

# Hamline University

# Data Standards Guide

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# 1 Data Integrity

## 1.1 Purpose

The Data Standards Committee is established by the Banner Data Management Committee to develop, document, and implement coding and usage standards for Hamline University's Banner ERP system and related systems that feed or use Banner data.

## 1.2 Administrative Responsibility

## 1.3 Access to HU Data

## 1.4 Information Access Definitions

## 1.5 Secured Access to Data

## 1.6 Data Owners

Data Owners are those who, by virtue of their position at Hamline, have the authority to appoint Data Stewards. As such they have ultimate responsibility for the security, accuracy, and confidentiality of data within their areas of accountability. Data Owners generally will delegate responsibility to Data Stewards for the management of data (including granting inquiry, entry and update privileges, and defining business processes).

HU Example: Pam Johnson, Associate Vice President, Undergraduate and Graduate Enrollment and Marketing

## 1.7 Data Custodians

Data Custodians are IT analysts who ensure the integrity of the Banner database tables, functions, and availability. Data Custodians work closely with Data Stewards in managing the daily operations of Banner and applications that depend on it (e.g., Crystal Reporting, R25, ACES2, BRM.)

HU Example: Chris Berry Systems Programmer/Analyst, Administrative Information Systems

## 1.8 Data Stewards

A person with data-related responsibilities as appointed by a Data Owner. Data Stewards serve as members of the Banner Data Management Committee, are Banner "project managers" for the purposes of granting access to Banner data. Data Stewards ensure that effective training, data maintenance, change verification, testing and documentation processes are in place.

HU Example: Terra Jackson, Data Analyst, Undergraduate Admissions

## 2 Data Change Rules

### 2.1 Rules for Clean and Accurate Records

### 2.2 Data Required for New Records

## 3 General Person Information [“IDEN”]

### 3.1 Person Name Searches

### 3.2 Identification Number Standards

Since June 2002, we have used system-generated Hamline ID numbers. Beginning Nov 4, 2011, the ID Numbers are 9 positions long and are sequentially generated, starting with 900010024. (This is a return to baseline Banner generation). Refer to [Appendix A](#) for a table of other ID Number formats that have also been utilized in Banner at Hamline.

### 3.3 Current Identification

FIELD	DESCRIPTION												
<b>ID</b>	<p>Identification Number – identification number newly or previously generated by the system. This number is used on forms, campus identification. Do not use Social Security Number.</p> <ul style="list-style-type: none"> <li>- Do not manually update.</li> <li>- Changes need to use the “GENERATED” to use the system generated ID.</li> <li>- Current ID standard generated ID is a 7 digit number starting with 9 that is randomly generated.</li> <li>- Exception for Non-Student Receivables</li> </ul>												
<b>Name Type</b>	<p>The default value is blank. The name type should not be used, except for identifying newspapers and non-student receivable people. GTVNTYP</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> <th>Office/Department Use</th> </tr> </thead> <tbody> <tr> <td>AP1</td> <td>AP1</td> <td></td> </tr> <tr> <td>NAR</td> <td>Non Student AR</td> <td>Accounts Receivable</td> </tr> <tr> <td>NWS</td> <td>Newspaper/Media</td> <td>Advancement</td> </tr> </tbody> </table>	Code	Description	Office/Department Use	AP1	AP1		NAR	Non Student AR	Accounts Receivable	NWS	Newspaper/Media	Advancement
Code	Description	Office/Department Use											
AP1	AP1												
NAR	Non Student AR	Accounts Receivable											
NWS	Newspaper/Media	Advancement											
<b>Last Name</b>	<p>Can be updated by changing this field. If updated, previous last name will populate in Alternate Identification tab. Use mixed case – the vast majority of last names will start with a capital letter followed by lower case. The only permitted punctuation is an apostrophe or hyphen.</p> <p>Examples: McNally, de Leon, O’Neill, Abdul-Aziz, van Horn</p> <ul style="list-style-type: none"> <li>- Official Documentation is required for name changes (Birth Certificate, Marriage Certificate, Divorce Decree, and SSN Card). Exception: Name changes without official documentation may be entered for Individuals whose only relationship with Hamline is as an applicant.</li> <li>- ** DMC Name Change Documentation - Appendix</li> <li>- International Characters are <u>not</u> allowed, English alphabet only Example: Haagen-Dazs (not Häagen-Dazs)</li> <li>- Individual with only one name (“mononame”) – enter the name in the Last Name field <u>and</u> the First Name field. Example: Cher, Cher</li> <li>- Suffix should be entered separately in the Suffix field (suffix examples: Junior, PHD, III)</li> </ul>												

