UtahState
UNIVERSITY

Utah State University

Data Standards Document

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 and in Appendix 1. 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

PURPOSE

The purpose of this document is to establish guidelines for:
- custodianship of Utah State University (USU) 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 USU administrative system;
- making sure that the interpretation of information is accurate and consistent within USU;
- responsibilities of users of the information.

ADMINISTRATIVE RESPONSIBILITY

By law, certain data is confidential and USU 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 USU. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of USU. 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, USU'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 USU 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 USU staff member who is assigned overall responsibility for a portion of USU'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 USU Banner community to evaluate, determine and implement changes to Banner's shared validation and data tables.

USU identifies the following as Data Custodians:

Module	USU	USURF
Student	Registrar	
Financial Aid	Director Financial Aid	
Employee	Director of Human Resources	USURF Human Resources Manager
Financial	Controller	USURF Controller

Module	USU	USURF
Technical Access	Director of Network and Computer Services (NCS)	
Aggregate Reporting	Director of Analysis, Assessment and Accreditation (AAA)	

Note 1: NCS and AAA function in connection with the Banner Modules through maintaining the Banner system and reporting the data in Banner.

Note 2: Data for the USURF will be kept separate from the data for USU. As such, they will have their own Data Custodians.

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 HPPA) 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;
- BANNER validation and rules tables.

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.

USU 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;
- Prompt detection and control of security breaches.

USU General Record Custodian Hierarchy

Rank	Category Name	Responsible Office
1	Employee	Director of Human Resources
2	Employee Applicant	Director of Human Resources
3	Vendor	Controller
4	Current Student	Registrar
5	Student Applicant	Admissions

Rank	Category Name	Responsible Office
6	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. GUASYST will display general record associations.

ACCESS TO UNIVERSITY DATA

USU 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, USU 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 Vice President/Dean or Director/Department Head requests access from the data custodian(s)
- The data custodian:
  - evaluates and approves or denies the request;
  - ensures that appropriate training occurs;
  - 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.

USU 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.

See Appendix 2 for a detailed outline of the Data Access Request Process, the Access Implementation Process and the Access Denial Appeal Process.

MULTIPLE/DUPLICATE PIDM IDENTIFICATION 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". PIDM (**P**erson **ID**entification **M**aster) 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 be worked together between the Banner modules of Finance, Student, Financial Aid, and Human Resources.

II.   **MULTIPLE/DUPLICATE PIDM CAUSE AND TEMPORARY CORRECTIONS**

Duplicated records appearing more than once under different PIDM's 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 multiple of reasons which include 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 for Student, etc.
5.

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.
4.   **Duplicate Vendors PIDM's originating within the Finance module must also be marked. How????????**(FTMVEND adds new vendors? (SPRIDEN table)
5.

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 their functional contact representative(s) that will be the key contact involved in multiple/duplicate PIDM issues.
1. Finance – ?
2. Student – Jerry Clarke, Mitch Rogers
3. Financial Aid (FA) – Sharon Robinette
4. Human Resource (HR) – ?

B. **Potential Duplicate PIDM Records Identified.** On a nightly basis a series of Network & Computing Services (NCS) 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.
5.

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 SPACMNT.
    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. **Also identify number or numbers in SIS Plus system**.

- If duplicates exist in SIS Plus, coordinate corrections with Jerry Clarke in the Registrar's office and Sharon Robinette in Financial Aid.

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 information.

5. Change name under number(s) to be deleted:
   a. LAST = DELETE (All Caps)
   b. FIRST = Correct ID #
   c. MIDDLE = Department making change (i.e. ADM, OSFA)
   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

List Serve: As duplicates are identified and the assistance of other offices is needed to complete the correction, use the List Serve 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
   a. Run GURSLID process that ….
   c. Using the SPAIDEN form do a GUIALTI query with an Alternate ID Search for a person. There are multiple field & wild card options.
   d. Use SOAIDEN query for greater Student detail on a potential duplicate PIDM record.
   e. Use SAASUMI query for current status in Admissions
   f. Use SOASRVW query for current status in Recruitment, Admissions, and General Student.

E. Revised Duplicate PIDM Report. HR 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).
1. Ensures valid and complete data is put in the designated "System of Record".
2. Marks the other duplicate PIDM records as records to be purged.
3. Distributes electronically the completed Revised Duplicate PIDM Report to the NCS Database Administrator(s) (DBA's).

F. Duplicate PIDM Purge Process. The actual purge of an identified duplicate PIDM record must be performed by an NCS Oracle DBA.
1. NCS DBA's receive the Revised Duplicate PIDM Report from the HR functional contact representative(s).
2. DBA(s) purge all marked duplicate PIDM records from all Banner Oracle Tables.
3. DBA(s) confirm to the Banner Module functional contact representative(s) via e-mail of the completed activities.
4. 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 the 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** (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

Utah State University (USU) uses the following identification numbers:

Student	System Generated Number – Every student has a unique 9 character ID beginning with the 'A' symbol as their primary ID.
	Social Security Number – When provided, enter the nine-digit number omitting dashes and spaces.
Employee	System Generated Number – Every employee has a unique 9 character ID beginning with the 'A' symbol as their primary 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 beginning with the 'A' symbol as their ID.

Utah State University Research Foundation (USURF) uses the following identification numbers:

Employee	System Generated Number – Every employee has a unique 9 character ID beginning with the 'F' symbol as their primary ID.
	Social Security Number – When provided, enter the nine-digit number omitting dashes and spaces.
Vendors	System Generated Number – Every vendor has a unique 9 character ID beginning with the 'F' symbol as their ID.

Note: Banner requires all Pcard holders to have a Banner ID. Because of how USU does business, it is possible for a Pcard holder to be a non-employee and non-student. In this case, the department responsible for maintaining these Pcard records in Banner will be Purchasing services.

2. NAME STANDARDS

Names are stored and maintained in one place in the database. USU 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 their social security card or passport. Any individual may provide a preferred first name in addition to a legal name.

 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.

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. 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 USU.

