be controlled. General guidelines and procedures for the duplicate record Cleanup Team include the following:

1. Designated HR functional contact representative(s) initially analyze the Duplicate PIDM Report to determine if actual duplicate PIDM records exist.
2. Financial Aid functional contact representative(s) may be involved in the analysis and correction process as needed.
3. Student functional contact representative(s) may be involved in the analysis and correction process as needed.
4. Finance contact representative(s) may be involved in the analysis and correction process as needed.

D. Forms and Processes Available in Analysis Process. The following forms and processes may be used in searching, analyzing and correcting potential duplicate PIDM records:

1. Potential duplicates: When a potential duplicate is identified during the course of business, or being worked on by one of the Cleanup Team members a comment should be placed on the SPACMNT form:
 - a. Comment Type = DUP
 - b. Originator = DUPL
 - c. Comment = 000000000: To be investigated (additional information can be listed in unusual cases)
 - d. Place comment under **ALL** potential duplicate numbers
2. Identify what data exists in Banner for each of the numbers. Check the following forms:
 - a. GUASYST – identifies departments with data in system
 - b. SOASRVW – summary form for student data
 - c. SPACMNT – transcript on file (in blue folder)
 - d. SOAPCOL – prior college information
 - e. SOAHSCH – prior high school
 - f. SOATEST – test scores
3. Determine which number is the best to keep:
 - a. What data is under each #
 - b. Which data is easiest to move or re-enter
 - c. In most cases retain the number showing Financial Aid, Accounts Receivable or HR (employee).
 - d. If duplicates exist in SIS+, coordinate corrections with the Registrar's Office and Financial Aid.
 - e. Also identify number or numbers in SIS+ system.
4. Combine data under one number:
 - a. Re-enter data under number to be retained.
 - b. Delete all data under number(s) being deleted including former name I information.
5. Change name under number(s) to be deleted:
 - a. LAST = DELETE (All Caps)
 - b. FIRST = Correct ID #
 - c. MIDDLE = Department making change
 - d. Delete SSN from SPAPERS
6. Non-Duplicate IDs – Same or similar names that are not duplicate (i.e. twins):
 - a. Place comment on SPACMNT
 - b. Comment type = NDU (Not Duplicate)
 - c. Originator = DUPL
 - d. Comment = 000000000: Twins or Checked Out – Not Duplicates
 - e. Be sure to place this comment under BOTH numbers.
 - f. **Listserv:** As duplicates are identified and the assistance of other offices is needed to complete the correction, use the Shared File Space as the means of

communication. It is suggested in the subject of the message to indicate what offices need to look into the problem. In cases requiring technical intervention include Tech Support in the subject line. Always communicate back to the list when data has been moved, deleted, etc. indicating a task has been completed.

7. Other ideas - Student Related

Run GURSLID process:

Using the SPAIDEN form do a GUIALTI query with an Alternate ID Search for a person. There are multiple field & wild card options.

Using SOAIDEN query for greater Student detail on a potential duplicate PIDM record.

Using SAASUMI query for current status in Admissions.

Using SOASRVW query for current status in Recruitment, Admissions, and General Student.

E. Revised Duplicate PIDM Report. Individual functional contact representative(s) coordinate and revise the Duplicate PIDM Report as the general analysis and correction process is accomplished between the Banner Module functional contact representative(s).

- a. Ensures valid and complete data is put in the designated "System of Record".
- b. Marks the other duplicate PIDM records as records to be purged.
- c. Distributes electronically the completed Revised Duplicate PIDM Report to the Database Administrator(s) (DBA's).

F. Duplicate PIDM Purge Process. The actual purge of an identified duplicate PIDM record must be performed by a DBA.

- a. DBA receives the Revised Duplicate PIDM Report from the functional contact representative(s).
- b. DBA purges all marked duplicate PIDM records from all Banner Oracle Tables.
- c. DBA confirms to the Banner Module functional contact representative(s) via email of the completed activities.
- d. The Revised Duplicate PIDM Report is filed for future reference for a period of 90 days.