	<ul style="list-style-type: none"> <li>- People with multiple last names should be entered with a space or a hyphen between the last names, as indicated by the individual. No spaces should be entered before or after the hyphen. Examples: Smith Olsen, Olsen-Smith</li> <li>- It is recommended to enter an alternate last name when entering multiple last names that may be uncertain. Example: Maria Ramirez Gonzalez also goes by Maria Ramirez. Enter her last name as Ramirez Gonzales, then go to the Alternate Name tab and insert a name of Maria Ramirez.</li> </ul>
<b>First Name</b>	<p>Can be updated by changing in this field. If updated, previous first name will populate in Alternate Identification tab. Capitalization rules should be followed and no punctuation other than apostrophe or hyphen should be used.</p> <ul style="list-style-type: none"> <li>- Prefixes should not be included.</li> <li>- Single initial names should be entered without a period.</li> <li>- Individual with only one name (“mononame”): enter the name in the First Name field <u>and</u> the Last Name field.</li> </ul>
<b>Middle Name</b>	<p>Can be updated by changing in this field. If updated, previous name will populate in Alternate Identification tab. Capitalization rules should be followed and no punctuation should be used. Use the full middle name where available. Middle initials can be entered, without punctuation i.e.: no period. Leave blank for individuals without a middle name.</p>
<b>Prefix</b>	<p>If adding an individual for the first time and no prefix is specified then leave blank. Use appropriate titles if requested – NO punctuation. See Appendix B.</p>
<b>Suffix</b>	<p>If adding an individual for the first time and no suffix is specified then leave blank. Use appropriate suffix if requested – NO punctuation. See Appendix C.</p>
<b>Preferred First Name</b>	<p>For the use of nicknames or abbreviated names (i.e.: Catherine to Cathy). Requested by individual, can be updated without supporting documentation.</p>
<b>Full Legal Name</b>	<p>Not in current use. Do not enter.</p>
<b>Last Update</b>	<p>This field automatically populates when changes are made to SPAIDEN.</p>
<b>Original Creation</b>	<p>This field automatically populates when a Banner ID is created.</p>
<b>Non-Person</b>	<p>As this field is the “Last Name” field in the table, all standards for the “Last Name” should be followed.</p>

Note: The display of the name may not be consistent with the actual entry of the name information, due to system formatting of the display of the name. Example: Middle names may be displayed with a period when the full middle name is stored in Banner. Last, First , M.

### 3.4 Alternate Identification

**Overview:** The alternate identification is used to track the history of changes in the current identification fields. Additionally, records can be entered for unofficial name changes. All standards applied to the current identification should be followed, except requiring official documentation.

FIELD	DESCRIPTION															
<b>ID</b>	Identification Number – identification number generated by the system. This number is used on forms, campus identification.															
<b>Last Name</b>	When a name change occurs on the Current Identification tab, the previous last name will populate in this tab. Field is protected from updates.															
<b>First Name</b>	When a name change occurs on the Current Identification tab, the previous first name will populate in this tab. Field is protected from updates.															
<b>Middle Name</b>	When a name change occurs on the Current Identification tab, the previous middle name/middle initial will populate in this tab. Field is protected from updates.															
<b>Name Type</b>	<table border="1"> <thead> <tr> <th colspan="3">GTVNTYP</th> </tr> <tr> <th>Code</th> <th>Description</th> <th>Office/Department Use</th> </tr> </thead> <tbody> <tr> <td>ALU</td> <td>Alumni/Devel current name</td> <td>Advancement</td> </tr> <tr> <td>NAR</td> <td>Non Student AR</td> <td>Accounts Receivable</td> </tr> <tr> <td>NWS</td> <td>Newspaper/Media</td> <td>Advancement</td> </tr> </tbody> </table>	GTVNTYP			Code	Description	Office/Department Use	ALU	Alumni/Devel current name	Advancement	NAR	Non Student AR	Accounts Receivable	NWS	Newspaper/Media	Advancement
GTVNTYP																
Code	Description	Office/Department Use														
ALU	Alumni/Devel current name	Advancement														
NAR	Non Student AR	Accounts Receivable														
NWS	Newspaper/Media	Advancement														
<b>Change Type</b>	ID for ID Change. Name for Name Change. This field is system maintained when the current ID or name information is changed.															
<b>Origin</b>	System-populated field. Banner system of record where the name change was applied.															
<b>User</b>	System-populated field. Banner identification (GUAIDEN) of the person, or process, which made the update.															
<b>Activity Date</b>	System-populated field. Records the date the most recent update was made.															
<b>Create User</b>	System-populated field. Banner identification (GUAIDEN) of the person, or process that originally created the name entry.															
<b>Create Date</b>	System-populated field. Records the date the record was originally created in the Banner system.															



### **3.5 Address**

#### **3.5.1 Address Type**

#### **3.5.2 Street**

#### **3.5.3 Abbreviations for Street Designations**

#### **3.5.4 Unit Numbers**

#### **3.5.5 City**

#### **3.5.6 County [STVCNTY]**

#### **3.5.7 State [STVSTAT]**

#### **3.5.8 Postal Code**

#### **3.5.9 Sources for Additional Information**

#### **3.5.10 Sample Addresses**

#### **3.5.11 Nation Code [STVNATN]**

#### **3.5.12 Military Address**

### **3.6 Telephone**

#### **3.6.1 Telephone Numbers**

#### **3.6.2 International Telephone Numbers**

### **3.7 Biographical**

#### **3.7.1 Gender**

#### **3.7.2 Birth Date**

#### **3.7.3 Citizenship [STVCITZ]**

#### **3.7.4 Marital Status [STVMRTL]**

#### **3.7.5 Religion [STVRELG]**

#### **3.7.6 Legacy [STVLGCY]**

#### **3.7.7 Ethnicity [old]**

#### **3.7.8 New Ethnicity [Hispanic]**

#### **3.7.9 Ethnicity and Race Confirmed and Confirmed Date**

#### **3.7.10 Race**

#### **3.7.11 Confidential Information Indicator**

#### **3.7.12 Deceased Indicator and Date**

### 3.7.13 Veteran Information

### 3.8 Email [GTVEMAL]

### 3.9 Emergency Contact

#### EMERGENCY CONTACT (PPAIDEN,SPAIDEN)

The primary entry point for emergency contact information is Pipeline.

