

Northern New Mexico Community College's Administrative Information System Banner

**Guidelines for
Data Standards, Data Integrity and Security**

June 2003

<u>Table of Contents</u>	Page
Data Integrity	
Purpose	4
Administrative Responsibility	4
Access to Northern New Mexico Community	
College Data	5
Requests for Confidential Information	5
Information Access Definitions	6
Secured Access to Data	6
Data Custodians	7
Data Change Rules	8
Rules for Clean and Accurate Records	9
General Person Information	
Identification Number Standards	10
Name Standards	10
Last Name	10
First Name	11
Middle Name	11
Prefixes	12
Suffixes	12
Name Types	12
Preferred First Names	13
Legal Name	13
Non-Person Name/Vendor	13
Address and Telephone Standards	14
Street Standards	14
Unit Numbers for Apartments, Suites, etc.	15
City Standards	15
State Standards	15
Zip Code Standards	15
United States	15
Canadian	15
International Postal Code	16
Nation Code Standards	16
Military Addresses (Overseas)	16
Rural Route Addresses	16
Post Office Boxes	16
Campus Mailing Addresses	17
Telephone Standards	17
Date Standards	17
Birth Date Standards	17
Citizenship Type Standards	18

Gender Code Standards	18
Ethnic Code Standards	19
Marital Code Standards	20
Relationship Code Standards	20
Veteran Information	21
Definition of Student Types	21
Deceased Information	22
Appendix 1	
Address Types	22
Appendix 2	
Phone Types	23
Appendix 3	
E-Mail Address Types	24
Appendix 4	
Campus Mail Addresses	25
Appendix 5	
Street Suffix Abbreviations	26
Appendix 6	
Business Word Abbreviations	27
Appendix 7	
FERPA Policy Statement	28
Appendix 8	
Management Information Systems	
Administrative Information System (ADMIN)	
ID Request Form	33
Appendix 9	
Data Confidentiality Agreement Form	34
Appendix10	
Data Request Proposal Form	37

Data Integrity

Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Northern's data that is electronically maintained on the Administrative Information System (ADMIN). The guidelines define the responsibilities of users who input and access that data. Divisions/departments may have individual guidelines that supplement, but do not replace or supersede these guidelines.

Administrative Responsibility

By law, certain data is confidential and may not be released without proper authorization. Users must adhere to any applicable federal and state laws as well as Northern's policies and procedures concerning storage, retention, use, release, and destruction of data

Data is a vital asset owned by the College. All data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of Northern. Access to data should not be approved for use outside a user's official college responsibility. Data will be used only for legitimate business.

As a general principle of access, Northern'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 the College must protect the security and confidentiality of data, the procedures that allow access to data must not unduly interfere with the efficient conduct of College business.

Division/department heads will ensure that, for their areas of accountability, each user is trained regarding user responsibilities. As part of that training, each user will read, understand, and agree to abide by the stipulations in this document

Division/department heads will ensure a secure office environment with regard to all College data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a Computer Systems ID Request form.

All procedures and data systems owned and operated by Northern will be constructed to ensure that:

1. All data is input accurately.
2. Accuracy and completeness of all data is maintained.
3. System capabilities can be re-established after loss or damage by accident, malfunction, breach of security, or natural disaster.
4. Breaches of security can be controlled and promptly detected.

Access to Northern Data

Below are the requirements and limitations for all Northern divisions/departments to obtain permission for display (inquiry) and update (add/change) access to data. All users must understand that data security is every user's responsibility.

Users are responsible for understanding all data elements that are used. If a user does not understand the meaning of a data element, the user should consult his supervisor or the appropriate Data Custodian (see the Data Custodian section). Users must protect all College data files from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and control of data within their control. You, the user, are responsible for all transactions occurring during the use of your log-in identification (ID) and password. Users are not to loan or share access codes with anyone. If it is found that a user inappropriately loans or shares an access code, he will be subject to disciplinary action, up to/or including termination.

