Auburn University
Data Standards Document
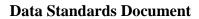
Version 1.4

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Data Standards – General Person

The following guidelines should be adhered to for all general person records and shared validation tables added to the Banner system. Ownership of all general person data will be shared across all areas. Access and maintenance of all data will be addressed in the security document.

Each area will develop its own data standards for data unique to its particular area. Ex. College Codes and Major Codes will be developed in Student.

CASE

**All data will be entered using mixed case (standard combination of upper and lower case letters)**, using standard capitalization rules. Ex. John Q Public

SYMBOLS

Only alpha and numeric characters should be used in Banner. Symbols such as the pound sign (#), the percent sign (%), an asterisk (*), etc., must not be used. These characters have special meanings in the Oracle database and could cause major system problems. The only exception is the @ symbol, which may be used in an email address. Punctuation marks should only be used in complete sentences; never with abbreviations.

Identification Number Standards

All person and non-person identification numbers (ID's) in Banner will be system generated ID's.

All generated ID's will begin with "9" and contain nine digits total. No spaces and/or hyphens will be used. Ex. 912345678

Name Standards

Human Resources must have the legal name, as it appears on the Social Security card, for all employees.

If a name is too long to fit into the field, enter as much of the name as possible. Do not attempt to abbreviate or truncate the name.

Do not use titles, prefixes or suffixes in any of the name fields.

If the person does NOT have a first name, then NoFirstName will be entered into the first name field.

1. **Last Name**

   Hyphens may be used to separate double last names (Ex. Smith-Jones). Do not space before or after a hyphen. If there are two last names that are not hyphenated (Ex. Monica Lou Creton Quinton), both last names will be entered as the last name. In the above example Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

   Spaces within names are not permitted. Ex. McDonald, MacPherson, VanHusen, VanderLinden, DeLaRosa

   Enter punctuation in the name only when it is clear that it should be used:
   - O'Connor
   - O'Leary

   Do not use a period as part of a name:
   - St John
   - A (middle initial)

2. **First Name**

   Any single character first name should be entered as provided.

   Hyphens may be used to separate double first names.

   Spaces are permitted if the legal spelling and format of the name includes spaces (Ex. Mary Ann, Bobby Joe).

3. **Middle Name**

   If no middle name exists, leave the field blank.

   Hyphens may be used to separate double middle names.

   Spaces are permitted if the legal spelling and format of the name includes spaces.

4. **Prefixes**

   Prefixes are to be entered **without** punctuation.

   Refer to Appendix A for a comprehensive list of examples.

5. **Suffixes**

   Suffixes are to be entered **without** punctuation. Enter the suffix in the Suffix field, not in the Last Name field.

   Refer to Appendix B for a comprehensive list of examples.

6. **Name Types:** Not to be used at this time.

7. **Preferred First Name (Optional)**

   Preferred first name should be entered into the preferred first name field (e.g., Christopher Paul Smith, with Paul being the preferred first name). If no preferred name is given, leave the field blank.

8. **Non-Person Name/Vendor**

   Acronyms in Non-Person/Vendor are an exception to the mixed case rule. Enter the vendor's name as provided.

   Acronyms – Companies that are recognized by their acronyms should be entered as such. (e.g., IBM and ITT)

   Hyphens and spaces are permitted if the legal spelling and format contain such.

   The ampersand (&) can be used <u>only</u> when part of a formal name (e.g., Baltimore & Ohio Railroad). Use 'and' in all other cases.

   Abbreviations are allowed for Co, Corp, Ltd or Inc when used after the name of a corporate entity.

   Refer to Appendix C for a comprehensive list of examples.

Address Standards

Multiple addresses can be entered for a person or vendor using different address types. Address standards have been established cooperatively so that they are used consistently. See Appendix D for standard Address types and descriptions.

1. **Street Standards**

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

There are three street address lines and each line can contain 30 characters, including spaces. If the street address contains more than one line, always use consecutive lines.