FIELD	DESCRIPTION
<b>Priority</b>	Priority of this contact in relation to other contacts. Who should be called first. Allows values 1 to 9.
<b>Relationship</b>	Predetermined code from value table <b>STVRELT</b> describing the relationship of the contact to the person. E.g. 9 = Son; P = Spouse.
<b>Last Name</b>	*Follow name standards from the Current Identification tab.
<b>First Name</b>	*Follow name standards from the Current Identification tab.
<b>Middle Name</b>	*Follow name standards from the Current Identification tab.
<b>Address Type</b>	Do not enter an address type. This field may have been previously populated from the person's self service entry.
<b>Street Line 1</b>	*Follow address standards from the Address tab.
<b>Street Line 2</b>	*Follow address standards from the Address tab.
<b>Street Line 3</b>	*Follow address standards from the Address tab.
<b>City</b>	*Follow address standards from the Address tab.
<b>State or Province</b>	*Follow address standards from the Address tab.
<b>ZIP or Postal Code</b>	*Follow address standards from the Address tab.
<b>Nation</b>	*Follow address standards from the Address tab.
<b>Telephone</b>	*Follow phone standards from the Telephone tab.

### 3.10 Additional Identification

## 4 Building Names

Any named building - i.e. permanent lettering on the building itself - should use the acronym convention of the first letters of the building's formal name (i.e. BSC for Bush Student Center). First names or initials have not been included in acronyms (i.e. the Lloyd W.D. Walker Fieldhouse will be WF). There are a few spaces that will remain inconsistent with this standard, most notably LAW for School of Law Building and SOR for Sorin Residence Hall (SRH is already used).

Any building that is not named - i.e. all the houses and storefront spaces - will use the acronym of the street address following by the first two letters of the street name. This convention was already being used and accommodates the movement of offices between these buildings. There are several buildings owned by Hamline that are currently rental properties or used for some purpose other than offices. In the past, the building description field has included "Rental" or "Residence." Facilities Services will be able to confirm the current status of these houses. When there is more than one office or "tenant" in a space, the primary office should be listed first (and will likely be the only office listed in Banner due to character limits). For example, 734SN houses Graduate Admission, Special Events, and our office. Of the three, Graduate Admission gets the most traffic and is most likely to be visited by members of the public.

## 5 Glossary

### Data [dā'də] Standards Glossary

**ACES2**, formally ACES<sup>2</sup> – The Law School Admission Council's (LSAC) product used by Hamline's Law School for all applications for the Juris Doctor (J.D.) program.

**Banner**, or Banner Digital Campus – The proprietary software suite of integrated database products widely used in higher education for data collection, storage, manipulation and reporting. Hamline uses all the offered modules: General, Student, Financial Aid, Finance, Human Resources, and Advancement. The vendor, SunGard, is promoting the Enrollment Management Suite as another module (*ref. Enrollment Management*).

**CashNet** – The software Banner uses to process credit card and electronic check payments from students, donors, and purchasers of Hamline products.

**Clone** – Hamline's name for a back-up instance of its Banner database. For instance, the production database is copied over to Clone prior to an upgrade so that users (e.g., Safety and Security) can have access to the production data during the upgrade. Other instances are PROD, Production, and PPRD, Pre-Production.

**Cloud Computing** – Internet-based data, storage, and services that were previously dependent on locally installed memory, hardware, and/or software. Popular examples include YouTube, GoogleDocs, streaming.

### Data Cleansing

Also referred to as data scrubbing. Data Cleansing is the process of detecting dirty data in a database (data that are incorrect, out-of-date, redundant, incomplete, or formatted incorrectly) and then removing and/or correcting the data. Data cleansing is often necessary to bring consistency to different sets of data that have been merged from separate databases. Cleansing data involves consolidating data within a database by removing inconsistent data, removing duplicates and reindexing existing data in order to achieve the most accurate and concise database. It can involve manual tasks or processes automated by special Data Quality tools. A particular type of Data Cleansing is Address Cleansing, in which street addresses are converted to a standard format as set forth by the U.S. Postal Service master database. For example, standard abbreviations are utilized, typos are corrected and ZIP codes are converted to 9-digit format. Address cleansing is usually done in conjunction with address matching, a process that validates an address against one of the 57 million addresses in the USPS database.

[http://www.datagovernance.com/glossary\\_d.html](http://www.datagovernance.com/glossary_d.html)

### Data Cube

In a Data Warehouse context, a cube is a three- (or higher) dimensional array of values, commonly used to describe a time series of data in a common subject area. For example, information in a Sales cube might be viewed by different dimensions: over time, by products, by sales location, etc.