Code	Description
Adm	Admiral
Amb	Ambassador

Code	Description
Atty	Attorney
Ag	Attorney General
Bhp	Bishop
Bg	Brig Gen
Brig	Brigadier
Brother	Brother (religious)
Capt	Captain
Ch	Chairman
Col	Colonel
Cmdr	Commander
Comm	Commissioner
Cpl	Corporal
Dir	Director
Dr	Doctor (Medical or Educator)
Elder	Elder (religious)
Est	Estate
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
Ltgov	Lt Governor
Maj	Major
MSgt	Major/Master Sergeant
Mrs	Married Woman
Mayor	Mayor
Mr	Mister
Msgr	Monsignor
MRB	Most Reverend Bishop
Pres	President
Prof	Professor (includes Assistant and Associate)
Prov	Provost
Rabbi	Rabbi (religious)
Rep	Representative
Rev	Reverend (religious)
Sen	Senator
Sgt	Sergeant
Ms	Single or Married Woman
Miss	Single Woman
Sister	Sister (religious)
Rtrev	The Right Reverend
Dean	University Dean (includes Assistant and Associate)
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 USU.

Code	Description
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 (or **NICKNAME**) 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

Utah State 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 Utah 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
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 Oregon departments, agencies, commissions, etc. as they are in the State of Oregon Telephone Directory with Oregon abbreviated as OR. Below are examples that Utah uses.

Name	Entered As
Oregon Department of Transportation	OR Transportation Dept of
Oregon Department of Administrative Services	OR Administrative Services Dept of
City of Eugene	Eugene City of
Utah County	Utah County

Portland Community College   Portland CC
University of Oregon   OR University of
Oregon State University   OR State University

3. NAME AND ID CHANGE STANDARDS

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

b. Name or ID changes are not permitted without legal documentation. For students, either a social security card or passport (mandatory for SEVIS tracked students) is required. For employees, a social security card is required.

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

d. All persons employed by Utah State University must change their Name through Human Resources.

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

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

g. SEVIS tracked student's Name will be maintained as it is printed on their I-20 VISA and must be approved by the International Student and Scholar office.

h. Potential students will change their Name through the respective Admission office.

I. 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 Network and Computing Services personnel.

4. SOCIAL SECURITY NUMBER STANDARDS

SSN will not be stored in the Alternate ID field. (SSN is stored in SPBPERS_SSN)

If SSN is unknown for an employee, 000000000 (000-00-0000) will be entered until correct SSN is received.

If SSN is unknown for a student, the field will be null until correct SSN is received.

5. ADDRESS STANDARDS

In order to maintain accurate and consistent data, USU 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. Unit Numbers 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.

Utah maintains both the street address and the PO Box in one address block. Enter them as in the following examples.

Entered As	**Mail Delivered To**
John F Smith 1379 NW Pine PO Box 2351 Portland OR 97203	John F Smith **PO Box 2351** **Portland OR 97203**
John F Smith PO Box 2351	John F Smith **1379 NW Pine**

1379 NW Pine	**Portland OR 97203**
Portland OR 97203	

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	

6.   CITY STANDARDS

Enter all information using upper and lower case letters. Do **NOT** abbreviate unless limited by space.

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

7.   STATE STANDARDS (refer to validation table A3.28 STVSTAT)

Enter the correct state code from the validation table.

8.   ZIP CODE STANDARDS (refer to validation table A3.31 GTVZIPC)

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

USU 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.

Code	Description
M	Male
F	Female
N	Not Available

10. DATE STANDARDS

Enter dates in the format of mmddyyyy. Banner displays all dates as dd-mmm-yyyy. Example: 01171993 becomes 17-JAN-1993.

11. BIRTH DATE STANDARDS

Enter the date of birth according to the **DATE STANDARDS**. If you do not have a birth date, enter 01011901 (01-JAN-1901) as the default unknown date until the correct birth date is received.

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 Utah State University Family Educational Rights and Privacy Act [FERPA] policy published in the General Catalog and in term Schedule of Classes.

If the Confidentiality Indicator is not checked, it indicates that Utah State University may release Directory Information to anyone without consent of the student according to University FERPA policy.

Students may control the release of Directory Information, the Confidential Indicator setting, by completing forms at the University Registrar's Office.

Utah State University has defined student Directory Information as:

1. Name
2. Local and Permanent Addresses
3. Electronic Mail Address
4. Telephone Number
5. Most Recent Institution Attended
6. Date of Birth
7. Residency Status
8. Degrees and Awards Received

9. Current Semester Schedule of Classes
10. Academic Level
11. Major Field of Study
12. Department and/or College
13. Participation in Official Activities/Sports
14. Dates of Attendance and Graduation
15. Weight/Height of Members of Athletic Teams
16. Photographs

13. CITIZEN TYPE STANDARDS (refer to validation table A3.3 STVCITZ)

Citizen type indicates citizenship status of student or employee.

14. VISA TYPE STANDARDS (refer to validation table A3.30 STVVTYP)

Utah State University uses the values from validation table STVVTYP 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 (refer to validation tables A3.14 STVETCT and A3. 10 STVETHN)

USU collects race/ethnic data using the categories in STVETHN and reports data as required to the Department of Education and other external entities using the categories in STVETCT. 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, irregardless 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 (refer to validation table A3.18 STVMRTL)

Financial Aid and Human Resources use marital codes.

17. RELIGION CODE STANDARDS (refer to validation table A3.26 STVRELG)

The USU Admissions Office stores religion information for demographic and marketing purposes only. This information is not to be used for identifying individuals.

18. LEGACY CODE STANDARDS (refer to validation table A3.16 STVLGCY)

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 USU to identify students that are eligible to obtain veteran educational benefits while attending USU. Eligible students are defined as US veterans (Chapters 30, 31, and 1606), their eligible spouse and dependents (Chapter 35). In order for the VFN number to populated, 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 student's would submit an Application for VA Education Benefits form, 22-1990. Chapter 31 student's would submit an Authorization And Certification of Entrance Or Reentrance Into Rehabitation and Certification Of Status form, 28-1905, from his/her vocational rehabilitation counselor. Chapter 35 student's 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.

