Delgado
COMMUNITY COLLEGE

Banner
Data Entry Standards

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Introduction

Banner® is an integrated system that is used college-wide, so it is extremely important that offices and departments comply with these standards in entering data into the system. This is to avoid duplication of records, to simplify searches, and to ensure an attractive, professional appearance when data are displayed in reports.

Banner is modular, meaning that there are modules for different functional areas. There is an Alumni-Development module, a Finance module, a Financial Aid module, a Human Resources/Payroll module and a Student module. There also is a General module which ties all of the functional modules together. A person's ID number, name, address, and related data are contained within the General module and shared by the other modules. Alumni information is maintained within the Alumni/Development module and Payroll information is maintained within the Human Resources/Payroll module but common information would be shared by both modules.

Banner is a collection of forms with imbedded instructions used to enter data, modify data, delete data and query data. Banner simply provides the screens and programs necessary to manipulate data. The data itself is stored in tables residing in an Oracle database. It is a relational database meaning that tables are linked together by means of some internal identification number and therefore data redundancy is limited. One table might have a students ID number and the course numbers that he/she is enrolled in. A separate table has the course numbers and the course descriptions. The course numbers would link the two tables together providing a course number and its description. There are over 1,200 tables in the Banner system.

The Data Standards Committee was formed to develop standards and make decisions regarding the maintenance of data in the system. This committee is composed of representatives from offices that have responsibility to enter and maintain records in Banner.

If you have any questions regarding the use or update of these Standards please the Data Standards Committee.

Privacy, Ethics and Security

Banner is an on-line system that allows information to be electronically entered and accessed by numerous users. The benefit of having on-line access to data are accompanied by an increased risk of violating the privacy of Delgado Community College students, employees, vendors and constituents. Privacy is an important ethical issue; the willful or even accidental violation of privacy is illegal.

All BANNER users must respect the distinction between needing to know information to perform their job and simply wanting to know information. Security is another component of privacy. Passwords and ID's shall not be disclosed to other individuals.

The BANNER system maintains an audit trail of transactions by ID and date. An individual who shares his or her ID is responsible for any transactions, whether willful or accidental, entered on the system.

Section 1 – General Banner Standards

1	Case
General	Data extracts from Banner will be used for reports and correspondence. The use of upper and lower case to enter data will insure uniformity, professionalism, and readability.
Standard	All data will be entered in mixed case, except for codes which may consist of all capital letters.
Source	Data Standard Committee

2	Prohibited/Special Characters
General	SCT technical consultants recommend against the use of special characters because their use could cause unexpected problems in Banner and with third-party software used for reporting and other processes.
Standard	In general, it is best to stay away from special characters when building validation codes and rules and when entering any record data. Even though it may appear that special symbols are not causing a problem, they may be causing a problem that is going unnoticed.
Source	Sungard SCT
Character	
#	The pound sign is used in letter generation as part of a formatting command, e.g., when inserting a new line (# null is the command). Also, # is a UNIX command to denote a commented-out line. If the client is doing shell scripting and pulls the # from a Banner table, the script could fail.
@	@ - This sign is used in SQL as the run command, as to run a program. This symbol could cause problems in PLSQL programs. (okay to use in email addresses)
&	The ampersand is used in SQL to prompt the user for a value, so it could cause a problem within an SQL program.
%, _	The percent and underscore are wildcards in SQL.
*	The asterisk is a wild card in UNIX. Banner Letter Generation uses the asterisk when naming variables.
/	The slash can be used to run programs in SQL.

2	Prohibited/Special Characters
,	
'	
.	
"	
=	
>	
>=	
<	
<=	
<>	

There is some concern about the effect of special characters on programs in Banner that parse dynamic and SQL statements. (Such a program creates another program based on information the first initial program has received.)

The list of characters to the left includes characters/symbols that are used for Business Objects, a tool used for local data warehousing extracts and reports.

3	Calendar Dates	
General	Dates are entered on a variety of 'forms' for various purposes throughout the Banner System.	
Standards	Banner is set up to accept dates in the format mm-dd-yyyy. However, all dates will be DISPLAYED as dd-mmm-yyyy.	
Source	Banner Format Requirements	
Year	Always enter four digits for the year.	Enter 2004 – not 04
Month	Always enter two digits.	Enter March as 03 – not 3
Day	Always enter two digits.	Enter the 6th day of the month as 06 - not 6
Examples	The date June 24, 2004 can be entered in the following ways:	
	Entered	**Displayed in Banner**
	06242004	24-JUN-2004
	06/24/2004	24-JUN-2004
	06-24-2004	24-JUN-2004

4	Confidentiality of Student Records
General	Security and confidentiality are a matter of concern to all persons who have access to student information. Each person using student information holds a position of trust relative to this data and must recognize the responsibilities delegated to him or her in preserving the security and confidentiality of this information. Since conduct either on or off the job could affect the security and confidentiality of this information, each person authorized to access student information is expected to adhere to the following standards.
FERPA	The Family Educational Rights and Privacy Act of 1974, establishes requirements regarding the privacy of student records. FERPA governs: Release of "education" records maintained by an educational institution.