[http://www.datagovernance.com/glossary\\_d.html](http://www.datagovernance.com/glossary_d.html)

### Data Custodian

Data Custodians are I.T. analysts who ensure the integrity of the Banner database tables, functions, and availability. Data Custodians work closely with Data Stewards in managing the daily operations of Banner and the applications that depend on it (e.g., Crystal Reporting, R25, ACES2, BRM).

**Data Dictionary**

A database about data and database structures. A catalog of all data elements, containing their names, structures, and information about their usage, for the benefit of programmers and others interested in the data elements and their usage. [http://www.datagovernance.com/glossary\\_d.html](http://www.datagovernance.com/glossary_d.html)

**Data Owner**

Data Owners are those who, by virtue of their position at Hamline, have the authority to appoint Data Stewards. As such they have ultimate responsibility for the security, accuracy, and confidentiality of data within their areas of accountability. Data Owners are University officers and generally will delegate responsibility to Data Stewards for the management of data (including granting inquiry, entry and update privileges, and defining business processes).  
Sul Ross State University, *Data Standards & Guidelines 1.4*, 5/9/06

**Data Steward**

A person with data-related responsibilities as appointed by a Data Owner. Data Stewards serve as members of the Banner Data Management Committee and are Banner “project managers” for the purposes of granting access to Banner data. Data Stewards ensure that effective training, data maintenance, change verification, testing and documentation processes are in place.

**Data Warehouse**

A physically separate store of data transformed from the operational environment. The warehouse collects data from transaction systems and operational data stores, then combines that data in an aggregate, summary form suitable for enterprise wide data analysis and reporting for predefined business needs. Operational update of data does not occur in the data warehouse environment. Gartner says that the five components of a data warehouse are production data sources, data extraction and conversion, the data warehouse database management system, data warehouse administration and business intelligence (BI) tools.

[http://www.datagovernance.com/glossary\\_d.html](http://www.datagovernance.com/glossary_d.html)

**Database Administrator**

An IT professional responsible for developing physical data models and for maintaining physical, structured data assets. [http://www.datagovernance.com/glossary\\_d.html](http://www.datagovernance.com/glossary_d.html)

**Dot Upgrade** – A technology upgrade that consists mostly of bundled problem fixes and incremental functional changes, a “dot upgrade” is generally less time-intensive, interface-changing, or potentially traumatic as a level upgrade. Example: The level upgrade from Banner 7.4 to Banner 8.2 required extensive testing and a four-day implementation window. Testing was not as rigorous for the dot upgrade from Banner 8.2 to 8.3 and the implementation took less than half a day.

**Enrollment Management**

1. “E.M.” Product – Hamline has implemented the Banner Relationship Management (B.R.M.) for Recruiting and Admissions application of SunGard’s Banner Enrollment Management suite.

The E.M. suite applications include:

- a. Relationship Management for Recruiting and Admissions
- b. Recruiting & Admissions Performance
- c. Relationship Management for Student engagement and retention
- d. Student Retention Performance
- e. Relationship Management for Advancement
- f. Advancement Performance Management

2. An organizational division at Hamline, consisting of Marketing and Communications, Events and Scheduling, Undergraduate and Graduate Admissions, Financial Aid.

**Fine-grain Access** – The ability to restrict Banner authorities to specific functionality within a broader group. For instance, most employees have access to the name, address and telephone information in Banner, but with fine-grain access a much smaller group of employees have access to the Social Security Number.

**IDEN Form** – Every Banner module has a form that brings up name, basic biographical information, address, and telephone number. But the form has a different name depending on the module for which the Banner is authorized. An Advancement user uses APAIDEN, a Student user uses SPAIDEN. The term IDEN refers to these forms collectively.

**Internet Native Banner, INB** – This is SunGard’s term to refer to the core Banner database, as opposed to the Self-Service Banner (SSB) interface that Hamline calls *Pipeline*.

**Module** – A contained set of tables, menus, forms, and reports within the Banner product. (*ref. Banner*) The first letter of a Banner form or report indicates the module to which it belongs:

- A – Advancement
- F -- Finance
- G – General
- H – Human Resources
- R – Financial Aid
- S -- Student

#### Oracle

1. The Oracle RDBMS (Relational Database Management System) that is the framework for the Banner proprietary software system. (*ref. Relational Database*)
2. The Oracle RDBMS is purchased from the Oracle Corporation.
3. Hamline’s student newspaper, housed in the College of Liberal Arts

**Pipeline** – The name that Hamline has assigned to the password-protected web-based Self-Service Banner (SSB) component of the Banner database. *Pipeline* is structured to grant specific update capabilities to users. For instance, active students can process their own registrations according to rules established by the Registration & Records office.

**Portal** – A password-protected web-based interface for users of an enterprise to gain access to personalized information and services provided by that enterprise. Hamline does not yet have a portal. A portal has different customizable channels; in Hamline’s case, there could be a channel for Blackboard, for Pipeline, for alumni, for athletics, etc.