20. DECEASED PERSONS STANDARDS

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

The Office of Human Resources requires a death certificate for all deceased employees who were currently employed at USU at time of death. The USURF HR Manager requires a death certificate for all deceased employees who were currently employed at USURF at time 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 Executive 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 not date is provided, to comply with federal reporting requirements of Utah State 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
1. Check GUASYST to see what other areas have transactions posted.
2. 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.
3. **NOTE**: www.ancestry.com can be used to verify the date of death by checking the SSN Deceased Database.

21. E-MAIL ADDRESS STANDARDS (refer to validation table A3.9 GTVEMAL)

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.

APPENDIX 1. ADDRESS TYPES

A Note about 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 Utah uses and identifies who may update each type. Many individuals will only have a PR address. This is the default address type for the college.

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.**

ADDRESS AND PHONE NUMBER TYPE MATRIX

There is an associated phone number type with each address type entered into Banner. The following matrix shows how phone number is tied to address type.

		Phone Number Types			
		Voice	Fax	Mobile	Other
Address Types	Codes	VO	FX	MO	OT
Billing	BI	BIVO	BIFX	BIMO	BIOT
Bookstore	BK	BKVO	BKFX	BKMO	BKOT
Business	BU	BUVO	BUFX	BUMO	BUOT
Diploma	DP	DPVO	DPFX	DPMO	DPOT
Emergency Contact	EM	EMVO	EMFX	EMMO	EMOT
Grants ACO	GA	GAVO	GAFX	GAMO	GAOT
Grants Billing	GB	GBVO	GBFX	GBMO	GBOT
SubGrants Contracting Officer	GC	GCVO	GCFX	GCMO	GCOT
Grants Deliver To	GD	GDVO	GDFX	GDMO	GDOT
Grants Contracting Officer	GO	GOVO	GOFX	GOMO	GOOT
Grants Technical/Program Officer	GP	CPVO	CPFX	CPMO	CPOT
SubGrants Remit To	GT	GTVO	GTFX	GTMO	GTOT
Mailing Address	MA	MAVO	MAFX	MAMO	MAOT
UMC	MC	MCVO	MCFX	MCMO	MCOT
Purchase Order	PO	POVO	POFX	POMO	POOT
Parents	PA	PAVO	PAFX	PAMO	PAOT
Permanent	PR	PRVO	PRFX	PRMO	PROT
Remit To (A/P)	RT	RTVO	RTFX	RTMO	RTOT
SEVIS Dependent	SD	SDVO	SDFX	SDMO	SDOT
SEVIS Foreign	SF	SFVO	SFFX	SFMO	SFOT
SEVIS Local	SL	SLVO	SLFX	SLMO	SLOT
Reserved for TGRFEED	XX				

Abbreviations for Street Designators (Street Suffixes)

Utah 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
Bluff...................................... Blf
Bottom .... Btm
Boulevard........................... Blvd
Branch .... Br

Bridge................................... Brg
Brook.................................... Brk
Burg .... Bg
Bypass .... Byp
Camp .... Cp
Canyon................................ Cyn
Cape .... Cpe
Causeway .... Cswy
Center .... CtR
Circle................................... Cir
Cliffs .... Clfs
Club..................................... Clb

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

Valley	Vly	Vista	Vis
Viaduct	Via	Walk	Walk
View	Vw	Way	Way
Village	Vlg	Wells	Wls
Ville	Vl		

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

APPENDIX 2. DATA ACCESS PROCESSES

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

Information Confidentiality Statement

Every USU 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. The FWS Coordinator stores it for Work Study and Learn and Earn employees. For all others, the department requesting access to information will collect the statement and (store it? Forward it to HR? What do we want to happen here?)

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

Process Steps

1. Data Custodian identifies Banner objects needed for the staff member
2. Data Custodian provides Computer Services 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.

APPENDIX 3. Validation Tables

A3.1   Address Source Validation (STVASRC)

Code	Description
CALL	Phone call from individual
EDI	Electronic Data Interchange
FAFS	Federal Application for Financial Aid
INFR	Information from relative
POST	Post Office change
SELF	Self reported by individual
WEB	World Wide Web

A3.2   Address Type Code Validation (STVATYP)

Address Type	Description	Sys Req
BI	Billing	✓
BK	Bookstore	
BU	Business	✓
DP	Diploma	
EM	Emergency Contact	
GA	Grants ACO	
GB	Grants Billing	
GC	SubGrants Contracting Officer	
GD	Grants Deliver To	
GO	Grants Contracting Officer	
GP	Grants Technical/Program Officer	
GT	SubGrants Remit To	
MA	Mailing Address	✓
MC	UMC	
PO	Purchase Order	✓
PA	Parents	
PR	Permanent	
RT	Remit To (A/P)	
SD	SEVIS Dependent	
SF	SEVIS Foreign	
SL	SEVIS Local	
XX	Reserved for TGRFEED	✓

A3.3   Citizen Type Code Validation (STVCITZ)

Code	Description	Citizen Ind	Definition
1	U.S. Citizen	✓	An individual who is a citizen of the United States only, regardless of how his/her status was acquired. This

Code	Description	Citizen Ind	Definition
			person will not have documentation listed in the Visa Type.
2	Non-Resident Alien living in US		An individual who is not a citizen or national of the United States and who is in this country on a Visa or temporary basis and does not have the right to remain indefinitely. This person must have documentation as listed in the Visa Type.
2s	Substantial Presence		To be provided by Terry Hodges.
3	Resident Alien/other non Citizen		A person who is not a citizen or national of the United States and who has been admitted to the United States as a legal immigrant for the purpose of obtaining permanent resident alien status (who holds either an alien registration card (Form 1-511 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I094) with a notation conveying legal immigrant status. This category includes those with Refugee, Asylee, Conditional Entrant Parolee, or Cuban-Haitian Entrant status. This person must have documentation as listed in the Visa Type.
3b	Permanent Resident		To be provided by Jodi Morgan
4	Undocumented		An individual who is not a citizen and who has not yet obtained permanent resident alien status. However, he/she is exempt from paying the non-resident portion of tuition pursuant to Board of Regents policy R512-12 and Legislative Bill S3B-8-106. This person will not have documentation listed in the Visa Type.
5	Non-Resident Alien not living in US		An individual who is not a citizen or national of the United States and who does not live in the United States. This person will not have documentation listed in the Visa Type.