4	Confidentiality of Student Records (cont.)	
Directory Information	Based on FERPA guidelines, Access to Student Records policy, "Directory Information" for enrolled students is eligible for release unless the student requests that it be held confidential. Delgado Community College designates the following student information as "Directory Information": Student name, address, telephone number, e-mail address, date and place of birth, major, participation in officially recognized sports and activities, weights and heights of athletes, dates of attendance, degrees and awards received and the name of the most recent previous institution.	
Disclosure Policies	All personally identifiable information not covered under "Directory Information" is confidential and shall be disclosed by the College only as provided in College Policies. No information, "public" or private, on applicant records may be released outside of the College until the applicant has become a registered student and has a chance to prohibit release, except to agents designated by the applicant. Students are notified on an annual basis of their rights under FERPA, including the right to request that directory information be restricted. Delgado Community College reserves the right to make directory information public unless the student has filed a "Request for Confidential Information" form with the Registrar's Office.	
Required	If a student completes a "Request for Confidential Information" form and submits it to the Registrar's Office, the student's directory information WILL NOT be disclosed to the public. The Registrar's Office will flag the student's record with a confidentiality indicator (SPAPERS) and the message CONFIDENTIAL will display in the upper left corner on any Banner form with the ID in the Key information. If a donor wishes to request confidentiality, a written request should be submitted to the Delgado Community College Foundation.	
Source	Banner	
Codes	Checkmark	Confidentiality
Once restrictions are in place they can be removed only by the written request of the student or donor.		

5	Deceased Person
General	There is a flag in Banner to identify persons who are deceased. This flag does not prohibit processing records for that person.
Required	The deceased box in SPAPERS should be checked off. A date must be entered. An estimated date is okay if the exact date is not known.
Source	Banner

Section 2 – General Person

A. ID Numbers

1	Social Security Number
General	The social security number for all students and employees are required. They will only be used for those purposes for which the student/person id is not appropriate. For example, taxes, payroll, student tracking.
Required	Enter the entire (nine) 9-digit number, omitting dashes and spaces between numbers (e.g. 555491133) in the Social Security Number field. The SSN is required for students and employees. The SSN is not required for constituents of the College.
Source	Banner
Changes	A person making a social security number change request must present a new social security number card. Good professional judgment should be used when making error corrections to Social Security Numbers.
Data Custodians	Employees – Human Resources
	Students - Registrar

2	Student/Employee ID
General	Each person/non-person entered into Banner will be assigned a randomly generated ID number.
Required	A search shall be done before entering to make sure that the person does not already exist in the data base.
Source	Banner/Data Standards Committee

3	Veteran File Number & Category	
General	The Veteran File number is usually the social security, but not always. The Veteran Category is an EEO code. This table consists of required fields. The values can't be changed.	
Source	Banner	
Veteran Category		
Codes		
	None	
	Other Protected Veteran	
	Vietnam Veteran Only	
	Both Vietnam & Other Eligible	

B. Name Standards

1	**Last Name**	
General	The legal name will be used for all students and employees.	
Required	Use the legal last name as state on state and federal identification documents. Punctuation should be omitted unless to do so would change the legal name. In general hyphens and apostrophes should be left in, periods omitted.	
Special Cases	Two non-hyphenated Last names	Enter **both last names** in the Last Name field.
	Monica Lou Adams Quinn would be defined and entered as follows: **Last**　　　　　　**First**　　　**Middle** Adams Quinn　　　Monica　　　Lou	
	Foreign Alpha Characters	Use alphabetic characters that most closely approximate the foreign characters.
	Greater than 30 characters	Names greater than 30 characters will truncate. Individual offices will have to devise their own procedures in dealing with this issue for correspondence.
	Apostrophe	Nancy May O'Larson would be entered as follows: **Last**　　　　　　**First**　　　**Middle** O'Larson　　　　　Nancy　　　May
	Abbreviated Last Name - period is omitted.	Patricia Jane St. James would be entered as follows: **Last**　　　　　　**First**　　　**Middle** St James　　　　　Patricia　　Jane
	Capitalization	Linda Adele van Allen would be entered as follows: **Last**　　　　　　**First**　　　**Middle** van Allen　　　　　Linda　　　Adele

1	Last Name (cont.)		
	Hyphenated Last Name. A hyphen should be used when part of the legal name.	Karen Ann Connolly-Tutalo would be entered as follows: **Last** **First** **Middle** Connolly-Tutalo Karen Ann	

Spaces	Spaces should be avoided within the last name, whenever removal of a space does not significantly change the name. Spaces should be removed from such names as:	
	Name	**Change to**
	Mc Donald	McDonald
	Mac Pherson	MacPherson
	Spaces are permitted if the name would be significantly changed if spaces were removed.	
	St John	(No change)
	Del la Rosa	(No change)
	Van der Linder	(No change)

Violations	**Don't** delete or type over existing names.
	Don't put prefixes or suffixes in First Name or Last Name fields.

2	First Name		
General	The legal name will be used for all students and employees.		
Required	Use the person's full first name (legal name) and not their preferred or "known as" name while using only that spacing, capitalization, hyphens, and punctuation needed.		
Special Cases	Hyphenated First Name	Ann-Marie Lorraine Wilson would be entered as follows: **Last** **First** **Middle** Wilson Ann-Marie Lorraine	
	Letter as First Name: Period should be omitted.	E. Bette Dillehay would be entered as follows: **Last** **First** **Middle** Dillehay E Bette	

2	**First Name (cont.)**	
	Letter and Second First Name: Period should be omitted.	J. Anne Marilyn Werle would be entered as follows: **Last** **First** **Middle** Werle J Anne Marilyn
Violations	**Don't** use commas in any part of the First Name.	
	Don't put titles/spouses name in First Name like Mrs. Thomas Giles.	
	Don't put preferred/nick names in the first name field.	
	Don't use titles or prefixes in the first name field.	
Punctuation	Apostrophe	L'Ann Rosemary Eshner would be entered as follows: **Last** **First** **Middle** Eshner L'Ann Rosemary
	Spaces	Corinne Mary Teresa Hanley would be entered as follows: **Last** **First** **Middle** Hanley Corinne Mary Teresa