IV. SUGGESTED DUPLICATE PIDM SEARCH TECHNIQUES

There are a number of ways to make quick checks in Banner to help ensure a duplicate PIDM record will not be entered. Even with the best of intentions, there will be some duplication that will occur. The goal is to minimize duplications. As additional processes and tips are learned they will be added to this section.

A. Student Related Records.

1. SPAIDEN Form

- a. Click the blue flashlight.
- b. Choose **Alternate ID Search** (on GUIALTI).
- c. Do a **Person** search on this screen
Type last name – first 3 or 4 letters and % (wild card).
Click on Execute Query (don't use F8 if Paperclip is up).

d. Other Tips:

Type an underscore for a missing letter. If the **Last Name** is known, search with the first couple of letters of first name and % (wild card).

If the **First Name** could be spelled multiple ways do a **Last Name** search and check the **Name List** against other known data such as birth date, middle name, SSN, etc.

Check for a close or similar SSN with the same name. It could have been typed wrong or the student may have listed it wrong on a recruitment card.

Check for different spellings of first and last name and possible nicknames.

If the student gives their legal name, check both first and middle names separately to see if they are on the system (i.e. Elizabeth Mary Smith may be on the recruitment card as Mary Smith or Elizabeth Smith). She may be on the system with an 899 number as Mary or Elizabeth Smith. Check both name variations against birthdays, SSN, and other ID numbers.

This may also be the case for International Students who are assigned an ID number but may also have an SSN and many different spellings of their names.

2. SOAIDEN Form

- a. Type in the name and execute the query.
- b. Highlight the name, go to Options, click, choose Search, then Display More Details.
- c. Press F8 and the search brings more data (usually an address) if the name is in the system.

This gives additional data to compare.

3. SAASUMI Form

This query gives current status of a person in Admissions. An SSN is needed to check to see if it is assigned to anyone or if the person attended with a different name in the past with the same PIDM number.

4. SOASRVW Form

This query gives current status of a person in Recruitment, Admissions, and General Student. An SSN is needed to check to see if it is assigned to anyone or if the person attended with a different name in the past with the same PIDM number.

B. Financial Aid Related Records 1.

C. Finance (Vendor) Related Records 1.

D. Human Resource Related Records 1.

MULTIPLE/DUPLICATE PIDM IDENTIFICATION AND PURGING PROCESS

NCS will produce a list of all population selections sorted by application, listing the name, description, and activity date that the selection was last run. The office(s) responsible for that application will review the list and notify NCS of any population selections that are no longer in use. NCS will then remove those selections from the Banner tables.

GENERAL PERSON INFORMATION

1. **IDENTIFICATION NUMBER STANDARDS** Prairie View A&M University (PVAMU) uses the following identification numbers:

Student	System Generated Number – Every student has a unique 9 character ID. Social Security Number – Enter the nine-digit number omitting dashes and spaces.
Employee	System Generated Number – Every employee has a unique 9 character ID. Social Security Number – Enter the nine-digit number omitting dashes and spaces.
Vendors	System Generated Number – Every vendor has a unique 9 character ID.

2. NAME STANDARDS

Names are stored and maintained in one place in the database. PVAMU requests that individuals provide their legal name and regards the name provided as the legal designation for the person. A **legal name** is defined as the name as it appears on the person's social security card or passport.

a. Last Name

Enter all information using upper and lower case letters. Enter the legal spelling and format of the name as supplied by the person. If the person has only one name, enter it in last name field.

NEVER use the pound sign (**#**), the percent sign (**%**) or the semi-colon (**;**) because they cause ORACLE database errors.

Other special characters are permitted, if they are a part of the person's legal name.

Hyphenated names are permitted.

Spaces **ARE** permitted if the legal spelling and format of the name includes spaces. Examples: La Pine, St John, Van Husen, De La Rosa, Van der Linden, Copper Smith, Anderson Johnson.

Do **NOT** enter titles, prefixes, and suffixes in this field.

Note: If you enter a new person and you need to record a previous name, use the Alternate Name form.

b. First Name

Enter all information using upper and lower case letters. Enter the legal spelling and

format of the first name as supplied to you by the person. If no first name exists, leave the field blank.