**PROD** [HU specific IT lingo] – The production instance of Hamline’s Banner database. This is it! Other instances are Clone, and PPRD, Pre-Production.

**PPRD** [HU specific IT lingo] – pronounced “pre-prod” - A back-up instance of Hamline’s Banner database used for testing changes and upgrades prior to implementation in the production environment. Other instances are Clone and PROD, and Production.

**Project Manager**

1. Banner-specific: An individual who has the authority to grant Banner access via GSAUSRQ, the Banner Account Security Request Form
2. More generally: A project manager is assigned the responsibility of the planning, execution, and closing of a project with a defined scope and set of deliverable objectives.

**Relational Database**, or RDBMS [IT lingo] - An RDBMS consists of operating-system processes and memory-structures that interact with data stored in tables.

**R25** - The space and resource scheduling software system that interfaces with Banner for campus-wide classroom, facilities, and special event management.

**Self-Service Banner (SSB)** – see *Pipeline*.

**Shadow Database** – A database used by a Hamline employee that originated from or mirrors data in Banner but is not integrated with Banner, typically an MS-Excel spreadsheet. The primary benefit of a shadow database is the ability to add information that does not have a home in Banner, for example the names of a student's guests for a particular event. Problems include lack of data synchronization (e.g., address change), loss of data standard enforcement, greater exposure to unauthorized access to data, staff time spent replicating information, lost opportunity to integrate and report on data institutionally.

**Subject Matter Expert** - An individual who thoroughly understands the business processes of their area. It is most commonly used to describe someone who explains the current process to IT and then answers their questions as they try to build a technology system to automate or streamline the process.

**Summit** – The annual SunGard-sponsored users conference. Hamline typically sends several attendees.

**SunGard Higher Education**, aka SunGardHE, aka, SunGard – The company from whom we have purchased the Banner database software. Formerly SCT (Systems & Computer Technology).



## Acronyms

For the purposes of this document, acronyms that are pronounced by spelling the letters are identified with periods. Acronyms that are pronounced as words do not have periods. Example: I.T. is pronounced "eye-tee" rather than "it".

### Beyond Hamline

A.B.A.	American Bar Association
A.C.T.C.	Associated Colleges of the Twin Cities
B.R.M.	Banner Relationship Management
BUG	Banner Users Group
C.R.M.	Client Relationship Management (also Customer Relationship Management)
E.M.	Enrollment Management
E.R.P.	Enterprise Resource Planning
FERPA	Family Educational Rights and Privacy Act (aka Buckley Amendment)
I.N.B.	Internet Native Banner [vendor (SunGard)]
I.T.	Information Technology
MARSS	Minnesota Automated Reporting Student System
P.C.I.	Payment Card Industry
R.D.B.M.S.	Relational Database Management System
SEVIS	Student & Exchange Visitor Information Systems [U.S. Immigrations & Customs Enforcement]
S.M.E.	Subject Matter Expert
S.Q.L.	Structured Query Language
S.S.B.	Self-Service Banner [vendor (SunGard)]
UMBUG	Upper Midwest Banner Users Group

### Hamline-specific

A.I.S.	Administrative Information Systems
CAS	Center for Academic Services
C.L.A.	College of Liberal Arts
C.S.S.	Computer Support Services
D.M.C.	Data Management Committee
D.R.I.	Dispute Resolution Institute
G.L.S.	Graduate School of Liberal Studies
H.S.B.	Hamline School of Business
H.S.E.	Hamline School of Education
H.U.	Hamline University
I.R.	Institutional Research
I.T.S.	Information and Technology Services
MISA	Multicultural and International Student Affairs
SAS	Student Administrative Services
S.L.V.	Service Learning and Volunteerism

## 6 Appendix A: Banner ID History

Banner ID History

9/2/2011

ID Format	Example	Description
9	912345678	Generated Hamline ID numbers since Nov 4, 2011. The ID Numbers are 9 positions long and are sequentially generated. Starting with 900010024 (Return to baseline Banner generation)
9	9123456	Generated Hamline ID numbers from June 2002 – Nov 4, 2011. The ID Numbers are 7 positions long, start with 9, and are randomly generated
NAR	NAR1234	ID Numbers starting with NAR are used for Non-Student Accounts Receivable records.
@	@12345678	All ID numbers were initially generated starting with an @ sign in the system from implementation in 1989/1990 until the conversion of using the SSN as the ID in June 2002. This was primarily recruits and vendors.
FUSER	FUSER1	Finance User Accounts used to setup Security Access for Pipeline for campus organizations. Needed to enter records into GOAEACC (Currently Used)
SSN Number	401011010	The SSN number was used as the ID number when possible until June 2002.
Initials Followed by Date	DJM091300	The standard until 2002 when a person did not want to have their ID as the SSN. The person First, Middle and Last Name initials with the date of the change
CWS	CWS123456	CWS account for anyone who hires our students for off-campus work study jobs.
NS500	NS5001234	on-campus organizations that we need to bill
SWS	SWS123456	State work study jobs
ALUM	ALUM12345	Data Load records from the pre-banner Alumni System
A	A1234567A	Unknown Data Load
AP	AP1234567	Advanced Placement Recruit Tape Load 2002-2004
CA	CA1234567	Recruit Load from Search Tape – California
C	C12345678	Churches Loaded as Organizations – Advancement
DRI	DRI123456	Dispute Resolution Faculty From Data Load
ENED	ENED12345	Recruit Data Load – Continuing Studies (Trans Antarctica)
ELS	ELS123456	ELS students/ELS generic records Used for Billing – Primarily Long Distance
EP	EP1234567	Recruit Load from Search Tape
ES	ES1234567	Recruit Load from Search Tape
FO	FOAD12345	Five Owls Magazine formats include FOAD, FOBS, FOMS
GR	GR0050001	Schools and Organizations that appear to be billing related from the Graduate Schools. The format through 1999 was GR followed by a sequence number (GR0000001). From 2005 – 2007 the format was GR00 followed by the year followed by a sequence number.
HS	HS1234567	Safety and Security Data Load from 2003. Security Patron Records in (NSBPERS, NSRNAME) were loaded