The Administrative Information System tracks changes made to data by user ID. Offices hiring temporary or part-time employees should request an appropriate ID for use by each individual who is to be granted access to the system. Generally, temporary or part-time employee access will be limited to display (inquiry) only on selected data screens. Update capability should be carefully considered and approved by the division/department head and the data custodian.

Division/department heads must request access authorization for every user under their supervision by completing and submitting an Administrative Information System ID Request form to Management Information Services (MIS) (see Appendix 8). Under no circumstances will access be granted without written approval of the division/department head.

Requests for Confidential Information

Current Northern faculty and staff, who wish to request confidential information from the Northern Administrative Information System, must complete the Data Request Proposal Form (see Appendix 10) and submit the completed form to MIS.

MIS will review the form. If the request is standard, it will be processed. If the request is non-standard, it will be sent to the Data Management Chair (Registrar) to determine if the request meets FERPA, Sunshine Laws, IRB and Assessment rules/guidelines. If questions arise, the Requester may be asked to provide additional information regarding the data requested. The Data Management Committee will review all non-standard requests for confidential information and determine if the request is appropriate within university, state and federal guidelines. The Requester will be notified if the request cannot be approved. The decision of the Data Management Committee may be appealed once by providing additional information, in writing, to the Data Management Chair. The decision, upon appeal to the Data Management Committee, will be upheld as the final university decision.

Prior to receiving the confidential data, the Requestor will be required to complete the Data Confidentiality Agreement Form (see Appendix 9).

Information Access Definitions

Display

"Display" access enables the user to view, analyze, but not change Northern's data. This may also be referred to as inquiry or query access. If data is downloaded to a personal computer or other device, that data must not be altered. Downloaded data must be used and represented responsibly and accurately. Concerns or questions regarding the validity of downloaded data should be directed to the appropriate Data Custodian.

Update

"Update" access provides both display and add/change capabilities. This may also be referred to as maintenance access. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

Secured Access to Data

Administrative Information System access will be established based on job function such as clerical, faculty, cashier, etc. and this will be referred to as classification. Specific access will be assigned to each classification. For example, the registration clerk might have update access to registration, but only display access to academic history. Each user will be assigned a classification or possibly several classifications, depending on their particular needs as established by their division/department head and approved by the Data Custodian(s).

The following procedures will be used to establish an ID and password for the Administrative Information System (ADMIN):

1. The employee will participate in ADMIN training provided by the employee's direct supervisor or designee. At the completion of training, the direct supervisor will send a memo to Management Information Systems indicating the individual and the type of training completed. This memo will be accompanied by an Administrative Information System ID Request form (see Appendix 8), completed and approved by the employee's division/department head.
2. The Administrative Information System ID Request form must include the employee's first name, middle initial and last name. These fields are required in order to receive an ADMIN Account. After the employee's division/department head has determined the appropriate classifications the user is to be assigned, the form is sent to the Data Custodian(s) for approval.

Data Custodians do not need an authorizing signature for access to their own data. The division/department head sends the Administrative Information System ID Request form to MIS.

3. MIS creates a unique ADMIN Account for the employee and adds the account information.
4. MIS notifies the employee of his ADMIN Account. Immediately upon login, the employee will need to change the password on GUAPSWD. Passwords must be a minimum of four characters, cannot begin with a number, and cannot contain special characters.
5. If a user forgets his password, he must contact the MIS Help Desk in person, bearing a picture ID. Since the passwords are encrypted, MIS cannot read the old password and must issue a new one.
6. Passwords will expire every 180 days. It is recommended that users change their passwords every three months to ensure the system remains secured.

Data Custodians

A Data Custodian is the director of a Northern office or department. The Data Custodian may make ADMIN forms (data screens) within his charge available to others for the use and support of the office or department's functions.

Before granting access to ADMIN forms, the Data Custodian must be satisfied that protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to Northern's ADMIN forms, the Data Custodian consents to the use of that data within the normal business functions of administrative and academic offices or departments.