Any person with a single character first name should be entered **WITHOUT** a period. In those cases where a single character first name is designated as the first name and is followed by a middle name, place the single character in the first name field and the middle name in the middle name field.

NEVER use the pound sign (#) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens to separate double first names.

You **MAY** use spaces if the legal spelling and format of the name includes spaces (e.g., Mary Ann, Bobby Joe).

Do **NOT** enter titles, prefixes, or suffixes in this field.

c. Middle Name

- Enter all information using upper and lower case letters. Enter the legal middle name or middle initial (entered without a period) as supplied by the person. If no middle name exists, leave the field blank.
- **NEVER use** the pound sign (#) or the percent sign (%) because they cause ORACLE database errors.
- You **MAY** use hyphens to separate double middle names.
- Spaces **ARE** permitted if the legal spelling and format of the name includes spaces. Do **NOT** enter titles, prefixes, or suffixes in this field.

d. Prefixes (Optional)

Prefixes are optional. Prefixes do **NOT** appear in the Texas Common Application but are sometimes useful for identification purposes. Enter the prefix in its own field, not in the first, middle, or last name fields. If provided, enter the prefix using upper and lower case letters **without a period**. Below are codes and descriptions that will be used at PVAMU.

<u>Code</u>	<u>Description</u>
Adm	Admiral
Amb	Ambassador
Ag	Attorney General
Bhp	Bishop
Bg	Brigadier General
Brig	Brigadier
Brother	Brother (religious)
Capt	Captain
Ch	Chairman
Col	Colonel
Cmdr	Commander
Comm	Commissioner
Cpl	Corporal
Dean	University Dean (includes Assistant and Associate)
Dir	Director

Dr	Doctor (Medical or Educator)
Elder	Elder (religious)
Father	Father (religious)
1stLt	First Lieutenant
Gen	General
Gov	Governor
Excel	His Excellency
Hon	Honorable (Cabinet Officer, Commissioner, Congressman, Judge, Supreme Court, United Nations US Delegate and Major)
I Pres	Interim President
Lt	Lieutenant
Lt Col	Lieutenant Colonel
Lt Gov	Lieutenant Governor
Maj	Major
Mayor	Mayor
Miss	Single Woman
MRB	Most Reverend Bishop
Mrs	Married Woman
Mr	Mister
Ms	Single or Married Woman
Msgr	Monsignor
MSgt	Major/Master Sergeant
Pres	President
Prof	Professor (includes Assistant and Associate)
Prov	Provost
Rabbi	Rabbi (religious)
Rep	Representative
Rev	Reverend (religious)
Rtrev	The Right Reverend
Sen	Senator
Sgt	Sergeant
Sgtm	Sergeant Major
Sister	Sister (religious)
Vp	Vice President

e. Suffixes

Enter suffix codes as given with legal name, using upper and lower case letters **without a period**. Enter the suffix in the suffix field, not in the last name, first name or middle name fields. Below are codes and descriptions that will be used at PVAMU.

<u>Code</u>	<u>Description</u>
II	The Second
III	The Third
IV	The Fourth
CPA	Certified Public Accountant
DDS	Doctor of Dental Medicine
Esq	Esquire
JD	Jurist Doctor
Jr	Junior
LLD	Doctor of Laws
MBA	Master of Business Administration
MD	Doctor of Medicine
PhD	Doctorate

Ret	Retired from Armed Forces
RN	Registered Nurse
Sr	Senior

f. Preferred First Name

Enter the preferred first name into the “preferred first name” field. For example, if Christopher Paul Smith goes by ‘Paul’, enter ‘Paul’ into the preferred name field. Enter all information using upper and lower case letters. Enter the spelling and format of the preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

g. Legal Name

Prairie View A&M University does not use the ‘Legal Name’ **field**. (Do not confuse the ‘Legal Name field’ with the **concept** of ‘legal name’, described above.) The standard system name (previously discussed) serves as the legal name.

