The Community College of Baltimore County

Integrated Information System
Policies and Standards

October 19, 1998

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INTRODUCTION

Since Banner is an integrated system, its database holds data about students, employees, and organizations associated with the Community College of Baltimore County that is shared across modules and must be entered and maintained consistently. The purpose of this document is to provide data standards for the data elements that are shared and accessible across modules within the Banner system.   It is therefore necessary that established standards be developed and maintained. For these reasons it is important that users follow the appropriate CCBC policies, standards, and procedures, which will ensure confidence, integrity and uniformity in our data system.

Data standards for data elements unique to a particular module are set and maintained by those responsible for that module. Manuals and procedures established for these modules will be consistent from office to office across the college. Managers of modules are responsible to impress upon *all* employees that data integrity and data security are everyone's responsibility.

I. POLICIES

DISTRIBUTION, TRAINING, DOCUMENT MAINTENANCE REQUIREMENTS

Distribution
Initially this document will be distributed to staff during training to all persons involved with the Integrated Information System (Banner System). Distribution will also be made to any member of the college upon request. The most current version of this Standards document will be posted to the College's Intranet with other policies and procedures guiding the use of IT systems at CCBC. Announcements of changes to these standards will be distributed to managers responsible for Banner modules for distribution to all employees working with Banner.

Training in Data Entry Standards
General navigation training will be provided to all new employees **before** they are given access to the college information system. Each module manager is responsible for providing module specific additional training to persons making entries to the Integrated Information System. Additionally, module managers are responsible for ensuring that persons within the respective areas with inquiry access to the Integrated Information System are trained so that they will be able to use the system successfully.

Document Review and Maintenance
The Planning, Research and Evaluation Office and the College Registrar will be responsible for reviewing the electronic information policy and the data entry standards annually, or as required by Banner System upgrades to ensure that the policy is accurate and complete. These offices will be responsible for convening, when necessary, a Data Integrity Committee to review data integrity at CCBC and to modify these standards and practices as needed to assure data integrity at CCBC.

Changes to any policies, procedures and/or changes in Banner validation tables or the Banner processes dealing with shared data elements will be distributed to module managers.

ELECTRONIC INFORMATION POLICY

Purpose
This document establishes measures for the protection, access and use of the Community College of Baltimore County's Integrated Information System and equipment. It also defines the responsibilities of all who have access to, and manage the data.

Offices may have individual guidelines that supplement but do not supplant or contradict this document.

Data entrusted to the college or other organizations (e.g., Foundations and Government agencies) are governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreement shall be governed by this policy.

Protection - Administrative Responsibility
Under the current law, certain electronic and institutional data is confidential and may not be released without appropriate authorization. It is the obligation of college employees to be aware of and to follow all applicable Federal and State laws concerning storage, retention, use, release and destruction of data. Administrators are responsible to ensure that for their areas of accountability, each information user knows his/her responsibilities under applicable laws and as defined in this policy. Each system user shall read and understand this document before using the Integrated Information System.

Electronic data is owned by the Community College of Baltimore County and is confidential. All institutional data, whether maintained in the central database, or copied to other data information systems, including microcomputers, remains the property of the Community College of Baltimore County and is governed by this document.

Access to data is not approved for use outside an individual's official college responsibility and in all cases shall be used only for the legitimate business of the Community College of Baltimore County.

Supervising administrators shall ensure a secure office environment with regard to all institutional information systems. Administrators shall continuously validate the access requirements of their staff according to job functions, and shall submit requests for changes to access. Under no circumstances shall anyone use institutional electronic data (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release data, in any form, outside the Community College of Baltimore County system without prior written approval from the appropriate system module manager or the appropriate executive officer(s). Data should never be stored on any information system to which access is not controlled and secure.

As a general principle of access, the Community College of Baltimore County system data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information. Although the system must protect the security and confidentiality of data, the procedures to allow access to data will not unduly interfere with the efficient conduct of its business.

Employees are not to lend or share their access codes (username and passwords) with anyone. Supervisors will be held responsible for ensuring that this policy is never violated.