3	**Middle Name**	
General	The legal name will be used for all students and employees.	
Standard	Use the person's full middle name while using only that spacing, capitalization, hyphens, and punctuation needed.	
Special Cases	Spouse Name as Middle	When a woman marries and takes her spouse's last name, her maiden name should be entered into the middle name field, only if part of her legal name.
		Sheri Marie Crabbe marries Randal Wilson would be entered as follows: **Last** **First** **Middle** Wilson Sheri Crabbe

3	**Middle Name (cont.)**	
	Hyphenated Name	Lenore Marty-Stephens Hastings would be entered as follows: **Last**　　　　　　**First**　　　**Middle** Hastings　　　　　Lenore　　　Marty-Stephens
	Apostrophe	Samantha L'Ann Eshner would be entered as follows: **Last**　　　　　　**First**　　　**Middle** Eshner　　　　　　Samantha　　L'Ann Amy J. Anne Boothe would be entered as follows: **Last**　　　　　　**First**　　　**Middle** Boothe　　　　　　Amy　　　　J Anne
	Spaces	Christine Ann Marie Cunningham would be entered as follows: **Last**　　　　　　**First**　　　　**Middle** Cunningham　　　Christine　　　Ann Marie
	Letter as Middle Name No period.	Joy H. Hockenbury would be entered as follows: **Last**　　　　　　**First**　　　　**Middle** Hockenbury　　　Joy　　　　　　H
Violations	**Don't** use commas in any part of the Middle Name.	
	Never put a period after the middle initial.	
	Don't use Nicknames or Preferred Names in the Middle Name field.	

4	**Preferred Name**
General	This field is optional. It will mostly be used by Advancement.
Required	Use only that spacing, capitalization, hyphens, and punctuation needed.

5	Prefixes & Titles	
General	This field is used to indicate the gender and marital status of the individual.	
Required	Optional. Use prefixes or titles **only as requested** by the person. Prefixes should be abbreviated where there is a standard abbreviation. There should be no period after the abbreviation.	
Special Cases	Abbreviation	Major Sarah Erin Bradley would be entered as follows: **Last** **First** **Middle** **Prefix** Bradley Sarah Erin Maj Mrs. Susan Jane Sandridge would be entered as follows: **Last** **First** **Middle** **Prefix** Sandridge Susan Jane Mrs
	Abbreviations	Description
	Mr	Mister
	Ms	Ms
	Mrs	Madam
	Miss	Miss
	Dr	Doctor
	Hon	Honorable
	Rev	Reverend
	Sr	Sister
	See appendix for more prefixes.	
Violations	**Don't** enter Prefix or Title as part of the First Name.	
	Don't put a period after abbreviation.	

6	Suffixes
General	Suffixes are used to further identify the person. Junior and senior denote who is the father and who is the son. RN would tell us that the person is a nurse.
Required	Use suffixes **only as requested** by the person. Suffixes should be abbreviated where there is a standard abbreviation. There should be no period after the abbreviation.
Examples	Registered Nurse Lisa Debra Davis would be entered as follows: **Last** **First** **Middle** **Suffix** Davis Lisa Debra RN Eamon Edward Conlin III would be entered as follows: **Last** **First** **Middle** **Suffix** Conlin Eamon Edward III
Violations	**Don't** enter Suffix as part of the Last Name.
	Don't enter commas as part of the Suffix.
	Don't put a period after abbreviation.

7	Non-Person Name
General	This field is used for the names of non-persons, such as vendors or organizations.
Required	Enter the vendor's name as supplied to you by the vendor.
Source	Data Standards Committee
Acronyms	Acronyms may be used (IBM).
Articles	If articles such as 'a', 'an' or 'the' are part of the legal name of a non-person entity, it should be included.
Hyphens	Hyphens may be used to separate double names.
Spaces	Spaces are permitted if the legal spelling and format of the name includes spaces.
&	The ampersand can be used only when part of a formal name (e.g. AT&T).
Abbreviations	Standard abbreviations are allowed for Co, Corp, etc. when used after the name. All other forms of abbreviations should be avoided unless necessary due to line length constraints.

C – Address Standards

1	Address Format	
General	This is the address format preferred by the U. S. Post Office.	
Required	This format should be followed when entering addresses whenever possible.	
Source	Postal Addressing Standards Publication #28	
Format	Non-address data line	xxxxxxxxxxxxxxxxxxxxx
	Information/Attention Line (name)	Mr Stanley Doe
	Recipient Line	Last National Bank
	Delivery Address	PO Box 345
	Last line	New York NY 10163-0345

2	Non-person Address Types (Vendors & Businesses)	
General	The following address types refer to non- persons such as vendors and businesses.	
Required	The business address will be considered the primary address. It will contain the street address. Other address types may be filled in if necessary and available.	
Codes		
BU	Business	Primary address (street)
MA	Mailing	PO Box
RE	Remittance	Address to send check payment
EE	Electronic	Electronic mailing address

3	Person Address Types (Student, Employee & Constituents)	
General	The following codes are to be used for the addresses of students, employees & Constituents.	
Required	The permanent address should be the primary address of the person. If there is only one address, it should be entered as a permanent address. The Mailing address should be the local address if different from the permanent address.	
Codes		
PR	Permanent	Primary address
MA	Mailing	Mailing address if different from permanent
CA	Campus	Delgado Community College address of employees
EE	Electronic (optional)	Electronic mailing address (preferred business email address)

3	Person Address Types (Student, Employee & Constituents) – cont.	
BU	Business (optional – constituents only)	Place where individual works or in case of a business, the primary address
EM	Emergency (if given)	Address of contact person in case of an emergency
TA	Tax and 1098T	Mailing address for 1098T (HOPE) tax credit, W2 and other tax information if different than the permanent address.