A3.4   Comment Type Code Validation (STVCMTT)

Code	Description
100	General Comment
101	Added via ATP Tape
103	Added via ACT Tape
104	Special Needs
105	Intramurals
106	Fraternity
107	Sorority
108	Debate Club
109	Athletic Scholarship
110	Added via Fin. Aid/CSS Tape
111	Requested Campus Housing
112	Assigned Campus Housing
	SEVIS Related

Code	Description
	Advising & Orientation
	File is incomplete

A3.5   County Code Validation (STVCNTY)

To conserve space, only Utah counties are shown in this document. The actual validation table contains all U.S. counties.

Code	Description
135	Beaver
198	Box Elder
253	Cache
280	Carbon
464	Daggett
479	Davis
536	Duchesne
575	Emery
646	Garfield
694	Grand
854	Iron
889	Juab
900	Kane
1146	Millard
1183	Morgan
1372	Piute
1455	Rich
1532	Salt Lake
1543	San Juan
1557	Sanpete
1591	Sevier
1670	Summit
1728	Tooele
1764	Uintah
1772	Utah
1823	Wasatch
1828	Washington
1837	Wayne
1841	Weber

This table will be populated from the CORRECT ZIP update service through USU's Development Office.

(SCT recommends only populating this element with counties from the state your school is in. USU has decided to populate this element with all counties in the U.S. provided by the CORRECT ZIP update service.)

A3.6   Degree Code Validation (STVDEGC)

Code	Description	FA Count Indicator	System Required Indicator	DLEV Code
AA	Associate of Arts	✓		AS
AAS	Associate of Applied Science	✓		AS
AS	Associate of Science	✓		AS
AUD	Doctor of Audiology	✓		DR
BA	Bachelor of Arts	✓		BA
BFA	Bachelor of Fine Arts	✓		BA
BLA	Bachelor of Landscape Arch	✓		BA
BM	Bachelor of Music	✓		BA
BS	Bachelor of Science	✓		BA
CE	Civil Engineer	✓		MA
CERG	Certificate/Graduate	✓		OT
CERU	Certificate/Undergrad	✓		LA
CONC	Concurrent Enrollment			OT
DIPL	Diploma			LA
EDD	Doctor of Education	✓		DR
EDS	Education Specialist	✓		MA
EE	Electrical Engineer	✓		MA
IE	Irrigation Engineer	✓		MA
MA	Master of Arts	✓		MA
MACC	Master of Accounting	✓		MA
MAI	Master of Ag Industries	✓		MA
MBA	Master of Business Administrat	✓		MA
MCED	Master of Community Econ Dev	✓		MA
MCS	Master of Computer Science	✓		MA
MDA	Master of Dietetics Administra	✓		MA
ME	Master of Engineering	✓		MA
MED	Master of Edcuation	✓		MA
MES	Master of Engineering Science	✓		MA
MF	Master of Forestry	✓		MA
MFA	Master of Fine Arts	✓		MA
MFHD	Master of Family and Human Dev	✓		MA
MFMS	Master of Food Microbiology an	✓		MA
MHE	Master of Health Education	✓		MA
MIE	Master of Industrial Education	✓		MA
MLA	Master of Landscape Arch	✓		MA
MM	Master of Music	✓		MA
MMA	Master of Mathematic	✓		MA
MNR	Master of Natural Resources	✓		MA
MPSH	Master of Prof Studies in Hort	✓		MA
MRC	Master of Rehabilitation Couns	✓		MA
MS	Master of Science	✓		MA
MSLT	Master of Second Language Teac	✓		MA
MSS	Master of Social Science	✓		MA

Code	Description	FA Count Indicator	System Required Indicator	DLEV Code
NC	Not Complete			OT
NDCT	Non-Degree Program/Certificate			OT
NDEG	Non-Degree Endorsement/Grad			OT
NDEU	Non-Degree Endorsement/Undergr			OT
NDGD	Non-Degree Program/Doctorate			OT
NDGM	Non-Degree Program/Masters			OT
NDPR	Non-Degree Program/Professiona			OT
NDUG	Non-Degree Program/Undergrad			OT
PHD	Doctor of Philosophy	✓		DR
PPRD	Pre-Program/Doctorate	✓		DR
PPRM	Pre-Program/Masters	✓		MA
PPRU	Pre-Program/Undergrad	✓		BA
000000	Undeclared		✓	

A3.7   Disability Service Code Validation (STVSPSR)

Code	Description
CS	County Para-transit Service
DR	Department of Rehabilitation
DS	Disabled Student Services
HA	Hearing aid required

A3.8   Disability Type Code Validation (STVDISA)

Code	Description
HI	Hearing Impaired
MI	Mobility Impaired
VI	Visually Impaired

A3.9   E-mail Address Type Validation (GTVEMAL)

Code	Description
ANUM	Banner Student ID E-Mail Alias
AMAL	AggieMail E-Mail account (USU only, not for Foundation)
FTHR	Father
MCCM	Official Campus E-Mail
MTHR	Mother

A3.10 Ethnic Code Validation (STVETHN)

Code	Description	IPEDS Code	EDI Code	LMS Equiv
A	Asian/Pacific Islander	3		
B	Black, non-Hispanic	1		
H	Hispanic	4		
I	American Indian/Alaskan Native	2		
U	Unspecified/Other	6		
W	White, non-Hispanic	5		
M	Multicultural	6		
P	Pacific Islander	3		
S	Asian	3		

A3.11 Employment Type Validation (STVEMPT)

Code	Description
EMP	Employment Required for Visa
FAM	Family Business
STU	Student Worker