All information systems owned by the Community College of Baltimore County shall be constructed to assure that (1) accuracy and completeness of all information system contents are maintained during storage and processing; (2) information system capabilities can be re-established within an appropriate time after loss or damage by accident, malfunction, breach of security, or natural disaster; and (3) system monitoring is in place to determine breaches of security and / or loss of data integrity. Those who use institutional data have the right to expect the data to be accurate.

Gaining access to the Community College of Baltimore County Official Records

The following outlines the requirements and limitations for all Community College of Baltimore County departments/divisions/schools to follow in obtaining permission for inquiry and update access to the Community College of Baltimore County official records and to impress upon *all* employees that data security is everyone's responsibility.

To gain access to the Banner system where official college records are stored, employees must attend Banner Navigation Training, provided by Information Technology Services. A schedule of classes is available through the Daily Post.

After successfully finishing the class, the employee should complete a Banner Security Access Form to apply for a username. The form should be submitted to the course trainer for verification. The trainer will check the form for accuracy and deliver it to the Database Administrator.

The employee's supervisor should then train the employee on the specific Banner modules he or she will be using. After the employee is trained, the supervisor should send an email to the Database Administrator listing the specific forms to which the employee should have access.

The Database Administrator will then set up the required Banner access and send an email to the employee (with a copy to the employee's supervisor) indicating their new Banner username and a temporary password. The email will include instructions on how to reset the password. Upon receiving the information, the new user should sign on to the system and follow the instructions and change the password.

Students (except those who are also full-time or temporary employees) should not be given access to Banner.

Information Access Definitions
Two types of access can be granted to users:

1. Read-only access enables the user to view, analyze, and download, **but not change**, institutional data. Once information is downloaded, data should not be changed in word processing documents or spread sheets. Downloaded information must be used and represented responsibly and accurately.

2. Update access provides both inquiry and update capability. Update capability is generally limited to the offices directly responsible for the collection and management of the data. Update access is available to administrators and users who have an authorized need to change or add institutional data in the performance of their job duties.

    Each user of administrative information is assigned appropriate combinations of read-only and update access to specific parts of the administrative information system, as determined by the module manager.

Module Manager
A **module manager** (see below), usually an administrator of the Community College of Baltimore County's office or department, is responsible for the proper use of that module and for the training, access, and integrity of the data entered and reported from that module. This manager will make data available to others for use and support of CCBC.

Before granting access to data, the module manager shall be satisfied that protection requirements have been implemented. By approving end-user access to institutional data, the module manager consents to the use of this data within the normal business functions of administrative and academic offices. Access to institutional data shall not be granted unless there is an established "need to know." Misuse or inappropriate use by individuals will result in revocation of the user's access privileges.

Module managers are responsible for the integrity of data in their areas and the design and maintenance of quality processes for the module. Module managers are also responsible for the maintenance and control of the administrative Information System's validation and rule tables.

Community College of Baltimore County Module Managers

	Name	Title
Student		Director/Registrar

	of Records/Registration	Lynn MacLaughlin
Accounts Receivable	Director of Student Finance	Pat Mohr
	Finance Manager	Gail Knapp
Finance	Controller	Dave Tarbert
Financial Aid	Director, Financial Aid,	Jerry Lovick
Human Resources	Dir. of Human Resources	Mildred Singleton
Payroll	Director of Payroll	Sheron Stewart
	Finance Manager	Gail Knapp
General	Senior Director for Applications Development	Chris O'Kane
Alumni/Foundation	Director of Advancement Services	Cathy Birkelien

Information Users
Individual users are responsible for understanding all data elements that they use. If a person does not understand the meaning of a data element, he/she should consult the appropriate module manager or training coordinator. Users should exercise due care in using the institution's electronic Information Systems, both the central institutional database and all departmental systems, to protect data files from unauthorized use, disclosure, alteration, or destruction. Each person is responsible for the security, and control of his/her own data. **Each user is responsible for all transactions occurring during the use of his/her log-in and password and must not allow others to use their log-in or password to gain access to CCBC data systems.**

GENERAL NOTES
The pound sign (#) is not to be used in any data field. [Note: Although the # sign is preferred by the U.S. Postal Service, BANNER does not permit its use; therefore, never use the pound sign (#).]