'In Care of' should be entered as 'c/o'. **Do NOT** use the % sign or spell out 'in care of'.

Street Address and PO Boxes

Either of the examples below are acceptable, but the US Post Office reads an address from the bottom up. In Example 1, the correspondence would go to the PO Box, but in Example 2 the correspondence would go to the street address.

Example 1	Example 2
Dr John F Smith 1234 N College PO Box 2351 Auburn AL 36830	Dr John F Smith PO Box 2351 1234 N College Auburn AL 36830

Abbreviations for Street Designators as defined by the United States Postal Service are shown in Appendix D.1. You are not limited to using the ones shown. If used, enter in mixed case as shown. If you cannot locate a street designator on this chart, spell it out rather than using an abbreviation. Always abbreviate Post Office Box as PO Box.

2. **Secondary Street Address Standards**

   Refer to Appendix D.2 for a comprehensive list of examples.

3. **City Standards**

   Do NOT abbreviate any part of the city name.

4. **State Standards**

   Select from Banner values.

5. **Zip Code Standards**

   Zip codes MUST be entered for all United States and Canadian addresses.

   United States – Enter the 5-digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits.

Canadian – Enter the six-character zip code without hyphens or spaces.

International Postal Code – Enter the international address as provided by the student, employee, or vendor. Normally, the Postal Code would be entered on the same line as the city.

Examples:

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

6. **Nation Codes Standards**

Codes should only be added for non-US addresses.

Telephone Number Standards

All national, regional, and local telephone numbers, including on-campus phone numbers, are entered using the ten-digit format.

Telephone types are listed in Appendix E.

E-Mail Standards

The official e-mail address for AU students and employees is username@auburn.edu, which is an official form of communication for both students and employees. An entity (person or non-person) may have multiple e-mail addresses within the Banner system; however, AU will not maintain personal e-mail addresses.

E-mail types are listed in appendix F.

Date Standards

Dates are to be entered in the format of mmddyyyy. All dates will be displayed as dd-mmm-yyyy.
Example:

Enter: Displayed as:
01171993   17-JAN-1993

Birth Date Standards

Enter the date of birth according to the Date Standards. If no birth date is given, enter as "01011500" until the correct date is determined. It will display as 01-JAN-1500.

Confidential Information Indicator Standards

This field will be left blank unless a student makes a request to the Office of Admissions and Records to have Directory Information withheld. If checked, no Directory Information should be released.

Citizenship Type Standards

Refer to Appendix G for codes, descriptions, and explanations.

Gender Code Standards

Refer to appendix H for codes and descriptions.

Ethnic Code Standards

Refer to Appendix I for codes, descriptions, and explanations.

Marital Code Standards

Refer to Appendix J for codes and descriptions.

Disability Code Standards

Refer to Appendix K for codes and descriptions.

Legacy Code Standards

Legacy codes are used to identify a relationship between an applicant, student, employee or donor with a relative with whom the university has had a relationship.

Refer to Appendix L for codes and descriptions.

Veterans Information

Name, Social Security number, and Veterans Administration (VA) status (chapter) are required for benefits to be received.

Refer to Appendix M for codes and descriptions.

Relationship Code

Relationship codes will be used for emergency contact information.

Refer to Appendix N for codes and descriptions.

Deceased Information

Enter 'Y' if the employee/student is deceased. Update the date of death, if known. Deceased information should be based on legal documentation.

NOTE: When reports are requested the user must always state whether they want the query to include or omit deceased persons.