A3.12 Hold Type Code Validation (STVHLDD)

Code	Description	Reg	Env	Tran	Grad	Grade	A/R	App	Cmpl
AD	Advisor Hold	✓							
AR	Accounts Receivable Hold	✓		✓		✓	✓		
DH	Dean's Hold			✓	✓				
FH	Financial Hold	✓		✓			✓	✓	
LF	Library Fine								
PF	Parking Fine								
RH	Registrar's Hold	✓		✓					
SH	SOAR Hold	✓							
SI	SIS Hold	✓		✓			✓	✓	

A3.13 International Student Sponsor Code Validation (STVSPON)

Code	Description
BNB	Bnal Brith
DAR	Daughters/American Revolution
KOC	Knights of Columbus
NAA	NAACP

RBC	Riverside Baptist Church
SOI	Sons of Italy
STA	St Andrews Catholic Church
STJ	St Johns Episcopal Church
SUN	Sunshine Foundation
TBI	Temple Beth Israel

A3.14 IPEDS Ethnic Code Validation (STVETCT)

Code	Description	System Req	Definition
1	Black, non-Hispanic	✓	A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
2	American Indian/Alaskan Native	✓	A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
3	Asian/Pacific Islander	✓	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.
4	Hispanic	✓	A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
5	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).
6	Unspecified/Other	✓	

A3.15 Language Code Validation (STVLANG)

Code	Description
ARA	Arabic
CHC	Chinese-Cantonese
ENG	English
FRN	French
GRK	Greek
GRM	German
HUN	Hungarian
ITL	Italian
JPN	Japanese
RUS	Russian
SPN	Spanish

Code	Description
SWD	Swedish

A3.16 Legacy Code Validation (STVLGCY)

Code	Description
F	Father
G	Grandparent(s)
M	Mother
N	None
O	Other
P	Father and Mother
S	Spouse
U	Father and Grandparent(s)
X	Father, Mother and Grandparent(s)
Y	Mother and Grandparent(s)
Z	Sibling(s)

A3.17 Major, Minor, Concentration Code Validation (STVMAJR)

To conserve space, only a sample of majors is shown in this document. The actual validation table contains all USU majors and minors.

Code	Description	CIPC Code	Valid Major Indicator	Valid Minor Indicator	Valid Concentration Indicator
AASS	Atmospheric & Space Sciences				✓
ABUM	Agribusiness Management			✓	✓
ACCT	Accounting	520301	✓	✓	✓
ACSC	Actuarial Science				✓
ACTI	Acting				✓
ADAG	Adult Development and Aging				✓
ADCE	Administrative/Supervisory Cer	130401	✓		✓
ADDE	Advertising Design				✓
ADLS	Adolescence and Youth				✓
ADMN	Admin of Physical Education				✓
AERO	Aeronautics	490101	✓		
AEST	Aerospace Studies			✓	
AGBU	Agribusiness	10101	✓		✓
AGEC	Agricultural Economics	10103	✓	✓	✓
AGED	Agricultural Education	131301	✓		
AGEE	Agric Extension Education				✓
AGME	Agricultural Mechanization				✓

Code	Description	CIPC Code	Valid Major Indicator	Valid Minor Indicator	Valid Concentration Indicator
AGMT	Agricultural Machinery Tech	10201	✓		
AGNR	Agronomic Research				✓
AGRH	Agricultural Hydrology				✓

A3.18   Marital Status Code Validation (STVMRTL)

Code	Description	FA Equiv	EDI Equiv
D	Divorced	1	
M	Married	2	
N	Domestic Partner	1	
P	Separated	3	
S	Single	1	
T	Other	1	
W	Widowed	1	

A3.19   Medical Code Validation (STVMEDI)

Code	Description
BL	Visually Impaired
DE	Hearing Impaired
DI	Diabetic Insulin User
EP	Epileptic
GN	Generic Medical Identifier
HC	Heart Condition
MU	Mute
PL	Prosthetic limb
PP	Paraplegic
QP	Quadriplegic

A3.20   Medical Equipment Code Validation (STVMDEQ)

Code	Description
AMP	Amplified Telephone Handset
BRA	Leg Braces
BWR	Braille Writer
CRU	Crutches/Walker
DOG	Seeing Eye Dog
HEA	Hearing Aid

Code	Description
WHE	Wheelchair

A3.21 Name Type Validation (GTVNTYP)

Code	Description
BRTH	Birth Name as it appears on the birth certificate
LEGL	Legal Name as it appears on the social security card or passport
MAID	Maiden Name
PREF	Preferred Name, such as an alias or nickname
PREV	Previous Name

A3.22 Nation Code Validation (STVNATN)

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
AF	AFGHANISTAN						
AL	ALBANIA						
AG	ALGERIA						
AQ	AMERICAN SAMOA						
AN	ANDORRA						
AO	ANGOLA						
AV	ANGUILLA						
AY	ANTARCTICA						
AC	ANTIGUA AND BARBUDA						
AR	ARGENTINA						
AM	ARMENIA						
AA	ARUBA						
AS	AUSTRALIA						
AU	AUSTRIA						
AJ	AZERBAIJAN						
BF	BAHAMAS						
BA	BAHRAIN						
BG	BANGLADESH						
BB	BARBADOS						
BO	BELARUS						
BE	BELGIUM						
BH	BELIZE						
BN	BENIN						
BD	BERMUDA						
BT	BHUTAN						
BL	BOLIVIA						
BK	BOSNIA AND HERZEGOVINA						
BC	BOTSWANA						
BV	BOUVET ISLAND						
BR	BRAZIL						