Punctuation is not to be used in any data field, except prefix and suffix fields.
All data entered into a data field should be typed using title case (uppercase and lowercase letters) using standard capitalization rules. **Never use all uppercase or all lowercase letters.**

Abbreviations are rarely used when entering data in the name and address fields. Only use abbreviations when there is insufficient space in the data field to do otherwise.

Never make a change to an employee/student/vendor record without referring to policies and procedures provided by the module managers.

DATA CUSTODIANSHIP POLICY

The following conventions govern which office makes changes to student, employee or vendor records in the Banner information system.

IF the PERSON is . . .	**THEN this area manages the change. . .**
Employee but not a Student Employee	Human Resources or Payroll

(with exception of multiple ID's see
MULTIPLE ID PROCEDURE PAGE 10)

Student Employee (i.e., college work study, college role, GSA)	Financial Aid
Employment Applicant and not a Student	Human Resources
Student and not an Employee	Records and Registration, CEED
Student Applicant; not a Student or Employee	Records and Registration, CEED
Financial Aid Applicant and not any of the above	Financial Aid
Student Accounts	Student Finance
Vendor and not an Employee and not a Student	Finance
Business and Industry Client not a vendor	Finance, CEED or Foundation
Alumni	Alumni Office

ID AND NAME CHANGES

ID or Name changes will be permitted provided that the appropriate change request form has been completed and appropriate documentation submitted. These changes will be made by the appropriate data custodian (see data custodianship policy).

Search First – Very Important
 All staff must conduct a thorough search to prevent entering a duplicate record.
Before creating a new record for a person or organization, an ID and name search must be conducted to make sure the person or organization does not already exist in the Banner database.

NOTE: The LDAP username for students is the significant digits of the 900 number preceded by some number of characters of the last name to make up a userid of not more than 9 characters. This is generated automatically when the student is entered into Banner.

MULTIPLE ID CORRECTIONS

When a multiple ID is detected (or suspected), inform the Module Manager from one of the areas to determine necessary corrective measure: **Student System, Human Resources, Payroll.**

IDENTIFICATION NUMBERS

When a student or company ID is located, through searching to find the common match, or through generating an ID, that number is attached to all appropriate Banner forms. Banner holds SSNS and Fed ID numbers in separate tables.

Identification Number Standards

Persons and Nonpersons. A system generated ID consists of a unique nine digit number

Example: 922864356
             901234567
             900033481
             993256696

The system generated number will be used as ID number for students and employees of CCBC.

Vendors - the FIN (Federal Identification Number) will be used. If a FIN number does not exist, the proprietor's Social Security Number will be used. Business donors to the Foundation must also have a FIN or SSN in order to prepare 1099's.

A system generated number will be used to identify Business and Industry clients (if the client is not also a vendor).

Note: Do not enter dashes. **Do not attempt to assign an identification number. The system keeps track of the sequence of system generated numbers and automatically assigns the next one-up number.**

II. STANDARDS

NAME STANDARDS

Name changes should be made in accordance with the data custodianship policy previously addressed. (e.g., IA name type changes should only be made by the Advancement office, MA is completed by Records and Registration Office.)

LAST NAME
All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal spelling and format of the last name, using standard capitalization rules.

Hyphen may be used to separate double last names (sometimes used in ethnic names or by persons who wish to utilize their maiden and married names). However, if there are two last names unhyphenated (e.g., Monica Lou Creton Quinton, Monica would be input as the first name; Lou would be input as the Middle Name; and Creton Quinton would be input as Last Name).

Apostrophe may be used in such names as O'Leary, O'Connor, etc.

The **period** is only used in the persons last name for "Jr." and "Sr." **Commas** and the **pound sign (#)** are never used.

Space is permitted if the legal spelling and format of the name includes spaces. **Examples**:

        Mc Donald

        Mac Phearson

La Pine

St John

Van Husen

De La Rosa

Van der Linden

Anderson Johnson

Do **not** use titles, prefixes, and suffixes in the last name field. **Examples:** Dr., Mr., Mrs., CPA, etc., should never be entered in the last name field. Jr., Sr., III are NOT considered suffixes as they are part of a person's legal birth last name.

FIRST NAME

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal first name, using standard capitalization rules. A "First Name" is a required piece of information. However, if the first name is unavailable the data entry standard will be to enter the first name as "Student" (without quotes).