Data Custodians are responsible for the accuracy and completeness of data files in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges. Data Custodians are also responsible for the maintenance and control of ADMIN validation and rules tables. These tables, and processes related to their use, define how business is conducted at the College.

Northern's Data Custodians

Area of Responsibility

Data Custodian

Student System

Faculty/Catalog/Room Scheduling	Enrollment Manager
Registration/Academic Records/ Transfer Articulation/CAPP	Enrollment Manager
Prospects and Applicants	Enrollment Manager
Residential Living	Director of Student Activities/El Rito Campus
Accounts Receivable	Director of the Business Office
Co-curricular Records	Director of Student Activities
<u>Student Financial Aid System</u>	Director of Financial Aid

Data Change Rules

The following rules govern which office makes name, identification number, address, and/or telephone number changes to student, employee, financial aid recipient, or vendor, in the integrated administrative information system called ADMIN.

If the person is a/an:

Then:

Prospective Student

Student Recruit or Student Applicant

Admission Office can make the change with appropriate documentation.

Financial Aid Applicant Only

Admission Office can make the change with appropriate documentation

Matriculated Student

Matriculated Student

Registrar can make the change with appropriate documentation.

Matriculated Student and Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Financial Aid.

Matriculated Student and Vendor and/or Financial Aid Recipient

Registrar can make the change with the appropriate documentation, with notification to Accounts Payable and/or Financial Aid.

Matriculated Student and Employee

Registrar can make the change with the appropriate documentation, with notification to HR (employee will be required to update W-4 at HR).

Matriculated Student, Employee and Vendor

Registrar can make the change with the appropriate documentation, with notification to HR and Accounts Payable (employee will be required to update W-4 at HR).

Employee

Employee or Employment Applicant Only

Human Resources can make the change with appropriate documentation.

Employee and Vendor

Human Resources can make the change with the appropriate documentation, with notification to Accounts Payable.

Vendor

Vendor Only

Purchasing or Accounts Payable can make the change with appropriate documentation.

Rules for Clean and Accurate Records

- **Search first.** Before you create a new record for a person or organization, you **MUST** conduct a name and/or ID search to make sure that person or organization has not already been entered in the ADMIN database. Each user in every office **MUST** conduct a thorough search to prevent entering a duplicate record.
- **Data changes.** Make data changes **ONLY** when you have that authority and when you follow the procedures established by the Data Custodian of that data you want to change.
- **Remember** – some data fields have specific data entry rules. See the specific section under General Person Information for those data entry rules.
- The pound sign (#) and percent sign (%) should not be used in any data field because they may cause Oracle database errors.

General Person/Non-Person Information

The following guidelines should be adhered to for all records added to the Banner system.

Identification Number Standards

All entities added to the system will be created using the system generated ID number.

Person: any entity that is added to the system that is an individual (student, staff, faculty).

Non-Person: any entity that is added to the system that is not an individual (vendors, corporations, etc.).

Name Standards

1. Last Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the **legal** spelling and format of the last name as supplied by the person.

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. Examples:

NAME	
St. John	(No change)
Del la Rosa	(No change)
Van der Linder	(No change)

Hyphens 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 that are not hyphenated (e.g. Monica Lou Creton Quinton), Monica would be input at the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name.

Do NOT use titles, prefixes, and suffixes in the last name.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

Note: When a new person is being entered into ADMIN and that new person has a previous name that is deemed necessary to be recorded, enter the previous name into the system FIRST and save the record. Change the name using ADMIN's name change procedure on the xxxIDEN form.

2. First Name

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the **legal** spelling and format of the first name as supplied by the person. If no first name exists, put a period in this space. Be sure to record the preferred first name in the Preferred First Name field.

Any single character first name should be entered and followed by a period. In those cases where a single character first name is designated as the first name and followed by a middle name, place the single character in the first name. Be sure to record the preferred first name in the Preferred First Name field. Hyphens **MAY** be used to separate double first names.