APPENDICES

Appendix A - Name Prefixes

Code	Description
1Lt	First Lieutenant
2Lt	Second Lieutenant
Admiral	Admiral
Rear Admiral	Rear Admiral
Vice Admiral	Vice Admiral
Bgn	Brigadier General
Bishop	Bishop
Cpt	Captain
Col	Colonel
Commander	Commander
CW04	Chief Warrant Officer
Dr	Doctor
Ens	Ensign
Fr	Father
Gen	General
Hon	Honorable
Lt	Lieutenant
Ltc	Lieutenant Colonel
LT Commander	Lieutenant Commander
Ltg	Lieutenant General
LTJG	Lieutenant (Junior Grade)
Maj	Major
Mgn	Major General
Rev	Reverend

Appendix B - Name Suffixes

Code	Description
CPA	Certified Public Accountant
DC	Doctor of Chiropractic
DD	Doctor of Divinity
DDS	Doctor of Dental Surgery
DMD	Doctor of Dental Medicine

DO	Doctor of Osteopathy
DVM	Doctor of Veterinary Medicine
EdD	Doctor of Education
Esq	Esquire
II	The Second
III	The Third
JD	Jurist Doctor
Jr	Junior
LLD	Doctor of Laws
MD	Doctor of Medicine
OD	Doctor of Optometry
PC	Past Commander, Police Constable, Post Commander
PhD	Doctor of Philosophy
Ret	Retired
RN	Registered Nurse
RNC	Registered Nurse Clinician
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 - Company Name

Name	Abbreviation	Name	Abbreviation
College	Coll	American	Amer
And	&	Associates	Assoc
Center	Ctr	Community	Com
Company	Co	Cooperative	Coop
Corporation	Corp	Council	Coun
County	Cty	Distributing	Distr
Education	Edu	Extension	Ext
General	Gen	Hospital	Hosp
Incorporated	Inc	Information	Info

Institute	Inst	Insurance	Ins
International	Intl	Laboratories	Labs
Library	Lib	Limited	Ltd
Management	Mgt	Mutual	Mut
National	Natl	Publisher	Pub
Service	Serv	Services	Serv
Society	Soc	States	Use standard abbreviations
Technology	Tech	University	Univ

Appendix D – Address Types

Code	Description	Explanation
BL	Billing	Created if the billing address given at request of student. Used to mail student bills.
MA	Mailing	Created if the mailing address is different from the permanent address. Used by Student Financial Services.
LO	Local Address	Address for a student while attending classes.
WK	Campus Address	Employee Campus Address
PR	Permanent	Every non-vendor record must have this address type. Primary mailing address for all communication and legal documents.
VB	Vendor-Physical	Vendor Bid Address
VO	Vendor-Order	Used for Purchase Orders
VR	Vendor -Remittance	Used for vendor payments
GB	Grant Billing	Agency address for grant billing and reporting
E1	Emergency Contact #1	
E2	Emergency Contact #2	
N1	Next of Kin #1	
N2	Next of Kin #2	
RF	AU Student Refunds	
RM	AUM Student Refunds	

Appendix D.1 - Street Designators

Abbrev.	Description	Abbrev.	Description	Abbrev.	Description
Aly	Alley	Anx	Annex	Arc	Arcade
Ave	Avenue	Byu	Bayou	Bch	Beach
Bnd	Bend	Blf	Bluff	Btm	Bottom
Blvd	Boulevard	Br	Branch	Brg	Bridge
Brk	Brook	Bg	Burg	Byp	Bypass