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
IO	BRITISH INDIAN OCEAN TERRITORY						
BX	BRUNEI DARUSSALAM						
BU	BULGARIA						
UV	BURKINA FASO						
BY	BURUNDI						
CB	CAMBODIA						
CM	CAMEROON						
CA	CANADA						
CV	CAPE VERDE						
CJ	CAYMAN ISLANDS						
CT	CENTRAL AFRICAN REPUBLIC						
CD	CHAD						
CI	CHILE						
CH	CHINA						
KT	CHRISTMAS ISLAND						
CK	COCOS (KEELING) ISLANDS						
CO	COLUMBIA						
CN	COMOROS						
CF	CONGO(BRAZZAVILLE)						
CG	CONGO(KINSHASA)						
CW	COOK ISLANDS						
CS	COSTA RICA						
IV	COTE D'IVIRE(IVORY COAST)						
HR	CROATIA						
CU	CUBA						
CY	CYPRUS						
EZ	CZECH REPUBLIC						
DA	DENMARK						
DJ	DJIBOUTI						
DO	DOMINICA						
DR	DOMINICAN REPUBLIC						
TT	TIMOR-LESTE						
EC	ECUADOR						
EG	EGYPT						
ES	EL SALVADOR						
EK	EQUATORIAL GUINEA						
ER	ERITREA						
EN	ESTONIA						
ET	ETHIOPIA						
FK	FALKLAND ISLANDS (MALVINAS)						
FO	FAROE ISLANDS						
FJ	FIJI						
FI	FINLAND						
FR	FRANCE						
FG	FRENCH GUIANA						

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
FP	FRENCH POLYNESIA						
FS	FRENCH SOUTHERN TERRITORIES						
GB	GABON						
GA	GAMBIA						
GG	GEORGIA						
GM	GERMANY						
GH	GHANA						
GI	GIBRALTAR						
GR	GREECE						
GL	GREENLAND						
GJ	GRENANDA						
GP	GUADELOUPE						
GQ	GUAM						
GT	GUATEMALA						
GV	GUINEA						
PU	GUINEA-BISSAU						
GY	GUYANA						
HA	HAITI						
HM	HEARD ISLAND AND MCDONALD ISLANDS						
VT	VATICAN CITY STATE						
HO	HONDURAS						
HK	HONG KONG						
HU	HUNGARY						
IC	ICELAND						
IN	INDIA						
ID	INDONESIA						
IR	IRAN						
IZ	IRAQ						
EI	IRELAND						
IS	ISRAEL						
IT	ITALY						
JM	JAMAICA						
JA	JAPAN						
JO	JORDAN						
KZ	KAZAKHSTAN						
KE	KENYA						
KR	KIRIBATI						
KN	KOREA, NORTH						
KS	KOREA, SOUTH						
KU	KUWAIT						
KG	KYRGZSTAN						
LA	LAOS						
LG	LATVIA						
LE	LEBANON						
LT	LESOTHO						

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
LI	LIBERIA						
LY	LIBYAN ARAB JAMAHIRIYA						
LS	LIECHTENSTEIN						
LH	LITHUANIA						
LU	LUXEMBOURG						
MC	MACAO						
MK	MACEDONIA						
MA	MADAGASCAR						
MI	MALAWI						
MY	MALAYSIA						
MV	MALDIVES						
ML	MALI						
MT	MALTA						
RM	MARSHALL ISLANDS						
MB	MARTINIQUE						
MR	MAURITANIA						
MP	MAURITIUS						
MF	MAYOTTE						
MX	MEXICO						
FM	MICRONEISA						
MD	MOLDOVA, REPUBLIC OF						
MN	MONACO						
MG	MONGOLIA						
MH	MONTSERRAT						
MO	MOROCCO						
MZ	MOZAMBIQUE						
BM	MYANMAR (BURMA)						
WA	NAMIBIA						
NR	NAURU						
NP	NEPAL						
NL	NETHERLANDS						
NT	NETHERLANDS ANTILLES						
NC	NEW CALEDONIA						
NZ	NEW ZEALAND						
NU	NICARAGUA						
NG	NIGER						
NI	NIGERIA						
NE	NIUE						
NF	NORFOLK ISLAND						
CQ	NORTHERN MARIANA ISLANDS						
NO	NORWAY						
MU	OMAN						
PK	PAKISTAN						
PS	PALAU						
GZ	PALESTINE						
PM	PANAMA						

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
PP	PAPUA NEW GUINEA						
PA	PARAGUAY						
PE	PERU						
RP	PHILLIPPINES						
PC	PITCAIRN						
PL	POLAND						
PO	PORTUGAL						
RQ	PUERTO RICO						
QA	QATAR						
RE	REUNION						
RO	ROMANIA						
RS	RUSSIAN FEDERATION						
RW	RWANDA						
SH	SAINT HELENA						
SC	SAINT KITTS AND NEVIS						
ST	SAINT LUCIA						
SB	SAINT PIERRE AND MIQUELON						
VC	SAINT VINCENT AND THE GRENADINES						
WS	SAMOA						
SM	SAN MARINO						
TP	SAO TOME AND PRINCIPE						
SA	SAUDI ARABIA						
SG	SENEGAL						
SE	SEYCHELLES						
SL	SIERRA LEONE						
SN	SINGAPORE						
LO	SLOVAKIA						
SI	SLOVENIA						
BP	SOLOMON ISLANDS						
SO	SOMALIA						
SF	SOUTH AFRICA						
SX	SO GEORGIA AND SO SANDWICH ISLANDS						
SP	SPAIN						
CE	SRI LANKA						
SU	SUDAN						
NS	SURINAME						
SV	SVALBARD AND JAN MAYEN						
WZ	SWAZILAND						
SW	SWEDEN						
SZ	SWITZERLAND						
SY	SYRIAN ARAB REPUBLIC						
TW	TAIWAN, PROVINCE OF CHINA						
TI	TAJIKISTAN						
TZ	TANZANIA, UNITED REPUBLIC OF						