NOTE: In Banner, the ‘Legal Name’ field is a single, free-format field that is NOT automatically updated if the person officially changes their name. The ‘Legal Name’ field cannot be used as the basis for database searches.

h. Non-Person Name/Vendor

Enter all information using upper and lower case letters. Enter the vendor’s name as supplied to you by the vendor. This field is 60 characters long. Acronyms are an exception and should be used only when legally recognized. See the acronym section below.

NEVER use the pound sign (#) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens to separate double names.

You **MAY** use spaces if the legal spelling and format of the name includes spaces.

ACRONYMS – Enter acronyms for companies that are legally recognized by their acronyms (e.g., IBM, ITT). Use no spaces or punctuation between letters. Do not enter acronyms into the corporate entity name for companies that are not commonly recognized by the acronym.

Use the **AMPERSAND (&)** only when it is part of a formal name (e.g., Baltimore & Ohio Railroad). Do not use spaces between letters and ‘&’ together (e.g., AT&T). Use the word ‘and’ in all other cases.

Enter the full company name. Never abbreviate a name unless space is not available. Use **ABBREVIATIONS** for corporate entities and organizations as described in the following list. Avoid using abbreviations for parts of names that may be used for searches. Do not use punctuation unless it is part of the formal name. Below are examples of abbreviations that Texas uses.

Acceptable Abbreviations in Entity Names
(Use only when space is insufficient)

Name	Abbreviation
Administration	Admin
Associates	Assoc
Association	Assn
Board	Bd
Commission	Comm
Community College	CC
Company	Co
Corporation	Corp
Department	Dept
District	Dist
Division	Div
Incorporated	Inc
International	Intl
Limited	Ltd
Limited Liability Corporation	LLC
Manager	Mgr
National	Natl
Partners	Part
Saint	St
United States	US
University	Univ

GOVERNMENT OFFICES – Enter State and County departments and agencies with the State or County as the vendor. Enter the name of State of Texas departments, agencies, commissions, etc. as they are in the State of Texas Telephone Directory with Texas abbreviated as TX. Below are examples that Texas uses:

<u>Name</u>	<u>Entered As</u>
Texas Department of Transportation	TX Transportation Dept of
Texas Department of Administrative Services	Tx Administrative Services
City of Houston	Houston City of
Harris County	Harris County

3. NAME AND ID CHANGE STANDARDS

The Registrar and/or the Director of Human Resources are data custodians for changing a generated ID number.

Name or ID changes are not permitted without legal documentation (e.g., marriage certificate, court order, social security card, passport [mandatory for SEVIS tracked students], etc).

All Name and ID changes will be coordinated with other departments as corrections are made, including the offices of: Admissions, Human Resources, Registrar, Financial Aid, Housing, and The Graduate School.

All faculty employed by Prairie View A&M University must change their names through Human Resources.

University students must change their name through the Registrar's office using the Change of Personal Information form.

Approval for a name or ID change for a student who is also employed by the University will begin with Human Resources.

SEVIS-tracked student names will be maintained as they are printed on their I-20 VISA and must be approved by the Office of Human Resources.

Potential students will change their name through the Admissions Office.

Student ID corrections must be turned into the Registrar's office using the Change of Personal Information form to begin corrective processing that will include assistance from the IT personnel.

4. ALTERNATE ID/SSN-TIN NUMBER STANDARDS

SSN will not be stored in the Alternate ID field.

5. ADDRESS STANDARDS

In order to maintain accurate and consistent data, PVAMU adheres to the USPS standards in the maintenance of addresses. You can enter multiple addresses for a person or vendor by using different address types.

Select the appropriate address type code from the validation table. When changing an address, update the **To** date field for the old address, and then insert a new address with the effective date in the **From** date field.

a. Street Standards

Enter all information using upper and lower case letters, **without periods**.

NEVER use the pound sign (#) or the percent sign (%) because they cause ORACLE database errors.

You **MAY** use hyphens and slashes when needed for clarity or to designate fractions. **DO NOT** leave blank lines between street lines.

Use the **AMPERSAND (&)**. **DO NOT** spell out the word 'and'.