Cp	Camp	Cyn	Canyon	Cpe	Cape
Cswy	Causeway	Ctr	Center	Cir	Circle
Clfs	Cliffs	Clb	Club	Cor	Corner
Cors	Corners	Crse	Course	Ct	Court
Cts	Courts	Cv	Cove	Crk	Creek
Cres	Crescent	Xing	Crossing	Dl	Dale
Dm	Dam	Dv	Divide	Dr	Drive
Est	Estates	Expy	Expressway	Ext	Extension
Fall	Fall	Falls	Falls	Fry	Ferry
Fld	Field	Flds	Fields	Flt	Flats
Frd	Ford	Frst	Forest	Frg	Forge
Frk	Fork	Frks	Forks	Ft	Fort
Fwy	Freeway	Gdns	Gardens	Gtwy	Gateway
Gln	Glen	Grn	Green	Grv	Grove
Hbr	Harbor	Hvn	Haven	Hts	Heights
Hwy	Highway	Hl	Hill	Hls	Hills
Holw	Hollow	Inlt	Inlet	Is	Island
Iss	Islands	Isle	Isle	Jct	Junction
Ky	Key	Knls	Knolls	Lk	Lake
Lks	Lakes	Lndg	Landing	Ln	Lane
Lgt	Light	Lf	Loaf	Lcks	Locks
Ldg	Lodge	Loop	Loop	Mall	Mall
Mnr	Manor	Mdws	Meadows	Ml	Mill
Mls	Mills	Msn	Mission	Mt	Mount
Mtn	Mountain	Nck	Neck	Orch	Orchard
Oval	Oval	Park	Park	Pky	Parkway
Pass	Pass	Path	Path	Pnes	Pines
Pl	Place	Pln	Plain	Plns	Plains
Plz	Plaza	Pt	Point	Prt	Port
Pr	Prairie	Radl	Radial	Rnch	Ranch
Rpds	Rapids	Rst	Rest	Rdg	Ridge
Riv	River	Rd	Road	Row	Row
Run	Run	Shl	Shoal	Shls	Shoals
Shr	Shore	Shrs	Shores	Spg	Spring
Spgs	Springs	Spur	Spur	Sq	Square
Sta	Station	Str	Stravenue	Strm	Stream
St	Street	Smt	Summit	Ter	Terrace
Trce	Trace	Trak	Track	Trl	Trail
Trlr	Trailer	Tunl	Tunnel	Tpke	Turnpike
Un	Union	Vly	Valley	Via	Viaduct

Vw	View	Vlg	Village	Vl	Ville
Vis	Vista	Walk	Walk	Way	Way
Wls	Wells				

Appendix D.2 - Secondary Street Address

Abbrev.	Description
Apt	Apartment
Bldg	Building
Bsmt	Basement
Dept	Department
Fl	Floor
Frnt	Front
Hngr	Hanger
Lbby	Lobby
Lot	Lot
Lowr	Lower
Ofc	Office
Ph	Penthouse
Pier	Pier
Rear	Rear
Rm	Room
Side	Side
Slip	Slip
Spc	Space
Ste	Suite
Stop	Stop
Trlr	Trailer
Unit	Unit
Uppr	Upper

Appendix D.3 - Pre- and Post-Directions

Abbreviation	Direction
Spaces	No Post Direction

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

Appendix E – Telephone Types

Code	Description	Explanation
LO	Local	Student local phone
PR	Permanent	Faculty,Staff, and Student permanent phone
CE	Cell Phone	
E1	Emergency Contact #1	
E1	Emergency Contact #2	
N1	Next of Kin #1	
N2	Next of Kin #2	
WK	Employee Work	Faculty and Staff work phone
FX	Fax Number	
PG	Pager Number	
VP	Vendor Phone	
GB	Granting Agency	Granting agency phone

Appendix F – Email Types

Code	Description	Explanation
AU	Auburn University Email	Official Auburn University email address
PE	Personal Email	Email used prior to enrollment
BE	Vendor Business Email	Email used by Vendors
AE	Agency E-mail	Granting agency

Appendix G - Citizenship Types

Code	Description	Explanation
P	Permanent Resident	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.
N	Non-Citizen	A person who is not a citizen or national of the United States. (Ex. J Visa)

Y	U.S. Citizen	A citizen of the United States
E	Eligible Non-citizen	For Financial Aid use only
X	Unknown	

Appendix H – Gender Codes

Code	Description
M	Male
F	Female
N	Not available

Appendix I - Ethnicity Codes

Code	Description	Explanation
B	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
I	American Indian/Alaskan Native	A person having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
O	Asian or Pacific Islander	
H	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
W	White Non-Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
X	Not Reported	Person declined to identify ethnicity