FIPS Code	Description	SEVIS Equiv	EDI Equiv	LMS Equiv	ISO Code	Stats Can Equiv	MMREF Code
TH	THAILAND						
TO	TOGO						
TL	TOKELAU						
TN	TONGA						
TD	TRINIDAD AND TOBAGO						
TS	TUNISIA						
TU	TURKEY						
TX	TURKMENISTAN						
TK	TURKS AND CAICOS ISLANDS						
TV	TUVALU						
UG	UGANDA						
UP	UKRAINE						
AE	UNITED ARAB EMIRATES						
UK	UNITED KINGDOM (GREAT BRITAIN)						
US	UNITED STATES						
UM	US MINOR OUTLYING ISLANDS						
UY	URUGUAY						
UZ	UZBEKISTAN						
NH	VANUATU						
VE	VENEZUELA						
VM	VIETNAM						
VI	VIRGIN ISLANDS, BRITISH						
VQ	VIRGIN ISLANDS, U.S.						
WF	WALLIS AND FUTUNA						
WI	WESTERN SAHARA						
YM	YEMEN						
YI	YUGOSLAVIA						
ZA	ZAMBIA						
ZI	ZIMBABWE						
UN	UNKNOWN						
OT	OTHER						

SCT recommends using a standard coding scheme such as from the United Nations or the International Organization for Standardization (ISO). USU has decided to populate this element with the Federal Information Processing Standard (FIPS) Codes in accordance with the reporting standards of USHE.

A3.23   Originator Code Validation (STVORIG)

Code	Description
ALDR	Director of Alumni Relations
ALUM	Alumni Office
ATHL	Athletics Office
AUTO	CAPP Processing

Code	Description
CAGR	College of Agriculture
CBUS	College of Business
CEDU	College of Education
CENG	College of Engineering
CHAS	College of Hass
CNRS	College of Natural Resources
CONT	Continuing Education
CSCI	College of Science
FINA	Financial Aid
INTL	International Admissions
MSSO	Multicultural Student Services
OISS	Office of International Students & Scholars
REGO	Registration Office
UADM	Undergraduate Admissions
WEB	WebCAPP Processing

A3.24   Port of Entry Code Validation (STVPENT)

Code	Description	SEVIS Equivalent
MIA	Miami Port Authority	
NYC	New York City Port Authority	
SFS	San Francisco Port Authority	

A3.25   Relation Code Validation (STVRELT)

Code	Description	SEVIS Equivalent
A	An Ex-Spouse	
B	Brother	
C	Child	
F	Father	
G	Grandparent	
M	Mother	
N	Neighbor	
O	Relative	
R	Friend	
S	Spouse	
T	Sister	
U	Guardian	
X	Significant Other	
Z	Other	

A3.26   Religion Code Validation (STVRELG)

Code	Description
UN	Unspecified
BP	Baptist
BU	Buddhist
CA	Catholic
CG	Congregational
EP	Episcopal
HI	Hindu
IS	Islam
JE	Jewish
JW	Jehovah's Witness
LD	Latter Day Saint
LU	Lutheran
ME	Methodist
MN	Mennonite
NO	None
OR	Orthodox
OT	Other
PR	Presbyterian
PT	Other Protestant
SD	Seventh Day Adventist
SF	Society of Friends

A3.27   Source/Background Institution Code Validation (STVSBGI)

To conserve space, only a sample from this table is shown in this document. The actual validation table contains all data.

Code	Type_Ind	Srce_Ind	Description	ADMR Code
000001	H	Y	HOME SCHOOL	HSVR
000002	C	Y	UNKNOWN COLLEGE	CLT1
000003	H	Y	UNKNOWN HIGH SCHOOL	HST1
000006	H	Y	COLLEGE BOARD	HST1
000008	H	Y	DISTRICT COUNCIL 37 AFSCME	HST1
000020	H	Y	AMERICAN SAMOA CMTY COLLEGE	HST1
000081	H	Y	LANDMARK COLLEGE	HST1
000115	H	Y	COMMUNITY COLL OF MICRONESIA	HST1
0003	C	Y	COLUMBUS HEARNG IMPAIRED PROG	CLT1
0004	C	Y	ALCOA FOUNDATION SCHOL PROG	CLT1
0005	C	Y	AMERICAN DEGREE PROG PPP/ITM	CLT1
0006	C	Y	HAND ADDRSD RECPIENT	CLT1

Code	Type_Ind	Srce_Ind	Description	ADMR Code
0007	C	Y	MOUNT ROYAL COLLEGE	CLT1
000781	H	Y	NORTHERN MARIANAS COLLEGE	HST1
000800	H	Y	COLUMBIA COLLEGE	HST1
000823	H	Y	RICHMOND AM INTL U IN LONDON	HST1
000836	H	Y	U PUERTO RICO PONCE TECH U CL	HST1

A3.28   State/Province Code (STVSTAT)

Code	Description
AA	Armed Forces Florida
AAO	APO-Latin America
AB	Alberta
AE	Armed Forces New York
AEO	APO-Europe
AK	Alaska
AL	Alabama
AP	Armed Forces California
APO	APO-Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
BC	British Columbia
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Fed States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MB	Manitoba
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota

Code	Description
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NB	New Brunswick
NC	North Carolina
ND	North Dakota
NE	Nebraska
NF	Newfoundland
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NS	Nova Scotia
NT	Northwest Territories
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
ON	Ontario
OR	Oregon
PA	Pennsylvania
PE	Prince Edward Island
PQ	Quebec
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
SK	Saskatchewan
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
XX	TEST
YT	Yukon

This table will be populated from the CORRECT ZIP update service through USU's Development Office.

(Many schools choose to remove Canadian and Australian Provinces to reduce the inevitable confusion of having an address with a foreign province and no foreign nation or vice-versa. The EDI and IPEDS fields in this table should be populated based on state reporting requirements.)