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

Do **NOT** use titles, prefixes, or suffixes in the first name field.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

3. **Middle Name**

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the legal middle name or middle initial as supplied by the person. Place a period after the middle initial, if applicable. If no middle name exists, leave the field blank.

Hyphens **MAY** be used to separate double middle names.

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

Do **NOT** use titles, prefixes, or suffixes in the middle name field.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

4. **Prefixes**

Prefixes are not required for data entry. If utilized, prefixes are to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the prefix in the prefix field, not in the first, middle, or last name fields. Below are examples of the more commonly used prefixes and recommended abbreviations.

Abbreviation	Description
Mr.	Mister
Mrs.	Madam
Ms.	Ms
Miss	Miss

Dr.	Doctor
Hon.	Honorable
Rev.	Reverend
Sr.	Sister

5. Suffixes

All suffix codes are to be entered using **mixed case** (standard combination of upper and lower case letters). Enter the suffix in the suffix field, not in the last name field. Below are examples of commonly used suffixes and recommended abbreviations. The suffix field is not included on printed payroll checks and tax reports.

Abbreviation	Description
Sr.	Senior
Jr.	Junior
II	The Second
III	The Third
IV	The Fourth

6. Name Types

Current names are not associated with a name type. Previous or alternate names should be associated with the appropriate name type from GTVNTYP. (This field does not display on Human Resources forms.)

Abbreviation	Description
PREV	Previous Name
BIRTH	Birth or Maiden Name
NICK	Nickname
DEGR	Name as it should appear on diploma (for Registrar and Graduate Office use only)

7. Preferred First Name (Optional)

Preferred first name should be entered into the preferred first name field (e.g., Christopher Paul Smith). If 'Paul' were what the person goes by, then 'Paul' would be entered into the preferred name field. All information is to be entered using mixed case (standard combination of 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.

8. Legal Name (Optional)

If the person's name differs from the name on his SSN card and the individual is not an employee, the Financial Aid Office should use this field to store the different SSN name.

9. Non-Person Name/Vendor

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Acronyms are an exception. See the acronym section below. Enter the vendor's name as supplied to you by the vendor. However, if the street address will not fit on one line, use the recommended abbreviations identified in Appendix 5 or the suffix tables indicated in Item 5 above.

Hyphens may be used to separate double names.

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., 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, unless abbreviations are necessary due to line length constraints.

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

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

Address and Telephone Standards

Multiple addresses can be entered for a person or vendor using different address types. Follow the procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Use the appropriate address type code from STVATYP. See the Address Type (Appendix 1) and Phone Type (Appendix 2) Appendices for standard type and descriptions. The USPS Postal Addressing Standards (January 1992) were utilized to prepare these address standards.

1. Street Standards

All information is to be entered using **upper and lower case** letters, with the exception of standard directional abbreviations included in this document.

Standard U.S. Postal Service Directional Abbreviations (Refer to United States Postal Service website for additional abbreviations and standards www.usps.com):

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

Abbreviate directionals (if they are one of the eight standard directionals listed above) to the appropriate one or two character abbreviations

Punctuation is normally limited to periods, slashes and hyphens. (Hyphens in the address range are significant and are not removed. Hyphens in the street or city name may be replaced with a space.)

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

Do NOT leave blank lines between street lines.

The address format allows three lines of street address information. However, use of the third street address line should be avoided whenever possible. Additional postage is required for addresses having three street address lines.

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

Avoid the use of abbreviations whenever possible. See Appendix 5 for standard street suffix abbreviations.

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

2. Unit Numbers such as Apartment, Building, Suite, etc.

Use the following U.S. Postal Service secondary address unit indicators:

Apt	Apartment
Bldg	Building
Dept	Department
Fl	Floor
Lowr	Lower
Ofc	Office
Rm	Room
Ste	Suite
Trlr	Trailer
Unit	Unit
Uppr	Upper

The pound sign (#) and percent sign (%) should not be used because they may cause ORACLE database errors.