Enter **'IN CARE OF'** as **'c/o'**. **DO NOT** use the percent sign (%) or spell out 'in care of'.

b. Location Designations such as Apartment, Building, Suite, Unit, etc.

NEVER use the pound sign (#) or the percent sign (%) because they cause ORACLE database errors. Use **'No'** instead of the pound sign (#). See appendices for appropriate abbreviations.

Abbreviations for Unit Numbers

#	No
Apartment	Apt
Building	Bldg
Number	No

Room	Rm
Space	Sp
Suite	Ste
Unit	Unit

c. Street and Po Box

See Address Appendix for standard abbreviations for street designators. Do **NOT** use punctuation in the address. The address format allows three lines of street address information.

d. Military Address Standards Enter the address as supplied to you by the person.

e. International Addresses

Enter the international address as supplied to you by the person, such as in the following examples.

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

Please be careful when entering city and country data, to distinguish between each unit. The following are some of the more common international addresses for PV students:

CITY	COUNTRY
Nassau	Bahamas
Manchester	Jamaica
Freeport	Bahamas
Kingston	Jamaica
St Elizabeth	Jamaica

6. CITY STANDARDS

Enter all information using upper and lower case letters. Do **NOT** abbreviate unless limited by space (for example, use "North Richland" rather than "N Richland"). Do not use periods (St Louis, **NOT** St. Louis). Whenever a question arises concerning spelling, refer to the USPS Zip Code Directory at www.usps.com

NEVER use the pound sign (#) or the percent sign (%) because they cause ORACLE database errors.

Please be careful when entering city names. The following are the correct spellings for some Texas cities from which PV students come:

Cedar Hill	DeSoto	Wichita Falls
El Campo	Fort Worth	
Glenn Heights	La Grange	
Missouri City	La Marque	
Mount Pleasant	La Porte	
Pflugerville	North Richland Hills	
St Louis	Sugar Land	

7. STATE STANDARDS

Use standard U.S. Postal Service abbreviations (www.usps.com). The codes are built into the validation tables.

8. ZIP CODE STANDARDS

You **MUST** enter postal codes for all U.S. and Canadian addresses.

- a. U.S.: Enter the 5-digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and the last 4 digits, as shown in the example below:

97203, 97203-5798

- b. Canadian: Enter the six-character postal code with spaces, as shown in the examples below:

T2T 2Y5, R2L 1N4

9. GENDER CODE STANDARDS

PVAMU must classify each **employee** and **student** as male or female. You may enter 'U' for **student** gender if the correct value is not known. However, this information must be updated to 'M' or 'F' by the university census date (end of third week) for reporting purposes.

<u>Code</u>	<u>Description</u>
M	Male
F	Female
U	Unknown

10. DATE STANDARDS

Enter dates in the format of mmddyyyy. Banner displays all dates as dd-mmm-yyyy.

Example: 01171993 becomes 17-JAN-1993.

Term Information

Terms are set-up by academic year, with 10 signifying the fall semester, 20 the spring semester, and 30 the summer semester. The rotation begins again with the new fall semester each academic year. Student Self-Service Banner will only display the description (e.g., Fall 2006). For example:

Term	Description
200710	Fall 2006
200720	Spring 2007
200730	Summer 2007
200810	Fall 2007
200820	Spring 2008

11. BIRTH DATE STANDARDS

Enter the date of birth according to the **DATE STANDARDS**. If you do not have a birth date, leave it blank until the correct date is determined.

12. CONFIDENTIAL INFORMATION INDICATOR STANDARDS

For employees and students, leave the Confidential Indicator unchecked, unless the employee or student officially request confidentiality.

For Students

If the Confidential Indicator is checked, it indicates that the student has requested that no Directory Information be released to anyone without consent of the student, as governed by the Prairie View A&M University Family Educational Rights and Privacy Act [FERPA] policy published in the General Catalog and Schedule of Classes.

If the Confidentiality Indicator is not checked, it indicates that Prairie View A&M University may release data from Information Restriction Categories to anyone without the consent of the student according to University FERPA policy.