Hyphen and/or **apostrophe** may be used.

The **period** is not used in a person's first name.

Single Character First Names should be entered without a period. In those cases where a single character is designated as first name and followed by a middle name, place the single character in the first name field and the middle name in the middle name field.

Comma and the **pound sign (#)** are never used.

Space is permitted for double first names (i.e., Mary Ann, Bobby Joe).

MIDDLE NAME

All information is to be entered using title case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the legal middle name or middle initial using standard capitalization rules. If no middle name exists, leave field blank (do not enter the word "None" if there is not a middle name).

Hyphen may be used to separate double names.

Apostrophe may be used.

The **period** is never used in a person's middle name.

Comma and the **pound sign (#)** are never used. **Space is** permitted between multiple middle names (example Mary Ann).

PREFIX

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Use standard capitalization rules. Punctuation is to be used in prefixes.

SUFFIX

All information is to be entered using title case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Use standard capitalization rules. Punctuation is to be used in suffixes. **Clarification of the Suffix Field:** A Suffix is something that is acquired (i.e., Ph.D., CPA, etc.) and not part of the legal name. (In contrast Jr. is legally part of the last name and in this example would be entered in the last name field.)

PREFERRED FIRST NAME (Only being used by IA)
Preferred First Name should be entered into the preferred name field (i.e., S Paul Smith). If Paul is what the person goes by, then Paul would be entered into the preferred name field. All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or lowercase letters. Enter the legal spelling and format of the preferred first name, using standard capitalization rules. If no preferred first name is given, leave the field blank.

LEGAL NAME
Legal Name field is not used at the Community College of Baltimore County.

NONPERSON NAME/VENDOR
All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the vendor's name using standard capitalization rules.

Hyphen may be used to separate double names.

Apostrophe may be used.

The **period** is not used in an abbreviation in a company's name (i.e., F & F Securities).

Comma and the **pound sign (#)** are not to be used.
Spaces are permitted between multiple names.

Ampersand - Use only when part of a formal name (Baltimore & Ohio Railroad); use "and" in all other cases.

Abbreviations are allowed for Co, Corp, Ltd, or Inc when used after the name of a corporate entity. All other forms of abbreviations should not be used for the corporate entity name. No punctuation should be used.

Acronyms - Companies who are recognized by their acronyms should be entered using their acronym (i.e., ITT, IBM). Use no spaces or punctuation between letters. Companies that are not commonly recognized should **not** be entered using acronym such as U of B (the correct entry would be University of Baltimore).

Government Offices - State and County departments and agencies should be entered with the State or County as the vendor. Each department or agency should be listed as a separate address sequence.

Example:	State of Maryland Department of Revenue
Vendor	<u>State of Maryland</u> (would be entered as the vendor name)
Address Sequence 1	Department of Revenue
Address Sequence 2	Department of Transportation
Address Sequence 3	Department of Taxation

<u>ADDRESS STANDARDS</u>

Banner permits multiple addresses to be entered for a person or vendor. The use of each address type must be strictly defined so that conflicts do not arise among the various functional areas (admissions, registration, financial aid, student finance, human resources, payroll, accounts payable, purchasing, alumni, etc.). Because name and address data are viewable and sometimes shared by multiple areas, procedures are needed to ensure areas make address changes only under certain conditions based upon the classification of the person or vendor. Address changes should be made in accordance with the data custodianship policy previously addressed (e.g., IA address changes should only be made by the Advancement Office)

In addition, there are some restrictions in Banner on how addresses can be used within each system. The student system permits an address hierarchy to be used when printing reports. The Finance system can have multiple entries for the same address type, distinguished with sequence numbers. This allows for multiple locations for a single company. And, finally, the Human Resource system can only use one address type when generating checks.