HLU/HLS	HLU123456	Unknown Data Loads format follows HLU123456 or HLS123456
LS	LSH123456	Law School Recruit Load from Data Tape 2003 - 2005. The ID numbers appear to start with LS followed by a letter followed by a sequence number
L	L12345678	Law School Recruit Load from Data Tape 2004
LAW	LAW123456	Law School Faculty from Data Load
NS	NS1234567	RRCCUA Recruit Load from Search Tape
NOR	NOR123456	Norwegian Exchange Students 1998-2002
PTK	PTK123456	Phi Theta Kappa Recruit Load from Search Tape
PP	PP1234567	Recruit Load from Search Tape
PN	PN1234567	Pre-Banner Outstanding Balance from Data Load
R2	R21234567	Recruit Search Data Load 2009-2010
SC	SC1234567	Supreme Court Law School Data Load
SPM	SPM123456	Continuing Studies Data Load
UNKNAR	UNKNAR123	Unknown Person AR
X	X12345678	Unknown Data Load Jan 7, 1999

## 7 Appendix B – Prefix Codes

If a prefix is required, use the following guidelines in the tables listed below. Capitalize the first letter and use lower case for the remaining letters, except military rank where all upper case is used.

Prefix	Full	Prefix	Full
Abbess	Abbess	Miss	Miss
Abbott	Abbott	Mme	Madame
Amb	Ambassador	Mr	Mr
Bishop	Bishop	Mrs	Mrs
Bro	Brother	Ms	Miss or Madame
Ch	Chaplain	Msgr	Monsignor
Chief	Chief	Pastor	Pastor
Dean	Dean	Pres	President
Dir	Director	Prof	Professor
Dr	Doctor	Rabbi	Rabbi
Fr	Father	Rep	Representative
Gov	Governor	Rev	Reverend
Hon	Honorable	Sen	Senator
Judge	Judge	Sr	Sister
Miss	Miss	Supt	Superintendent

### Army Ranks

Prefix	Full	Prefix	Full
PVT	Private	CW3	Chief Warrant Officer 3
PFC	Private First Class	CW4	Chief Warrant Office 4
SPC	Specialist	CW5	Chief Warrant Office 5
CPL	Corporal	2LT	Second Lieutenant
SGT	Sergeant	1LT	First Lieutenant
SSG	Staff Sergeant	CPT	Captain
SFC	Sergeant First Class	MAJ	Major
MSG	Master Sergeant	LTC	Lieutenant Colonel
1SG	First Sergeant	COL	Colonel
SGM	Sergeant Major	BG	Brigadier General
CSM	Command Sergeant Major	MG	Major General
WO1	Warrant Officer 1	LTG	Lieutenant General
CW2	Chief Warrant Officer 2	GEN	General

### Marine Corps Ranks

Prefix	Full	Prefix	Full
PVT	Private	CWO3	Chief Warrant Officer 3
PVC	Private First Class	CWO4	Chief Warrant Officer 4
LCPL	Lance Corporal	CWO5	Chief Warrant Officer 5
CPL	Corporal	2LT	Second Lieutenant
SGT	Sergeant	1LT	First Lieutenant
SSGT	Staff Sergeant	CPT	Captain
GYSGT	Gunnery Sergeant	MAJ	Major

Prefix	Full	Prefix	Full
MSGT	Master Sergeant	LTC	Lieutenant Colonel
1STSGM	First Sergeant	COL	Colonel
MGYSGT	Master Gunnery Sergeant	BG	Brigadier General
SGTMAJ	Sergeant Major	MG	Major General
WO	Warrant Officer	LTG	Lieutenant General
CWO2	Chief Warrant Officer 2	GEN	General

#### Navy and Coast Guard Ranks

Prefix	Full	Prefix	Full
SR	Seaman Recruit	CWO3	Chief Warrant Officer 3
SA	Seaman Apprentice	CWO4	Chief Warrant Officer 4
SN	Seaman	CWO5	Chief Warrant Officer 5
PO3	Petty Officer Third Class	ENS	Ensign
PO2	Petty Officer Second Class	LTJG	Lieutenant Junior Grade
PO1	Petty Officer First Class	LT	Lieutenant
CPO	Chief Petty Officer	LCDR	Lieutenant Commander
SCPO	Senior Chief Petty Officer	CDR	Commander
MCPO	Master Chief Petty Officer	CAPT	Captain
MCPON MCPOCG	Master Chief Petty Officer of the Navy/Coast Guard	RADM	Rear Admiral (Upper or Lower Half)
WO1	Warrant Officer	VADM	Vice Admiral
CWO2	Chief Warrant Officer 2	ADM	Admiral