Students may control the release of data in Information Restriction Categories, the Confidential Indicator setting, by completing forms at the Registrar's Office.

Prairie View A&M University has defined student Directory Information (SIS+ Screen 011) as:

1. Name
2. Local and Permanent Addresses
3. Addresses for Mail Lists
4. Sex
5. Race
6. Nationality
7. Place of Birth
8. Parents' Name
9. Parents Address
10. Electronic Mail Address
11. Telephone Number
12. Previous Institution Attended
13. Date of Birth
14. Degrees, Honors, and Awards Received
15. Class Schedule
16. Enrollment status
17. Classification
18. Major
19. Class Standing
20. Sports Participation
21. Dates of Attendance
22. Weight/Height of Athlete
23. Parking Permit Information
24. Judicial Information
25. Photograph

13. CITIZEN TYPE STANDARDS

Citizen type indicates citizenship status of student or employee.

14. VISA TYPE STANDARDS

Prairie View A&M University uses the values from validation table STVVVYP to identify visa types for employees and students. Students and employees who are designated as Non-Resident Alien living in the U.S. or Resident Alien or Other Eligible Non-citizen will have one of these visa types.

15. ETHNIC CODE STANDARDS

PVAMU collects race/ethnic data using the categories in the validation tables (above) and reports data as required to the Department of Education and other external entities using the categories. All race/ethnic categories in STVETHN must be mapped to the required reporting categories of STVETCT using the IPEDS Code column.

This information will be collected for students who are U.S. Citizens or Resident Alien or Other Non-citizens. It will also be collected for all employees, regardless of Citizen Type. Non-Resident Alien status will not be collected in this element but instead will be designated in Citizen Type.

16. MARITAL CODES STANDARDS

Financial Aid and Human Resources use marital codes.

17. RELIGION CODE STANDARDS

The PVAMU Admissions Office does not collect nor store religion information on individuals.

18. LEGACY CODE STANDARDS

Legacy codes identify a student who has an Alumnus in their family.

19. VETERAN FILE NUMBER STANDARDS

The Veteran File Number is the principal veteran ID number for the student which may be a social security number. The Veteran File Number will be used by PVAMU to identify students eligible to obtain veteran educational benefits while attending PVAMU. Eligible students are defined as US veterans (Chapters 30, 31, and 1606) and their eligible spouse and dependents (Chapter 35). In order for the VFN number to populate, the proper form must be submitted through the Registrar's Office VA Certifying Official and be approved for the specific chapter eligible student. Chapter 30 and 31 students would submit an Application for VA Education Benefits form (22-1990). Chapter 31 students would submit an Authorization and Certification of Entrance or Reentrance Into Rehabilitation and Certification of Status form (28-1905) from their vocational rehabilitation counselor. Chapter 35 students would submit an Application for Survivors' and Dependents' Educational Assistance form (22-5490). The VA Certifying Official would enter the VFN information for approved student applications. The VA Certifying Official is in the Office of Undergraduate Admissions. Chapter 31 students are approved, authorized and certified by the VA case manager. Their paperwork is done at the VA facility.

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CATEGORY	EXPLANATION
None	Non-Veteran
Special Disabled Veteran	A veteran who is entitled to disability pay from the Department of Veterans Affairs (or would have been if not receiving retirement pay) or was released or discharged from active duty because of a service-connected disability.
Vietnam-Era Veteran	A person who: (A) served in the military, ground, naval or air service of the United States on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (i) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.
Other Veteran	A person who served on active duty during a war or in a campaign or expedition for which a campaign has been authorized (campaign list maintained by HR).

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istrar and/or the Director of Human Resources are authorized to enter information in these fields. A 'Y' indicates that the person is deceased. If PVAMU verifies the date of death, it is entered in the date field. A blank date indicates that PVAMU was not able to verify the date of death.