Address Hierarchies

	First	Second	Third	Fourth
Student billing (invoices and statements)	MA	CE		
Grade reports	MA			
General correspondence	MA			
Financial Aid letters (Credit)	MA			
Financial Aid letters (CEED)	CE			
Recruiting admissions letters	MA			
Paychecks and W2s	HR	n/a	n/a	
Third-party billings	BI			
Student Refunds – Credit	MA	CE	BI	BU
Student Refunds – CEED	CE	MA	BI	BU
Advancement Alumni and Foundation	IA	MA	HR	IS

Address Types

CODE	DESCRIPTION	EXPLANATION OF USE	DATA CUSTODIAN OFFICE *Note: Changes can only be made by the assigned Data Custodian Office*
BI	**Third Party**	**Sending bills to various entities who will pay on behalf of specified students**	**Finance**
BU	Business	Business address used by Purchasing and Accounts Payable Departments	Finance
CE	Continuing Education	Mailing address for CEED students, (i.e. general correspondence, grades, etc.).	CEED
EM	HR Emergency Contact	Used by Human Resources	Human Resources
FA	Financial Aid	Internal – used to code Towson Partnership students only	Records & Registration
FO	Foreign Address	Used by International Student Services Offices/Records and Registration for students. (Only used prior to enrollment).	Student

HR	Employee	Employee address. Because the HR system does not have an address hierarchy, it may be the same as the MA if the employee is also a student.	Human Resources/Payroll Office
IA	Institutional Advancement Main	Used by Institutional Advancement for Main address	Institutional Advancement
IB	Institutional Advancement Business	Used by Institutional Advancement for Business address	Institutional Advancement
IS	Institutional Advancement Secondary	Used by Institutional Advancement for Secondary address	Institutional Advancement
MA	Mailing	Mailing address for credit students (i.e. general correspondence, etc.).	Student
RT	Retirees	Mailing address for retirees	Human Resources
WK	CCBC Work address	Used for internal tracking only	Human Resources

STREET

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the address using standard capitalization rules. As a general rule abbreviations should not be used unless there is insufficient space in the data field to do otherwise.

Punctuation is seldom used.

Hyphens, periods, and **slashes** may be used when needed for clarity or designated fractions.

Commas, the **pound sign (#)**, and **apostrophes** are never used.

The **ampersand (&)** should be used. Do not spell out the word "and."

"In care of" should be entered as **c/o**. Do not use the percent sign (%) or spell out "in care of."

Secondary Address Unit Designators
If the address is multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided and only a # along with the number is provided (i.e., 3454 N Jones #4, remove the # and see example below). Although the # sign is preferred by the U.S. Postal Service CCBC doesn't use it.

Information Given:	**Data Entry Format (Banner):**
392 Rd.	392 Road
101 ½ Main St.	101 ½ Main Street
289-01 Montgomery Ave	289-01 Montgomery Avenue
3454 N. Jones #4	3454 N Jones No 4

Street Address and PO Box
BANNER address format allows three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address in the first line and the PO Box number in the second line. The main address (MA) is the mailing address.

Information Given	Mailing Address
Dr. John F Smith Evergreen Building 1379 NW Pine PO Box 2351 Portland OR 97203	Dr. John F Smith 1379 NW Pine PO Box 2351 Portland OR 97203-2351

CITY

All information is to be entered using title-case format (uppercase/lowercase letters). Never use all uppercase or all lowercase letters. Enter the address using standard capitalization rules. Abbreviations should be used only when there is insufficient space in the data field.

COUNTY

Three letter county codes should be entered for all addresses (if known). These codes are provided within Banner using the County Code Validation Form (STVCNTY). (Select List Field Values to display validation table.) They are also provided below for reference.

County Codes

		MHO	Howard
MAL	Allegheny	MKE	Kent
MAN	Anne Arundel	MMO	Montgomery
MBA	Baltimore County	MPG	Prince George's
MBC	Baltimore City	MQA	Queen Anne's
MCV	Calvert	MSM	Saint Mary's
MCN	Caroline	MSO	Somerset
MCA	Carroll	MTA	Talbot
MCE	Cecil	MWA	Washington
MCH	Charles	MWI	Wicomico
MDO	Dorchester	MWO	Worchester
MFR	Frederick	MGA	Garrett
MHA	Harford		
XXX	Not Maryland		
DNC	New Castle – DE		
DWI	Wilmington – DE		
PYO	York - PA		
PLA	Lancaster – PA		
VAL	Alexandria – VA		
WBS	Berkley Springs – VA		

STATE

Two letter State codes **must** be entered for all U.S. addresses. These codes are provided within Banner State/Province validation table.