#### Air Force Ranks

Prefix	Full	Prefix	Full
AB	Airman Basic	1LT	First Lieutenant
AMN	Airman	CPT	Captain
A1C	Airman First Class	MAJ	Major
SRA	Senior Airman	LTC	Lieutenant Colonel
SSGT	Staff Sergeant	COL	Colonel
TSGT	Technical Sergeant	BG	Brigadier General
MSGT	Master Sergeant	MG	Major General
SMSGT	Senior Master Sergeant	LTG	Lieutenant General
CMSGT	Chief Master Sergeant	GEN	General
2LT	Second Lieutenant		

Note: This list is not exhaustive. For non-listed prefixes, see the Abbreviation section of Webster's Dictionary.

## 8 Appendix C – Suffix Codes

Standard suffixes should be collected and maintained as part of the person record. If a suffix is provided, use the following guidelines in the table listed below.

Suffix	Full	Suffix	Full
BA	Bachelor of Arts	MDiv	Master of Divinity
BM	Bachelor of Music	Med	Master of Education
BS	Bachelor of Science	MFA	Master of Fine Arts
BSN	Bachelor of Science in Nursing	MLA	Master of Liberal Arts
CEO	Chief Executive Officer	MLS	Master of Library Science
CFO	Chief Financial Officer	MM	Master of Music
CIO	Chief Information Officer	MPH	Master of Public Health
COO	Chief Operating Officer	MS	Master of Science
CPA	Certified Public Accountant	MSW	Master of Social Work
DC	Doctor of Chiropractic	OD	Doctor of Optometry
DD	Doctor of Divinity	PhD	Doctor of Philosophy
DDS	Dentist	Ret	Retired
DMD	Doctor of Medical Dentistry	RD	Registered Dietician
DO	Doctor of Osteopathy	RN	Registered Nurse
DVM	Doctor of Veterinary Medicine	Sr	Senior
EdD	Doctor of Education	Sr VP	Senior Vice President
Esq	Esquire	ThD	Doctor of Theology
EVP	Executive Vice President	USA	United States Army
II	The Second	USAR	United States Army Reserve
III	The Third	USAF	United States Air Force
IV	The Fourth	USAFR	United States Air Force Reserve
JD	Juris Doctor	USCG	United States Coast Guard
Jr	Junior	USCGR	United States Coast Guard Reserve
LLD	Doctor of Laws	USMC	United States Marine Corps
MA	Master of Arts	USMCR	United States Marine Corps Reserve
MBA	Master of Business Admin.	USN	United States Navy
MBT	Master of Business Taxation	USNR	United States Navy Reserve
MD	Doctor of Medicine	VP	Vice President

Note: This list is not exhaustive. For non-listed suffixes, see the Abbreviation section of Webster's Dictionary.

A suffix is used when provided. If multiple suffixes are provided, all suffixes should be listed in the suffix field. Example: Adam Martin USMC Ret



## 9 Appendix D - Banner Output Retention Policy

Banner Job Submission output file storage policy

11/11/2010

Banner job submission files are generated and stored in the jobsub directory on the job submission server for the appropriate Banner instance. The hundreds of thousands of files create an environment that is difficult to manage at this time. This policy is created to manage the report output to prevent Banner job submission reports and processes from failing.

Files are generated by running a report in Banner via GJANITE or GJAPCTL, or uploading files in GJADONE. They will be kept for seven days.

After seven days the report output files will be archived for 21 days and can only be accessed through I.T.S.

After 28 days (7days + 21days as identified above), the files are permanently removed and cannot be recovered.

It is the responsibility of the person that runs the Banner report to save the output to their S: drive or other appropriate storage device for long term access to the report output. Failure to perform this action will prevent the report output from being viewed or accessed after 28 days.

In the event that a report output file is required between 7 and 28 days of running the report, a HelpDesk ticket will need to be opened for the Administrative Information Systems team to make the file available.

## 10 Appendix E - Decision Codes

Decision Code Updates

02/17/2011

During the fall of 2010, it was proposed that the existing Banner decision codes be updated to better reflect students' movement through the admission funnel. The new codes allow for a more granular analysis of applicants' progress through the admission process, and as an applicant progresses, the decision code always increases numerically. The first table below defines the new decision codes. The second table maps the conversion of the old decision codes to the new equivalent.

### New Decision Codes

CODE	DESCRIPTION	USE CASE DEFINITION
03	Pre-Applicant	One or more required application checklist items submitted other than the application form. Exception - test scores.
05	Incomplete	Application has been received and at least one required application checklist item is still outstanding.
07	Incomplete Closed	Application file missing one or more required application checklist items and closed by admission staff.