3. City Standards

All information is to be entered using **mixed case** (standard combination of upper and lower case letters). Do NOT abbreviate unless you are limited by space. Normally, abbreviations will follow the standards for suffixes or directional words.

4. State Standards

The two-letter U.S. Postal Service State Standards are to be used. Select the correct codes defined in STVSTAT.

5. Zip Code Standards

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

United States – Enter the 5- digit zip code. When the 9-digit zip code is available, place a hyphen between the first 5 and last 4 digits. If the zip code is entered, the system will automatically populate the city and state data fields.

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

International Postal Code – Enter the international address as supplied to you by the student. Normally, the Postal Code would be entered on the same line as the city.

Examples:

Cheng Li
7-301 Houji
Middle of JiangNan Road
Guang Zhou 510240
Guang Zhou
China P.R.C.

Bader H Al-Khalifia
c/o Aramco
Dhahram 31311
Saudi Arabia

6. Nation Codes

Codes should only be added for non-US addresses. Leave the nation code blank for USA addresses; otherwise the Banner system will include USA on letters and mailing labels, resulting in additional postage costs.

7. Military Addresses (Overseas)

Overseas military addresses must contain the APO or FPO designation along with a two character "state" abbreviation of AE, AP, or AA and the ZIP Code or Zip + 4 Code. Examples: APO AE 09001-5257
FPO AP 96606-2783

AE is used for armed forces in Europe, the Middle East, Africa and Canada

AP is for the Pacific

AA is the Americas, excluding Canada

8. Rural Route Addresses

Rural route addresses should be recorded as "RR N Box NN." Do not use the words "rural," "route," "number," "No.," or the # symbol.

Change the designations "RFD" and "RD" (as a meaning for rural or rural free delivery) to **RR**. Example: RFD Route 4 #87A becomes
RR 4 Box 87A

9. Post Office Boxes

Post office box addresses should be recorded as **PO Box NN**.

Examples: PO Box 11890

PO Box G

10. Campus Mailing Address Standards (for interoffice communications)

Campus mail should be addressed to an individual's department, as opposed to a building or room number. This includes faculty and staff campus addresses.

Examples: Registrar's Office (not MC 104)

Social Science (not MC 214)

Standards for Campus Mail Addresses are included in Appendix 4.

11. Telephone Numbers

On SPATELE, you must indicate one primary telephone number per address type. Additional phone numbers can be attached to each address type, as long as these numbers are not checked as primary.

Do not use hypens or parentheses when entering telephone numbers. The area code is entered without parentheses. The phone number is entered as 7 non-hyphenated digits. If an extension is provided, it is recorded in the "Phone Ext" area, as four digits.

Date Standards

Dates are to be entered in the format of **mmddy**. All dates will be displayed as **dd-mm-yyyy**.

Example:

Enter	Displayed as
011793	17-JAN-1993
110192	01-NOV-1992

Birth Date Standards

Enter the date of birth according to the Date Standards. **If no birth date is given, enter it as 11111111 until the correct date is determined.** It will display as 11-NOV-1111. This field should be reviewed on a periodic basis and updated with accurate information.

Confidential Information Indicator Standards

Students

This field will be left blank unless a student requests the Registrar to not release any Directory Information (see Requests for Information in catalog), at which time this box will be checked. If checked, no Directory Information will be released, with the exception of information that is necessary to be made available to College personnel who have a legitimate academic interest, such as academic advisors.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

Employees

The confidential information indicator will be left blank unless an employee submits a request to Human Resources to not release any Directory Information, at which time this box will be checked. If checked, home address, home phone, and spouse information will not be included in Northern's Faculty & Staff Directory.

The Confidential Information Indicator is recorded on the General Person Form (SPAPERS). If the checkbox is checked, the message "CONFIDENTIAL" displays on any forms with the ID in the Key Information Block.

Citizenship Type Standards

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
P R	Permanent Resident/ Resident Alien	A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence.
N	Non-U.S.Citizen	A person who is not a citizen or national of the United States.
Y	U.S. Citizen	A citizen of the United States, owing service to it, and having attendant political rights.