Appendix J - Marital Codes

Code	Description
M	Married
P	Separated
D	Divorced
S	Single
W	Widowed
O	Other

Appendix K– Disability Codes

Code	Description
AD	ADD/ADHD
AX	Attention deficit-extended time
AM	Attention deficit-medication
LD	Learning disability
LR	Learning disability-reading
LE	Learning disability-written language
LM	Learning disability-math
LP	Learning disability-processing
LN	Learning disability-NOS
HC	Health condition
CC	Condition critical; call 911
HD	Health-diabetes
CR	Health-colitis/crohn's
HA	Health-asthma
RA	Health-arthritis
HL	Health-lupus
HF	Health-fibromyalgia
CA	Health-cancer
HT	Health-transplant
HA	Health-allergies
HS	Health-seizures
MS	Health-MS
NA	Health-narcolepsy
HH	Health-heart
HB	Health-Bechet's
HI	Hearing impaired
HO	Hearing impairment-oral
DD	Hearing-deaf
DB	Deaf-blind
SL	Hearing-sign language
CI	Hearing-cochlear implant
AI	Hearing-aid(s)
SI	Speech impaired
ST	Stuttering
MI	Mobility impairment
ML	Mobility impairment-leg(s)
MA	Mobility impairment-arm(s)
MQ	Mobility impairment-quadriplegic
MP	Mobility impairment-paraplegic
MC	Mobility impairment-cart

WM	Mobility impairment-wheelchair-manual
WP	Mobility impairment-wheelchair-power
MW	Mobility impairment-walker/crutches
SD	Service dog
PY	Psychological disorder
PD	Psychological-depression
PB	Psychological-bipolar
PO	Psychological-OCD
PP	Psychological-personality disorder
PA	Psychological-anxiety/panic
PT	Psychological-PTSD
PE	Psychological-eating disorder
PS	Psychological-schizoid
PU	Psychological-addictive disease
PH	Psychological-phobia
PI	Psychological-tic disorder
SA	Psychological-sexual abuse
VI	Visual impairment
VL	Visual impairment-low vision
VB	Visual impairment-blind
BC	Blind-cane
GD	Guide dog
VR	Visual impairment-right
VE	Visual impairment-left
BI	Brain injury
OD	Other Disability
BT	Braille, tactile images
ET	Electronic text
CO	Equipment/software
FU	Furniture
RT	Realtime captioning
TS	Transcription services
IN	Interpreter Services
HP	Handicap parking
NS	No stairs
P1	Priority one
P2	Priority two

Appendix L - Legacy Codes

Codes	Description
B	Parent and Sibling

P	Parent(s)
S	Sibling(s)
O	Other

Appendix M - Veteran Information

Code	Description
AD	Active Duty
VN	Vet Not Eligible for Benefits
VE	Vet Eligible for Benefits
DP	Dependent of Deceased or 100% Disabled
VR	Vocational Rehabilitation
OB	Student out of VA Benefits
NE	Student not Eligible for VA benefits
SD	Spouse of Dec/Tot Dis Vet (Sc)
CD	Child of Dec/Tot Dis Vet (Sc)
CP	Child of Dis. Vet (Nsc)
YY	Eligibility Undetermined
VE	Vietnam Era Vet
PV	Other Protected Vet
NV	Non-Veteran
XX	Not Reported

Appendix N – Relationships Codes

Code	Description
A	Advisor/Sponsor
N	Aunt
B	Billing Organization
R	Brother
C	Child/Children
Y	Embassy
F	Father
P	Grandfather
Q	Grandmother
G	Guardian
M	Mother
S	Spouse
I	Fiancée/Fiancé
D	Friend
H	Daughter

E	Sister
J	Son
O	Other
U	Uncle