4	Street Standards	
General	Thirty characters per line and three lines are allowed for addresses in Banner. Approved abbreviations should be used where space is limited.	
Required	U.S. Postal guidelines should be followed. **Punctuation** such as **hyphens, periods, and slashes** should be used only when necessary to clarify the address or designate fractions	
Source	U.S. Postal guidelines & Banner limitations.	
Special Cases		
In Care of	**"%"** should not be used.	Use "c/o" instead.
Violations	**Commas, #, and Apostrophes** should never used.	

5	Sources of Addresses	
General	These codes are to be used when entering addresses.	
Code		
APP	Application	
CONV	Conversion address	
SELF	Self reported	
CERG	CE registration form	
FA	Financial Aid	
ACT	ACT tape	
GMAT	GMAT tape	
GRE	GRE tape	
MTTC	MTTC tape	
NCRU	NCCRUA tape	
POST	Post Office	
PSAT	PSAT tape	
SAT	SAT tape	
TRAN	Transcript	
WEB	World Wide Web	

5	City Standards
Required	U.S. Postal Guidelines should be followed.
Source	U.S. Postal Guidelines
Violations	Punctuation should not be used.
	Canadian Provinces should not be entered into the City Field . A list of these can be found in the appendix.

6	State & Province Standards
General	The United States and Canada require that this field be part of the address.
Required	State codes **MUST** be entered for all U.S. and Canadian addresses. Refer to the following chart for the appropriate codes for U.S. states and Canadian provinces:
Codes	See appendix.

7	Zip Code Standards	
General	This field is required as a part of U.S. and Canadian addresses.	
Required	Zip codes **MUST** be entered for all U.S. and Canadian addresses. The entire nine digit zip should be entered if available. A Hyphen must be entered when the entire 9 digit zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.	
Examples	Five digit zip	97203
	Nine digit zip	97203-5798

8	Country Code Standards
General	The country code identifies the country of the recipient if the country is not the U.S.
Standard	A country code is required for all non-U.S. addresses. Do **NOT** enter a country code for U.S. addresses.

9	Military Address Standards – foreign	
Required	Enter the APO or AFO code into the CITY field. In the State Field enter:	
AE	Europe, Middle East. Africa. Canada	
AP	Pacific	
AA	The Americas (excluding Canada)	
Example	Alice VanFrogulemen	
	HHB 6th Batallion 43rd box 72	
	Air Defense Artillary CMR 417	
	APO AE 09602-8802	

10	Military Address Standards – U.S.	
Required	Enter the APO or AFO code into the CITY field. Enter the normal state code into the State field.	
Example	Ssgt Kevin Beasley	
	Unit 2050 Box 4190	
	APO AP 96557-2134	

11	Pre-directional, suffix, & Post-directional	
General	Compass directions are used to identify the geographic areas of a city.	
Required	Directionals are to be abbreviated, except when combinations of North-South, East-West are used. The other exception is when one of the directional letters is used as an alphabet indicator and not a directional.	
Source	Postal Addressing Standards Publication #28	
Codes		
E	East	
W	West	
N	North	
S	South	
NE	Northeast	
NW	Northwest	
SE	Southeast	
SW	Southwest	
Examples	N Bay St	E End Ave

11	Pre-directional, suffix, & Post-directional – cont.	
	Bay Dr W	NE Main St
	N South Oak St	Maple Court East W
Two-word directional as primary street name:		
	Southeast Freeway N	
Directional used as letter of alphabet :		
	County Road N East	County Road N E (must be a space in between the letters.)

12	International Addresses	
General	International Addresses use different formats and include different fields. One must use one's judgment when entering international addresses.	
Required	Enter the appropriate country code.	
Source	SIS	
Examples	Canada	Ms Helen Saunders
		1010 Clear Street
		Ottawa ON K1A 0B1
		or
		Ms Helen Saunders
		1010 Clear Street
		Ottawa ON CANADA
		K1A 0B1
	Other foreign	Inge Dietric-Fischer
		Hartmannstrasse 7
		5300 Bonn 1
		GERMANY}
Violations	**Do not** place postal codes of foreign designations on the last line of the address.	