Gender Code Standards

<u>Code</u>	<u>Description</u>
M	Male
F	Female
N	Not available

Ethnic Code Standards

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	White	
2	Black, Non-Hispanic	A person having origins in any of the black racial groups of Africa
3	American Indian/ Alaskan Native	A person having origins in any of the original peoples of North America or who maintain cultural identification through tribal affiliation or community recognition.
4	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East or Southeast Asia. This includes people from China, Japan, Korea, and Vietnam.
5	Hispanic	A person of Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.
9	Race/Ethnicity Unknown	
6	Non Resident Alien	

Marital Code Standards

When needed by Student, Financial Aid and/or Human Resources, the following codes will be used. Generally, students do not report marital status and this field is not maintained.

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
1	Divorced	No longer legally married
2	Married	Legally married
3	Separated	Legally married but living apart
4	Single	Not married
5	Widowed	Spouse is deceased
6	Unknown	Status unknown

Relationship Code Standards (codes are uppercase letters)

A	Former Spouse
C	Child
E	Friend
F	Father
G	Grandparent
M	Mother
N	Neighbor
R	Relative
S	Current Spouse
U	Guardian
X	Designated Guest
Z	Unknown

Veteran Information

Student Module (Students)

CODE	VETERANS' STATUS TITLE
0	Non-Veteran
1	Chapter 34
2	Chapter 35: Dependent
3	Extension Veteran
4	Chapter 32
5	Chapter 31
6	Chapter 30
7	Chapter 106

Human Resources Module (Employees)

Vietnam Era Veteran
Special Disabled Veteran
Other Eligible Veteran
Other Non-targeted Veteran

Definition of Student Types

The following definitions of student types should be considered when requesting reports regarding students. These definitions are in accordance with definitions utilized by the Integrated Postsecondary Education Data System (IPEDS) and are used by the National Center for Education Statistics in evaluating enrollment trends at postsecondary institutions.

STUDENT TYPE	DEFINITION
Degree-Seeking Students	Those who intend to pursue a degree; have submitted the required application form and have demonstrated completion of a high school diploma or GED, or who can otherwise qualify for matriculation through Ability to Benefit.
First-time Freshman or First-time, First-Year Student	A student attending any institution for the first time at the undergraduate level. 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).
Transfer Students	Those who have earned previous college credit from other institutions are transfer students (not including high school dual enrollment credit).
Re-applicants	Students who have attended Northern as degree-seeking students for any period of time during prior semesters, whether or not they have attended other colleges in the interval, and who have not attended another college or university since leaving Northern. Re-applicants must apply for readmission to the College.

Continuing Students	Those who attended Northern the previous semester and who enroll at Northern for the next semester are continuing students. [11]
Concurrent High School Students	Those who apply to take college courses while still concurrently enrolled in high school. [9]

STUDENT LEVEL	DEFINITION
Freshman	Matriculated students who have completed at least 1 credit hour but not more than 12 credit hours including credits accepted in transfer. [11]
Sophomore	Matriculated students who have completed at least 12 credit hours including credits accepted in transfer. [12]
Non-Degree or Concurrent High School	Students who have not matriculated for whatever reason (should be visiting students) and those who are still in high school (public or private). [6]

STUDENT STATUS	DEFINITION
Full-time	A student enrolled in at least 12 credit hours in a fall or spring term or in at least 6 credit hours in a summer session.
Part-time	A student enrolled in at least 6 credit hours in a fall or spring term or in at least 3 credit hours in a summer session.

Deceased Information

Enter 'Y' if the employee/student is deceased. Update the date of death, if known. Deceased information should be maintained using the same guidelines as name changes. Refer to the Data Change Rules section of this document. The message "DECEASED" shows up on any forms with the ID in the Key Information.