ZIP CODE

ZIP codes **MUST** be entered for all U.S. and Canadian addresses. [Note: If the Zip code Table, GTVZIPC, is populated with postal code information the entry of the zip code will default City, State, County, and Nation data elements into the appropriate fields.] If zip code crosses county boundaries use www.usps.com.

A Hyphen must be entered when the entire nine-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: 97203
                     97203-5798

NATION

Note: *Enter a Nation code only if it is outside the USA.*

INTERNATIONAL ADDRESS

Enter the six-digit international PIN number (without hyphens) to the right of the city on the second address line. **DO NOT** enter the PIN number in the ZIP code field. In the event the PIN number will not fit to the right of the city because of space, enter the city on the third address line and enter the PIN number in the city line.

Example   **Name**: Nathan Greene
                     Address: 1122 Mapleleaf Street
                     City: JOP HI3 London
                     State:
                     Zip:
                     Nation: England

MILITARY ADDRESS

Enter the APO or AFO code into the CITY field.

In the State Field enter:
          AE - Europe, Middle East, Africa, Canada   (ZIP-09nnn)
          AP - Pacific   (ZIP-96nnn)
          AA - The Americas (excluding Canada)   (ZIP-34nnn)

Example   **Name**: Alice VanFrogulemen
                     Address: HHB 6th Battalion 43rd Box 72
                                       Air Defense Artillery CMR 417
                     City: APO
                     State: AE
                     Zip: 09602-8802
                     Nation:

ADDRESS DATA ENTRY STANDARDS - SAMPLES

Address Information Given: **Data Entry Format (Banner):**

Edward Andrew Neary (Ed)
1807 Glenwood St. NE
Palm Bay FL 32907

Edward Andrew Neary
1807 Glenwood Street NE
Palm Bay FL 32907

Bader H. Alkhalifa
% Aramco P.O. Box 9239
Dhahran 31311
Saudi Arabia

Bader H Alkhalifa
c/o ARAMCO
PO Box 9239
Dhahran 31311
Saudi Arabia

Carly Jean Rohrig
6762 33 Ave N
St. Petersburg Florida 33710

Carly Jean Rohrig
6762 33 Avenue N
St Petersburg FL 33710

Daniel Frederick Doroban (Dan)
2852 Snead Court
Melbourne FL 32935

Daniel Frederick Doroban
2852 Snead Court
Melbourne FL 32935

Susan Therese O'Neal
226 E. Fee Ave
Melbourne FL 32901

Susan Therese O'Neal
226 E Fee Avenue
Melbourne FL 32901

TELEPHONE STANDARDS
Banner permits multiple telephone numbers to be entered for a person. The use of each telephone type must be strictly defined so that conflicts do not arise among various functional areas.

Telephone Type Codes

CODE	DESCRIPTION	EXPLANATION OF USE	DATA CUSTODIAN OFFICE *Note: Changes can only be made by the assigned Data Custodian Office*
BI	Billing	Billing number	Finance
BU	Business	Business telephone used by Purchasing and Accounts Payable Departments	Finance
CE	Continuing Education	CEED student telephone	Student
CL	Cellular	Cellular phone	Student
CW	Continuing Education Work		Student (CEED)

FO	Foreign	Foreign address for International students	
HR	Human Resources	Employee home phone number	Human Resources
IA	Institutional Advancement Main	Alumni and foundation persons	Institutional Advancement
IB	Institutional Advancement Business	Alumni and foundation business	Institutional Advancement
MA	Mailing	Local address for student	Student
WK	CCBC Work Phone	Identify CCBC staff office phone numbers	Human Resources

TELEPHONE NUMBERS
The telephone number is presented in a three field format.

Area Code
The three-digit area code must be entered for all phone numbers.

Phone Number
Enter the ten-digit number without inserting a hyphen.
Example: 4102837300
                 3015741386

Extension
If an extension number is provided, enter only the digits of the extension. Do NOT enter EXT or X into the extension field.

E-MAIL STANDARDS
Banner permits multiple e-mail addresses to be entered for a person. The use of each e-mail type must be strictly defined so that conflicts do not arise among various functional areas.