13	Parish Codes		
General	Parish Codes are used to identify where the student graduated from high school.		
Required	Parish codes are reported the Board of Regents on the SSPS report.		
Source	Board of Regents		
Codes			
01	Acadia	33	Madison
02	Allen	34	Morehouse

13	Parish Codes – cont.		
03	Ascension	35	Natchitoches
04	Assumption	36	Orleans
05	Avoyelles	37	Ouachita
06	Beauregard	38	Plaquemines
07	Bienville	39	Pointe Coupee
08	Bossier	40	Rapides
09	Caddo	41	Red River
10	Calcasieu	42	Richland
11	Caldwell	43	Sabine
12	Cameron	44	St Bernard
13	Catahoula	45	St Charles
14	Claiborne	46	St Helena
15	Concordia	47	St James
16	DeSoto	48	St John the Baptist
17	East Baton Rouge	49	St Landry
18	East Carroll	50	St Martin
19	East Feliciana	51	St Mary
20	Evangeline	52	St Tammany
21	Franklin	53	Tangipahoa
22	Grant	54	Tensas
23	Iberia	55	Terrebonne
24	Iberville	56	Union
25	Jackson	57	Vermillion
26	Jefferson	58	Vernon
27	Jefferson Davis	59	Washington
28	Lafayette	60	Webster
29	Lafourche	61	West Baton Rouge
30	LaSalle	62	West Carroll
31	Lincoln	63	West Feliciana
32	Livingston	64	Winn

14	Telephone Standards	
General	The telephone number is presented in a three field format: Area code, phone number and extension.	
Required	Enter only numbers. Do not use parenthesis or dashes. Do not enter "X" or EXT in the extension field. Only a primary number is required for students. The other numbers are optional.	
	Area Code	Enter for all phone numbers.
	Phone number	Enter the seven digit number without inserting a hyphen.

14	Telephone Standards – cont.	
	Extension	If an extension number is provided, enter only the digits of the extension.
Source	Banner & Data Standards Committee	
Codes	HM	Home (primary)
	EM	Phone number of Emergency contact
	BU	Business or work
	BI	Billing
	FX	Fax- Non-student
	CL	Cell Phone-Non-student
	PG	Pager-Non-student
	CA	Campus (employees)
Violations	Do not use parenthesis or dashes.	
	Do not enter "X" or EXT in the extension field.	

15	Email	
General	Students, faculty and staff at Delgado Community College are eligible to receive internet access, e-mail services, e-print (faculty/staff), Blackboard, and mainframe system access. Use of these privileges requires establishing an account with the Office of Information Technology. An enrolled student automatically receives an individual e-mail account that is a college specific e-mail address.	
15	Email – cont.	
Required	All *faculty/staff* individual e-mail login names follow a standard format of first initial of first name and first five characters of last name; a middle initial is used if the last name is less than five characters (if available); a number is attached to the end if there are duplicates (beginning with number 1). All *student* e-mail login names follow a standard format of first initial of first name and last five characters of last name with a 5 digit computer generated sequential number attached at the end. An *office/department* e-mail login name follows a standard format of up to 15 characters which is descriptive of the office/department, and is generated on a per request basis.	
Source	Office of Information Technology	
Codes	B	Business
	C	College (Used for student e-mail address)
	H	Home
	P	Personal
Note	The college e-mail address is the only recognized e-mail address for students.	

15	Email – cont.	
Procedure	E-mail addresses follow a standard format which consist of a login name, followed by the '@ 'sign, followed by the domain name. The domain name consists of three characters, descriptive of the college, separated by a period, followed by a suffix that indicates which top-level domain it belongs to. For example, *helpdesk@dcc.edu* is the address where user support questions can be sent. All incoming students are provided with a college email address.	
Examples		
Email Type	**Name (First - Last)**	**Email Address**
Student email	Astute Student	astude12345@dcc.edu
Faculty/Staff email	Apple Faculty	afacul@dcc.edu
Office/Department email	Accounting	businessoffice@dcc.edu

Section 3 - Reporting Codes

1		Gender
General	Gender information is maintained for federal and state reporting requirements.	
Requirements	A gender code is required for all persons in the Banner system.	
Source	Board of Regents (SSPS* and Degree and Completers)	
Codes		
M	Male	A male person, man or boy
F	Female	A female person, woman or girl
U	Unknown	To be used only after all efforts to determine gender fail.

  *SSPS – Statewide Student Profile System

2		Ethnicity
General	Ethnicity is tracked for purposes of federal and state reporting requirements.	
Requirements	This field must be entered for students and employees This field is optional for constituents who are friends of the College.	
Source	Board of Regents (SSPS and Degree and Completers)	
Codes		
1	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
2	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and Alaskan Native who maintain cultural identification through tribal affiliation or community
3	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa.
4	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
5	NOT USED	
6	White, Non-Hispanic	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2		Ethnicity – cont.
7	Foreign/Non-Resident Alien	A person who is not a citizen or national of the U.S. and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Non-resident aliens are to be reported separately, rather than in any of other racial/ethnic categories described in this section.
8	Race/Ethnicity Unknown	This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

3		Citizenship and International Persons Information
General		Citizenship is required information for students and employees at DCC. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States. If the person is a constituent and not a student or employee, this field may be left blank to indicate the U.S. citizenship is not known.
		Citizenship used for State reporting for Students and IPEDS Reporting for Human Resources.
Requirements		A person's citizenship is entered and maintained on the General Person form using the following values:
Source		Board of Regents (SSPS and Degree and Completers)
Codes		
Y	Yes	This person is a U.S. citizen
N	No	This person is not a U.S. citizen (includes permanent residents with a green card)
Blank		Unknown (Not allowed for Students or Employees)
Key Holders		Citizenship and related information is maintained by the following offices:
	Human Resources	For employees of Delgado Community College
	Office of Admissions	For persons applying as students
	Delgado Community College Foundation	For donors who are not Delgado employees, students, or student applicants.