The Registrar's Office requires a death certificate or an obituary as proof that a student has deceased. The approved proof-of-death notice will be forwarded to the Director of Human Resources for marking the deceased general person field of the student with a 'Y' and entering the date of death. For a student, the date-of-death will be determined first as noted on the death certificate or second as noted in an obituary or third by the date of receipt of the official notice if no date is provided, to comply with federal reporting requirements of Prairie View A&M University. Additional student record changes would be made by the Registrar's Office to note the student's death that include un-registering the deceased student from enrolled courses, marking and closing matriculation(s) and creating electronic data-imaging files, following deceased student procedures established by the Registrar's Office.

DECEASED INFORMATION CHECKLIST

- a. Check GUASYST to see what other areas have transactions posted.
- b. If the person is connected to STUDENT, HUMAN RESOURCES, FINANCE, FINANCIAL AID or ACCOUNTS RECEIVABLE, you will need to contact them to obtain permission to mark them as deceased.
- c. **NOTE:** www.ancestry.com can be used to verify the date of death by checking the SSN Deceased Database.

21. E-MAIL ADDRESS STANDARDS

Enter the e-mail address exactly as written or provided by the person, following their exact entry in terms of upper and lower case letters, punctuation and so on. Note: since email addresses may be case sensitive, doublecheck the address with the owner.

22. TELEPHONE NUMBER STANDARDS

Enter the phone number as a seven sequence **with** hyphen (area code will be entered in a separate field). For international phone numbers, refer to the AT&T International Dialing Guide (http://www.business.att.com/bt/dial_guide.jsp).

APPENDIX 1. ADDRESS TYPES

Address information is shared by all Banner systems, and a well-defined process for determining address codes and data entry standards greatly increases the functionality of the system.

Banner allows a person or organization to have an unlimited number of addresses as long as there is only one *active* address per Address Type (User defined on STVATYP).

NOTE: An address is active when the inactive indicator is blank AND the To-Date field is blank or has a date in the future. An address is inactive when the inactive indicator is checked **OR** the To-Date field has a date prior to the current date.

The most common reasons to have an inactive address are:

- To store past address information when a person changes addresses (including prior business addresses),
- To indicate the active and inactive periods for temporary addresses.

For example, John Doe might have the following:

- A Permanent address
- An inactive Permanent address (A previous mailing address, stored for historic purposes)
- An address from a FAFSA application
- An optional Mailing address
- A Billing address, used only for statements.

Address information is updated in SPAIDEN or PPAIDEN and displayed in a layered display (one address at a time). Banner displays addresses in alphabetical order by Address Type Code. The chart below describes the address types that Texas uses and identifies who may update each type.

ADDRESSES AND LETTER GENERATION

Address Hierarchy:

Banner Letter Generation allows a user to define an 'address hierarchy' as part of the process. To define this hierarchy, follow these steps:

- at the prompt 'Address Effective Date:' enter the date you want to use to determine if an address is effective;
- at the prompt 'Address Type:' enter the address types you want to use first, if present, then second, and so on.

For example, entries of 1BI 2MA 3PR would instruct the system to look first for an effective Billing address (1BI). If none exists, the system would look next for an active Mailing address. (2MA). If neither of these address types has an active address for the individual, the system uses the Permanent address. **The system does not generate a letter if there is no effective address for a person.**

Abbreviations for Street Designators (Street Suffixes)

For clarity, spell out street designators whenever possible (as space permits). PV uses U.S. Postal Service abbreviations for street and unit designations whenever possible. If the abbreviation you need is not included in this chart, see the USPS web page at www.usps.com.

Alley	Aly
Annex	Anx
Arcade	Arc
Avenue	Ave
Bayou	Byu
Beach	Bch
Bend	Bnd
BluffBlf
Bottom	Btm
Boulevard	Blvd
BranchBr
Bridge	Brg
Brook	Brk
Burg	Bg
Bypass	Byp
Camp	Cp
Canyon	Cyn
Cape	Cpe
Causeway	Cswy
Center	CtR
Circle	Cir
Cliffs	Clfs
Club	Clb
Corner	Cor
Corners	Cors
Course	Crse
Court	Ct
Courts	Cts
Cove	Cv
Creek	Crk
Crescent	Cres
Crossing	Xing
Dale	Dl
Dam	Dm
Divide	Dv
Drive	Dr
Estates	Est
Expressway	Expy
Extension	Ext
Fall	Fall
Falls	Fls
Ferry	Fry
Field	Fld
Fields	Flds
Flats	Flt
Ford	Frd
Forest	Frst
Forge	Frg
Fork	Frk
Forks	Frks