E-Mail Type Codes

CODE	DESCRIPTION	EXPLANATION OF USE	DATA CUSTODIAN OFFICE *Note: Changes can only be made by the assigned Data Custodian Office*
APDD	Accounts Payable Direct Deposit		Finance
BU	Business e-mail		Finance
BWEB	Business Web Site URL		Finance
HOME	CCBC employee e-mail		Automated
IABU	Alumni Business e-mail	Alumni	Alumni Foundation
IAHM	Alumni Home e-mail Home	Alumni	Alumni Foundation

LIVE	Student Outlook live	Assigned by CCBC	Automated
PYDD	Payroll Direct Deposit	CCBC employees	Finance
PWEB	Personal e-mail		Student

DATE STANDARDS

All dates MUST be entered in the format of DD-MON-YYYY. (Note: the current i.e., today's date may be entered by keying in a "t" and pressing enter.)

Example:
    January 17, 1997 becomes 17-JAN-1997
    December 1, 2002 become 01-DEC-2002

Hyphens must be used between Day-Month and Month-Year.

GENERAL PERSON INFORMATION

GENDER CODES

CODE	DESCRIPTION	EXPLANATION
M	Male	Description: A male person, man or boy
F	Female	Description: A female person, woman or girl
N	Not Available	Description: Use N when the information is not available or if the gender cannot be determined by the name (i.e., Toby, Pat. Terry, etc.)

Note: All employees MUST BE classified as male or female. "N" is not an allowed entry in Banner for an employee. The use of "N" must be minimized in student records as well; additional research must be made to determine gender code.

SOCIAL SECURITY NUMBER
This field is required and must be completed for employees, students who are financial aid applicants/recipients or employed by the college. Enter the entire nine-digit number, omitting dashes. (Note: the social security number is not used as the student identification.)

Example: 123456789
                    544905332

DATE OF BIRTH
The Date of Birth is required for employees and students.

Note: When a date is required, but none is available, Human Resources uses the holder code date (01-JAN-01) to allow processing an employee. This is done on a limited basis. Periodically, records containing this date will be identified and corrected.

CITIZEN TYPE

Citizen type is required for all students and employees. Enter the correct code.

CODE	DESCRIPTION	EXPLANATION
C	Citizen	Member of the United States, owing service to it and having attendant political rights.
N	Noncitizen	Nonresident - a person 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.

ETHNICITY – Beginning Fall 2010, new race/ethnicity standards information was implemented to comply with U. S. Department of Education regulations. This information is collected for all students and employees.

New Ethnicity Information:

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Not Hispanic or Latino origin
Hispanic or Latino
None

Race Categories (multiple categories can be selected).

CODE	DESCRIPTION	EXPLANATION
1	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
2	African American/Black	A person having origins in any of the black racial groups of Africa.
3	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
4	Am. Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

MARITAL CODE

Human Resources will collect and maintain this information for benefit purposes.

CODE	DESCRIPTION	EXPLANATION
D	Divorced	Once married but now legally divorced
M	Married	Legally married
L	Separated	Legally married but living apart
S	Single	Not legally married
W	Widowed	Legally married and spouse is deceased
U	Unknown	Information not available.

RELIGION CODE
At this point in time a Religion Code is not used by CCBC.

LEGACY CODE
A Legacy Code identifies a relative with whom CCBC had or has a relationship. For example, if your mother is an alumnus of one of the colleges, your legacy would be mother. This field is optional. If information is available, it may be input.

CODE	DESCRIPTION
C	Catonsville
D	Dundalk
E	Essex
G	Grandparent
H	Child
O	Spouse
P	Parent
S	Sibling

CONFIDENTIAL INFORMATION INDICATOR
This indicator will be checked when an individual has completed the disclosure form to prevent any information, i.e., directory, from being released.

VETERAN FILE NUMBER – CCBC not utilizing at this time

VETERAN ERA AND PIN NO. – CCBC not utilizing at this time
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DRIVER'S LICENSE INFORMATION
Human Resources will maintain driver's license information only if required for the position.

DECEASED INFORMATION
The indicator will be checked for an individual and deceased date entered. (Submit valid proof and follow office procedure.)