4	Date of Birth	
General	A Date of Birth is required for all Delgado Community College employees and students. A Date of Birth is optional for Delgado Community College alumni and donors.	
Requirements	A Date of Birth will be entered into Banner in the format mm-dd-yyyy.	
	Banner will DISPLAY the results as dd-mmm-yyyy.	
Processes	Dates can be entered with or without dashes (-) or slashes (/) as separators.	
	If no birth date is given, the following default date will be entered until the correct date is determined.	
	Default Date: 11-11-1111	Will display as: 11-NOV-1111.
Changes	An employee or student making a date of birth change request must present a birth certificate, driver's license, passport or state identification.	
	Professional judgment should be used when making corrections to dates of birth based on initial data entry error.	
Examples	See Calendar Dates	

5	Student Type (Admission Status on Board of Regents SSPS Report)	
General	Admissions status reflects the students current standing with regards to his/her attendance at the reporting institution.	
Requirements	The following codes will be used to report to the Board of Regents:	
Source	Board of Regents SSPS requirements	

Codes	Category	Description
1	First-Time Freshman	An entering freshman who has never attended any college (or other postsecondary institution). Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).
2		Not used by 2 year institutions.
3	Other Student	Any student who fails to fit into any of the other admission status categories.
4	Transfer Student	A student who enrolls at an institution for he first time who have previously attended another postsecondary institution. Students classified as visiting students or First-time Freshman should be excluded. See the exception to this definition in the definition for First-Time Freshman above.

5	**Student Type (cont.)**	
5	Continuing Student	Those students enrolled in a particular term who was also enrolled in the previous regular term or summer term and who does not qualify as first-time freshman or transfer students. A regular term is defined as a fall or spring semester and a fall, winter or spring quarter.
6	Readmitted Students	Those students enrolled for a particular term that were previously enrolled at your institution but were not enrolled under the conditions specified above the continuing students.
X	Visiting Student	A student who is enrolled in one or more courses at, or being taught by, your institution, but whose home campus is another institution. Includes all students who are visiting your campuses (e.g. cross-registered, cross-enrolled, dual-enrolled, summer only, etc.) by formal or informal inter-institutional cooperative programs or agreements.

If a student is enrolled in course work on both campuses, both institutions, irrespective of the conditions of the programs or agreements, should report these students.

 For example: If student enrolled in a degree program at institution A and cross-enrolled in a course at (or being taught by) institution B, the student would be reported as Admissions Status "1", "2", "3", etc, t institution A and as Admissions Status "X" as institution B.

If a student is enrolled in course work as a visiting student only and not enrolled on the home campus, the campus he/she is visiting should report the student.

For example: A student enrolled in a degree program at institution A does not enroll at institution A for the summer semester, but enrolls at institution B as a visiting student. Institution B would report that student as Admissions Status "X".

6	**Relationship Codes**
General	Relationship codes are use to identify the relationship of a contact person to the student or employee.
Standard	The following codes will be used to identify the relationship of a contact to a student or employee where a contact person is given.
Source	SIS (Student Information System) with modifications.

6	Relationship Codes – cont.	
Codes	A	Aunt
	U	Uncle
	B	Brother
	S	Sister
	C	Child
	F	Father
	M	Mother
	G	Grandparent
	N	Guardian
	L	Life Partner

7	Legacy Codes	
General	Legacy codes are use to identify the relationship of an alumni to a student.	
Standard	The following codes will be used to identify the relationship of an alumnus to a student.	
Source	SIS (Student Information System) with modifications.	
Codes	P	Parent
	B	Siblings
	C	Child
	S	Spouse
	R	Relative
	F	Parent, Sibling & Child
	O	Other

8	Marital Code	
General	Use the following codes whenever marital status is needed by Student, Financial Aid and/or Human Resources. These codes are not intended for use in tax computations. This is an optional field. It is not being collected on the student application at the present time.	
Requirements	Optional	
Source	HRS with modifications	

Codes	Description	Explanation
D	Divorced	No longer legally married
M	Married	Legally married
P	Separated	Legally married but living apart
S	Single	Never married
W	Widowed	Spouse is deceased
U (default)	Unknown	Status unknown

9	Academic Status		
General	The student's academic standing as determined by the reporting institution, at the end of the reported term. This code shall be a two character code in Banner to accommodate the codes used by Delgado. The codes listed under Regents Codes are the codes we are required to report to Regents. It will be the first character of the Banner code.		
Requirements	The following codes will be used for academic standing.		
Source	La. Board of Regents & SIS		
Codes			
Delgado Codes	**Regents Code**	**Unofficial Transcript**	**Official Transcript**
GS	G	Good Standing	Good Standing
PA	P	Academic Probation	Academic Probation
SS	S	Academic Suspension – One Semester	Academic Suspension – One Semester
SA	S	Readmit academic appeals during semester suspension	
SY	S	Academic Suspension – One Year	
WW	W	Withdrawal	Withdrawal

10	Degrees Awarded	
General	These are the degrees approved by La. Board of Regents that are awarded by Delgado Community College.	
Source	College Registrar	
Codes	AA	Associates of Arts
	AS	Associates of Science

10	Degrees Awarded – cont.	
	AAS	Associate of Applied Science
	AGS	Associate of General Studies
	CTS	Certificate of Technical Studies
	CAS	Certificate of Applied Science
	C	Certificate
	D	Technical Diploma