Fort Ft
 Freeway Fwy
 Gardens Gdns
 Gateway Gtwy
 Glen Gln
 Green Grn
 Grove Grv
 Harbor Hbr
 Haven Hvn
 Heights Hts
 Highway Hwy
 Hill Hl
 Hills Hls
 Hollow Holw
 Inlet Inlt
 Island Is
 Islands Iss
 Isle Isle
 Junction Jct
 Key Ky
 Knolls Knls
 Lake Lk
 Lakes Lks
 Landing Lndg
 Lane Ln
 Light Lgt
 Loaf Lf
 Locks Lcks
 Lodge Ldg
 Loop Loop
 Mall Mall
 Manor Mnr
 Meadows Mdws
 Mill MI
 Mills Mls
 Mission Msn
 Mount Mt
 Mountain Mtn
 Neck Nck
 Orchard Orch
 Oval Oval
 Park Park
 Parkway Pkwy
 Pass Pass
 Path Path
 Pike Pike
 Pines Pnes
 Place Pl
 Plain Pln
 Plains Plns
 Plaza Plz
 Point Pt
 Port Prt
 Prairie Pr
 Radial Radl
 Ranch Rnch

Rapids..... Rpds
 Rest..... Rst
 Ridge..... Rdg
 River..... Riv
 Road Rd
 Row..... Row
 Run Run
 Shoal..... Shl
 Shoals Shls
 Shore Shr
 Shores..... Shrs
 Spring..... Spg
 Springs Spgs
 Spur Spur
 Square Sq
 Station..... Sta
 Stravenue..... Stra
 Stream Strm
 Street St
 Summit..... Smt
 Terrace..... Ter
 Trace..... Trce
 Track Trak
 Trail Trl
 Trailer..... Trlr
 Tunnel Tunl
 Turnpike Tpke
 Union..... Un
 Valley Vly
 Viaduct Via
 View Vw
 Village Vlg
 Ville Vl
 Vista Vis
 Walk Walk
 Way..... Way
 Wells Wls

Abbreviations for Unit Numbers

Apartment Apt
 Basement Bmt
 Building..... Bldg
 Number No
 Room Rm
 Space..... Sp
 Suite..... Ste
 Unit Unit
 Upstairs..... Upst

Direction Abbreviations

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

APPENDIX 2. DATA ACCESS PROCESSES

PVAMU uses four processes to manage access to administrative information by PVAMU staff.

Information Confidentiality Statement

Every PVAMU employee must sign this statement prior to being provided access to University information. This statement is stored in Human Resources as part of the employee file for regular employees.

Data Access Request

The need for some employees to access administrative is clear, based on their job assignment. Each Data Custodian will identify these and will keep a record of specific information regarding the nature of that access.

In other cases, the need for access is not as clear. These employees and/or their supervisors will initiate a request for access to the appropriate Data Custodian(s). The request will provide specifics about the data that the employee needs to access, the reasons for the access, and whether the access is query or update. The Data Custodian will act on the access request and will maintain files of approved and denied requests.

Access Implementation Process Steps

1. Data Custodian identifies Banner objects needed for the staff member
2. Data Custodian provides IT Help Desk with staff member identity and Banner objects required for access
3. Computer services completes the service request and notifies the Data Custodian
4. Data Custodian schedules training and ensures that:
 - New Banner users change passwords on first entry to the system
 - Training takes place
 - Staff member is proficient in use of programs.

Access Denial Appeal Process

If a Data Custodian denies the access request, the staff member requesting access or his/her supervisor may appeal the decision, in writing, to the supervisor of the Data Custodian. The appeal must be submitted within 10 working days of the date of the denial and should include a copy of the Request Denial, and a written statement of why the decision deserves reconsideration. The Data Custodian's supervisor may request additional information from the Data Custodian. Decisions resulting from this appeal process are final.