A3.29   Telephone Type Validation (STVTELE)

Code	Description
BIVO	Billing - Voice
BKVO	Bookstore - Voice
BUVO	Business - Voice
DPVO	Diploma - Voice
EMVO	Emergency Contact - Voice
GAVO	Grants ACO - Voice
GBVO	Grants Billing - Voice
GCVO	Grant Contact - Voice
GDVO	Grant Delivery - Voice
GOVO	Grant Officer - Voice
GPVO	Program Officer - Voice
GTVO	Grant Remit To - Voice
MAVO	Mailing (current local address – may be same as Permanent) - Voice
MCVO	UMC – Campus Mail - Voice
PAVO	Parents – Voice
POVO	Purchase Order – Voice
PRVO	Permanent (where to reach when not in school – may be same as Mailing) - Voice
RTVO	Remit To - Voice
SDVO	SEVIS Dependent - Voice
SFVO	SEVIS Foreign - Voice
SLVO	SEVIS Local - Voice
BIFX	Billing - Fax
BKFX	Bookstore - Fax
BUFX	Business - Fax
DPFX	Diploma - Fax
EMFX	Emergency Contact - Fax
GAFX	Grants ACO - Fax
GBFX	Grants Billing - Fax
GCFX	Grant Contact - Fax
GDFX	Grant Delivery - Fax
GOFX	Grant Officer - Fax
GPFX	Program Officer - Fax
GTFX	Grant Remit To - Fax
MAFX	Mailing (current local address – may be same as Permanent) - Fax
MCFX	UMC – Campus Mail - Fax
PAFX	Parents - Fax
POFX	Purchase Order – Fax
PRFX	Permanent (where to reach when not in school – may be same as Mailing) - Fax
RTFX	Remit To - Fax
SDFX	SEVIS Dependent - Fax

Code	Description
SFFX	SEVIS Foreign - Fax
SLFX	SEVIS Local - Fax
BIMO	Billing - Mobile
BKMO	Bookstore - Mobile
BUMO	Business - Mobile
DPMO	Diploma - Mobile
EMMO	Emergency Contact - Mobile
GAMO	Grants ACO - Mobile
GBMO	Grants Billing - Mobile
GCMO	Grant Contact - Mobile
GDMO	Grant Delivery - Mobile
GOMO	Grant Officer - Mobile
GPMO	Program Officer - Mobile
GTMO	Grant Remit To - Mobile
MAMO	Mailing (current local address – may be same as Permanent) - Mobile
MCMO	UMC – Campus Mail - Mobile
PAMO	Parents - Mobile
POMO	Purchase Order – Mobile
PRMO	Permanent (where to reach when not in school – may be same as Mailing) - Mobile
RTMO	Remit To - Mobile
SDMO	SEVIS Dependent - Mobile
SFMO	SEVIS Foreign - Mobile
SLMO	SEVIS Local - Mobile
BIOT	Billing - Other
BKOT	Bookstore - Other
BUOT	Business - Other
DPOT	Diploma - Other
EMOT	Emergency Contact - Other
GAOT	Grants ACO - Other
GBOT	Grants Billing – Other
GCOT	Grant Contact – Other
GDOT	Grant Delivery – Other
GOOT	Grant Officer – Other
GPOT	Program Officer – Other
GTOT	Grant Remit To – Other
MAOT	Mailing (current local address – may be same as Permanent) – Other
MCOT	UMC – Campus Mail – Other
PAOT	Parents – Other
POOT	Purchase Order – Other
PROT	Permanent (where to reach when not in school – may be same as Mailing) – Other
RTOT	Remit To – Other

Code	Description
SDOT	SEVIS Dependent – Other
SFOT	SEVIS Foreign – Other
SLOT	SEVIS Local – Other

(For each SPRTELE_TELE_CODE, there should only be one primary number (SPRTELE_PRIMARY_IND = 'Y'). A default STVTELE_CODE is assigned to each STVATYP_CODE to be used when phone numbers are entered on the address block of the SPAIDEN form.)

When using the SPAEMRG form to enter emergency contact information using an international telephone number, data must also be entered into SPATELE or SPAIDEN. In the SPAEMRG form, enter zero-one-one (011) in the area code field to indicate there is an international telephone contact. Then, in the SPATELE or SPAIDEN form, add an entry directly into the fields labeled "Phone Type", "Prime" and "International Code Country City". Use one of the four following USU Data Standards Phone Types: EMVO for Emergency Contact Voice, EMFX for Emergency Contact Fax, EMMO for Emergency Contact Mobile, or EMOT for Emergency Contact Other. Check the Prime box if this is the primary emergency contact number for the phone type. Put the international telephone number in International Code Country City. Add a comment as appropriate.

A3.30   Visa Type Code Validation (STVVTYP)

Visa Type	Description
B1	Business Visitor
B2	Visitor for Pleasure
CN	Canadian citizen
E1	Trade
E2	Dependent of foreign investor
F1	Student
F2	Dep of Student - No work
G1	Internat. Origanization Repre.
H1	Exceptional Services
HA	Nurses - Work for sponsor
HB	Profess - Work for sponsor
H2	Temporary Services
H3	Trainee
H4	Dependent of H visa holder - No work
IM	Immigrant - Not refugee
I1	Media
J1	Federal program scholar
J2	Dep of scholar - No work
K1	Fiancee/Fiance
L1	Intracompany transferee
OT	Other non-immigrant visa
RA	Resident alien

Visa Type	Description
RF	Refugee visa
TN	NAFTA - Work for sponsor
PR	Permanent Resident

A3.31   Zip Postal Code Validation (GTVZIPC)

To conserve space, only a sample of Utah zip codes is shown in this document. The actual validation table contains all U.S. zip codes.

ZIP/Postal Code	City	County	State	Nation
84001	Altamont	536	UT	
84002	Altonah	536	UT	
84003	American Fork	1772	UT	
84004	Alpine	1772	UT	
84006	Bingham Canyon	1532	UT	
84007	Bluebell	536	UT	
84008	Bonanza	1764	UT	
84010	Bountiful	479	UT	
84011	Bountiful	479	UT	
84013	Cedar Valley	1772	UT	
84014	Centerville	479	UT	
84015	Clearfield	479	UT	
84016	Clearfield	479	UT	
84017	Coalville	1670	UT	
84018	Croydon	1183	UT	

This table will be populated from the CORRECT ZIP update service through USU's Development Office. The city name associated with the zip code provided by the correct zip update service will be used. No changes will be made to accommodate zip codes with multiple cities.

(This table would be a lot of work to maintain manually so most institutions purchase regular updates from a third-party data broker.)