Section 4 – Instructional Codes

1	Campus/Site Codes	
General	Campus codes are used to identify campuses. Site codes are used to identify sites. Students are assigned to campuses. Courses are assigned to sites.	
Required	The following codes will be used to identify locations associated with Delgado Community College.	
Source	SIS modified by Data Standards	
Codes		
Site (Location)	Campus	
CH	CH	Charity School of Nursing
CO	-	Covington Learning Center
CP	CP	City Park Campus
FS	-	Fire School
HA	-	Harvey
JE	-	John Erhet
LC	-	Lake Charles
LF	-	Lafayette
KN	-	Kenner
SL	-	Slidell
WB	WB	West Bank Campus

2	Division / College Codes	
General	Division codes are made up of 4 characters. The first two define the division. The second two denote what campus/site the division is associated with.	
Required	These codes will be used to identify division codes at Delgado Community College. Banner requires us to set up a "college" code. This will be the same as the division code and will function like a division.	
Source	SIS modified by Data Standards Committee	
Codes		
ALCP	Allied Health – City Park	
BECO	Basic Education – North Shore, Covington	
BECP	Basic Education – City Park	
BESL	Basic Education – North Shore, Slidell	
BEWB	Basic Education – West Bank	
BTCP	Business and Technology – City Park	
BTWB	Business, Technology & Mathematics – West Bank	
CONS	Covington – North Shore	
LACP	Liberal Arts – City Park Campus	
LAWB	Liberal Arts & Sciences– West Bank	

2	Division / College Codes – cont.
NCED	Non-Credit Education – Workforce Development & Education
NUCH	Nursing – Charity Downtown Campus
SMCP	Science and Mathematics – City Park
SONS	Slidell - North Shore
WFED	Workforce Education - Workforce Development & Education

3	Discipline & Program Codes		
General	Discipline codes define fields of study taught at Delgado. Program Codes define a student's field of study (major). Course rubric identifies courses taught.		
Required	These codes will be used to identify discipline and program (major) codes at Delgado Community College.		
Source	SIS modified by Data Standards		
Discipline Codes	*Program Codes*	*Course Rubric*	*Title*
ACCT	ACCT	ACCT	Accounting
ADOT	ADOT	ADOT	Administrative Office Technology
AIRC	AIRC	AIRC	Air Conditioning - closed
ANTH		ANTH	Anthropology
ARCH	ARCH	ARCH	Architectural Engineering Technology
ASLS	ASLS	ASLS	American Sign Language Studies
BIOL		BIOL	Biology
BUAD	BUAD		Business Administration
BUSG		BUSG	General Business
BUSL		BUSL	Business Law
CARP	CARP	CARP	Carpentry
CCSS		CCSS	College Success Skills
CHEM		CHEM	Chemistry
CIVT	CIVT	CIVT	Civil Technology
CMIN	CMIN	CMIN	Computer Information Technology
CNET	CNET	CNET	Computer Network Engineering
CRJU	CRJU	CRJU	Criminal Justice
CULA	CULA	CULA	Culinary Arts
DIET	DIET	DIET	Dietetic
DMSU	DMSU	DMSU	Diagnostic Medical Sonography
DRAF	DRAF	DRAF	Drafting
ECED	ECED	ECED	Early Childhood Education
ECON		ECON	Economics
	EIDF		Educational Interpreting for the Deaf
ELCO	ELCO	ELCO	Electrical Construction Technology

Discipline Codes	Program Codes	Course Rubric	Title
ELET	ELET	ELET	Electrical Engineering Technology
ELST	ELST	ELST	Electronics Servicing Technology
EMTE	EMTE	EMTE	Emergency Medical Technician - Paramedic
ENGL		ENGL	English
ENRE		ENRE	English and Reading
ESLN		ESLN	English as a Second Language
FNAR	FNAR	FNAR	Fine Arts
FPTC	FPTC	FPTC	Fire Protection
FREN		FREN	French
FSED	FSED	FSED	Funeral Service
GEOL		GEOL	Geology
HEIT	HEIT	HEIT	Health Information Technology
HIST		HIST	History
HORT	HORT	HORT	Horticulture
HOST	HOST	HOST	Hospitality
HUDV		HUDV	Human Development
HUMA		HUMA	Humanities
INTD	INTD	INTD	Interior Design
JOUR		JOUR	Journalism
MACH	MACH	MACH	Machine Tool Technology - closed
MANG	MANG	MANG	Management
MATH		MATH	Mathematics
MLTS	MLTS	MLTS	Medical Laboratory Technology Science
MOVH	MOVH	MOVH	Motor Vehicle Technology
MSCM		MSCM	Mass Communications
MSTH	MSTH	MSTH	Massage Therapy
MUSB		MUSB	Music Business
MUSC	MUSC	MUSC	Music
NUMT	NUMT	NUMT	Nuclear Medicine Technology
NURS	NURS	NURS	Nursing
OCTA	OCTA	OCTA	Occupational Therapy Assistant
OPHT	OPHT	OPHT	Ophthalmic Technology
PAST	PAST	PAST	Pastry Arts
PHAR	PHAR	PHAR	Pharmacy Technician
PHIL		PHIL	Philosophy
PHYE		PHYE	Physical Education
PHYS		PHYS	Physics
PRNU	PRNU	PRNU	Practical Nursing
PSYC		PSYC	Psychology
PTAP	PTAP	PTAP	Physical Therapist Assistant
RADT	RADT	RADT	Radiographic Tech