08	Incomplete Withdrawn	Application file missing one or more required application checklist items. Application is withdrawn or made inactive by the applicant.
09	Incomplete Evaluate	Application file is missing one or more required application checklist items but will be evaluated for admission.
10	Complete 1	For undergraduate and graduate applicants. All required application checklist items received. The undergraduate applicant meets predetermined ACT and GPA thresholds.
15	Complete 2	For undergraduate applicants. All required application checklist items received. The undergraduate applicant does not meet predetermined ACT and GPA thresholds.
20	Complete Committee	All required application checklist items received. Application is referred to admission committee.
22	Complete Closed	All required application checklist items received. Application is closed by admission staff.
25	Pend	Application file has been reviewed. Additional items requested.
28	<i>Pend Withdrawn</i>	<i>Pended application file is withdrawn or made inactive by the applicant.(Request to be add rec'd 4-26-11)</i>
30	Waitlist	Application file has been reviewed. Applicant is placed on waitlist.
32	Waitlist Closed	Waitlisted application file is closed by admission staff.
34	Waitlist Withdrawn	Waitlisted application file is withdrawn or made inactive by the applicant.
40	Deny	Applicant is denied admission.
45	Admit Conditional	Applicant is admitted with one or more conditions (e.g. ILA, ELP, 3 course maximum).
50	Admit Provisional	Applicant does not meet all academic standards for full admission but will be admitted on basis of maintaining specific required GPA.
55	Admit Non Matriculate	Non-degree seeking student admitted. (e.g. adult special admits, PSEO, other non-degree seeking admits) *creates a General Student record in Banner.
60	Admit	Undergraduate and graduate applicant admitted.
62	Admit Closed	Application file for an admitted student is closed by admission staff.
64	Admit Withdrawn	Application file for an admitted student is withdrawn or made inactive by the applicant.
70	Defer Admit	Admit from a previous term. *activates the current term record from a Defer (90) application file.
73	Applicant Acceptance	Graduate applicant admitted. Used in conjunction with the regular Admit decision code (60).



		*creates a General Student record in Banner.
75	Defer Cancel	Admit from a previous term withdraws.
77	Intent to Enroll	Graduate applicant returns a letter indicating intent to enroll.
80	Deposit	Deposit received from an admitted student.
84	Deposit Cancel	Deposit cancelation *student no longer intends to enroll.
90	Defer	Undergraduate deposited student deferring admission to next spring or fall term. Graduate admitted or deposited student deferring admission to the next spring or fall term. *inactivates the current term record
95	Registered	Admitted or deposited student has registered for one or more classes.
97	Registered Cancel	Registered student cancels.

### Decision Code Conversion:

New Code	Old Code
3 PreApplicant	
5 Incomplete	
7 Incomplete Closed	99 Applicant Cancel
8 Incomplete Withdrawn	
9 Incomplete Evaluate	
10 Complete 1	
15 Complete 2	
20 Complete Committee	
22 Complete Closed	
25 Pend	09 Applicant needs interview 50 Pend
30 Waitlist	55 Waitlist Admits only (CLA) 57 Waitlist Deposit only (CLA) 60 Waitlist 61 Waitlist apps 72 ABP Waitlist (Law)
32 Waitlist Closed	
34 Waitlist Withdrawn	
40 Deny	04 Denied 05 Denied - No Letter

		06	Denied - Incomplete
45	Admit Conditional	26	Conditionally Admitted
		29	Readmitted on Probation
		71	Conditional Admit/Undergrad
50	Admit Provisional	23	Provisional Admit
	Admit Non		
55	Matriculant	24	Adult Special Admit
		30	Quick Admit
			Quick Admit/Non-
		31	Matriculated
60	Admit	22	Admit Regular with score 24+
		27	Readmitted
		28	Regular Admit
		32	Admit
		70	Admitted to ABP (Law)
		77	ABP Pass (Law)
		42	Presidential Scholarship
		43	Honors Scholarship
		44	Trustee Scholar
		45	Trustee Scholar
		48	Founder A Scholar cl
		49	Founder B Scholar cl
62	Admit Closed		
64	Admit Withdrawn	40	Admit Cancel/Default
70	Defer Admit		
73	Applicant Acceptance	33	Applicant Acceptance
75	Defer Cancel		
77	Intent To Enroll	74	Intent to Enroll Grad
80	Deposit	75	ABP Program Deposit (Law)
		76	ABP Paid in Full
		35	Comprehensive Deposit
		38	Deposit 2 (Law)
		67	Deposit down payment INTL
			ABP Dep. 2 (LAW) *DO NOT
		85	USE*
		86	ABP Pass Comp. Dep. (Law)
84	Deposit Cancel	37	Comp Deposit Cancel
		81	ABP Default (Law)
		83	ABP Withdraw/after dep (Law)
90	Defer	34	Applicant Defer to Next Yr.
		39	Applicant Defer
95	Registered		
97	Registered Cancel		
	NO EQUIVALENT	01	** DO NOT USE **

NO EQUIVALENT	25	** DO NOT USE **
NO EQUIVALENT	79	ABP No-Pass (Law)
NO EQUIVALENT	90	Learning Community ap-dep
Not Converted	36	Room Deposit
Not Converted	41	Room Deposit Cancel