Discipline Codes	Program Codes	Course Rubric	Title
RATH	RATH	RATH	Radiation Therapy
READ		READ	Reading
RLST		RLST	Real Estate
RSPT	RSPT	RSPT	Respiratory Therapy
SCIE		SCIE	Physical Science
SFTY	SFTY	SFTY	Safety
SOCI		SOCI	Sociology
SPAN		SPAN	Spanish
SPCH		SPCH	Speech
SURG	SURG	SURG	Surgical Technology
TECH		TECH	Technology
TEVP	TEVP	TEVP	Television Production
THEA	THEA	THEA	Theatre
VISC	VISC	VISC	Visual Communication
VETT	VETT	VETT	Veterinary Technician
WELD	WELD	WELD	Welding - closed

Appendix A – Abbreviations for Street Designators

Street Designator	Abbr.	Street Designator	Abbr.
Allee	Aly	Dam	Dm
Alley	Aly	Divide	Dv
Annex	Anx	Drive	Dr
Arcade	Arc	Drives	Drs
Avenue	Ave	Estate	Est
Bayoo	Byu	Estates	Ests
Bayou	Byu	Expressway	Expy
Beach	Bch	Extension	Ext
Bend	Bnd	Extensions	Exts
Bluff	Blf	Fall	Fall
Bottom	Btm	Falls	Fls
Boulevard	Blvd	Ferry	Fry
Branch	Br	Field	Fld
Bridge	Brg	Fields	Flds
Brook	Brk	Flat	Flt
Burg	Bg	Flats	Flts
Bypass	Byp	Ford	Frd
Camp	Cp	Forest	Frst
Canyon	Cyn	Forge	Frg
Cape	Cpe	Forges	Frgs
Causeway	Cswy	Fork	Frk
Center	Ctr	Forks	Frks
Cliff	Clf	Fort	Ft
Club	Clb	Freeway	Fwy
Center	Ctr	Garden	Gdn
Centers	Ctrs	Gardens	Gdns
Circle	Cir	Gateway	Gtwy
Circles	Cirs	Glen	Gln
Common	Cmn	Green	Grn
Corner	Cor	Grove	Grv
Corners	Cors	Groves	Grvs
Courses	Crse	Harbor	Hbr
Court	Ct	Harbors	Hbrs
Cove	Cv	Haven	Hvn
Coves	Cv	Heights	Hts
Crescent	Cres	Highway	Hwy
Creek	Crk	Hills	Hls
Crest	Crst	Hollow	Holw
Crossing	Xing	Inlet	Inlt
Crossroad	Xrd	Island	Is
Curve	Curv	Islands	Iss
Dale	Dl	Isle	Isle

Appendix A – Abbreviations for Street Designators

Street Designator	Abbr.	Street Designator	Abbr.
Junction	Jct	Pine	Pne
Junctions	Jcts	Pines	Pnes
Key	Ky	Place	Pl
Keys	Kys	Plain	Pln
Knoll	Knl	Plaza	Plz
Knolls	Knls	Point	Pt
Lake	Lk	Points	Pts
Lakes	Lks	Port	Prt
Land	Land	Ports	Prts
Landing	Lndg	Prairie	Pr
Lane	Ln	Radial	Radl
Light	Lgt	Ramp	Ramp
Lights	Lgts	Ranch	Rnch
Loaf	Lf	Rapid	Rpd
Lock	Lck	Rapids	Rpds
Locks	Lcks	Rest	Rst
Lodge	Ldg	Ridge	Rdg
Loop	Loop	Ridges	Rdgs
Mall	Mall	River	Riv
Manor	Mnr	Road	Rd
Manors	Mnrs	Roads	Rds
Meadow	Mdw	Route	Rte
Meadows	Mdws	Row	Row
Mews	Mews	Rue	Rue
Mill	Ml	Run	Run
Mills	Mls	Shoal	Shl
Mission	Msn	Shoals	Shls
Motorway	Mtwy	Shore	Shr
Mount	Mt	Shores	Shrs
Mountain	Mtn	Skyway	Skwy
Mountains	Mtns	Spring	Spg
Neck	Nck	Springs	Spgs
Orchard	Orch	Spur	Spur
Oval	Oval	Square	Sq
Overpass	Opas	Squares	Sqs
Park	Park	Station	Sta
Parks	Park	Stravenue	Stra
Parkway	Pkwy	Stream	Strm
Pass	Pass	Street	St
Passage	Psge	Summit	Smt
Path	Path	Terrace	Ter
Pike	Pike	Throughway	Trwy

Appendix A – Abbreviations for Street Designators

Street Designator	Abbr.	Street Designator	Abbr.
Trace	Trce	View	Vw
Track	Trak	Views	Vws
Trafficway	Trfy	Village	Vlg
Trail	Trl	Villages	Vlgs
Trailer	Trlr	Ville	Vl
Tunnel	Tunl	Vista	Vis
Turnpike	Tpke	Walk	Walk
Underpass	Upas	Walks	Walk
Union	Un	Wall	Wall
Unions	Uns	Way	Way
Valley	Vly	Well	Wl
Valleys	Vlys	Wells	Wls
Viaduct	Via		

Appendix B – State and Province Codes

United States			
Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
Arizona	AZ	Nebraska	NE
Arkansas	AR	Nevada	NV
California	CA	New Hampshire	NH
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
U S Territories			
American Samoa	AS	Northern Mariana Island	MP
Federated States of Micronesia	FM	Palau	PW
Guam	GU	Puerto Rico	PR
Marshall Islands	MH	Virgin Islands	VI

Armed Forces			
The Americas (except Canada)	AA	Europe	AE
The Pacific	AP	Middle East	AE
Canada	AE	Africa	AE

Canadian Provinces			
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quecbec	QC
Newfoundland	NF	Saskatchewan	SK