APPENDIX 1 - ADDRESS TYPES

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
BL	Billing	Updated by AR. Created if the billing address is different from Permanent. Use to mail invoices and statements.
B1	Billing 1	Updated by AR. Created if the billing address is different from the BL address. Used to mail invoices and statements, primarily to third party contract entities.
B2	Billing 2	Updated by AR. Created if the billing address is different from the B1 address. Used to mail invoices and statements, primarily to third party contract entities.
BU	Business	Updated by AR, Student. The address where a person works off campus. This address is attached to a student, and is not the address of a vendor or corporate entity.
CA	Campus Mailing Address	Updated by HR for employees and Residential Living for students who reside in on-campus housing. Used for interoffice mailings.
CL	Campus Location	Updated by HR. Used to record the physical location of a faculty or staff member's office. Used to create the campus directory and to locate faculty and staff in case of a campus emergency. Not to be used for mailing purposes.
E	Emergency	Updated by HR for employees and Residential Living for students who reside in on-campus housing. It is the address of an emergency contact for a person.
MA	Mailing	Updated by Student. A local address or temporary address for a person. Created if different from Permanent.
PA	Parent/Guardian – Primary	Updated by Student. Parent address created if different from Permanent.
P1	Parent 1	Updated by Student. Parent address created if different from PA.
P2	Parent 2	Updated by Student. Parent address created if different from P1.
PR	Permanent/Home	Updated by Student and HR. Every non-vendor record should have this address type. Primary mailing address for all communication and legal documents.
VC	Vendor – Check	Updated by Accounts Payable. Used to mail vendor checks.
VP	Vendor – Purchase Order	Updated by Purchasing. Used to mail Purchase Order and Change Orders.
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.

APPENDIX 2 - PHONE TYPES

<u>Code</u>	<u>Description</u>	<u>Address Type</u>	<u>Explanation</u>
BI	Billing	BI	Updated by AR. Created if the billing number is different from Permanent.
B1	Billing 1	B1	Updated by AR. Created if the billing address is different from the BL address.
B2	Billing 2	B2	Updated by AR. Created if the billing address is different from the B1 address.
CA	Campus	CA	Updated by Residential Living.
CELL	Cellular Phone		Updated by HR and AP/Purchasing
E1	Emergency—Daytime	EM	Updated by HR and Residential Living. It is the daytime number of an emergency contact for a person.
E2	Emergency—Evening	EM	Updated by HR and Residential Living. It is the evening number of an emergency contact for a person.
FAX	Fax Number		Updated by HR, AP/Purchasing and Student (for International Students)
MA	Mailing	MA	Updated by Student. A local number or temporary number created if different from Permanent.
PA	Parent – Primary	PA	Updated by Student and/or AR. Parent number created if different from Permanent.
PAGE	Pager		Updated by HR and AP/Purchasing
P1	Parent 1	P1	Updated by Student and/or AR. Parent number created if different from PA.
P2	Parent 2	P2	Updated by Student and/or AR. Parent number created if different from P1.
PR	Permanent	PR	Updated by Student, and HR. Every non-vendor record should have this number type.
VC	Vendor – Check	VC	Updated by Accounts Payable.
VP	Vendor – Purchase Order	VP	Updated by Purchasing.
XX	Reserved for TGRFEED only		Required reserved code for TGRFEED.

APPENDIX 3 – E-MAIL ADDRESS TYPES

AD	Prospect/Admission e-mail address
CA	Official e-mail address assigned to students and employees by Northern's Management Information Systems Department
HO	Home e-mail address
OF	Office e-mail address
OT	Other e-mail address
VN	Vendor e-mail address provided by vendors

APPENDIX 4– CAMPUS MAIL ADDRESSES

Department	Standard for Campus Mailing Address
Admission	Admission
Assessment & Testing	Assessment & Testing
Budget Director	Budget Director
Business & Accountancy	Business & Accountancy
Business Office	Business Office
Campus Planning	Campus Planning
Child Development Center	Child Development Center
Education	Education
Faculty Development	Faculty Development
Financial Aid	Financial Aid
Fine Arts	Fine Arts
Graduate Office	Graduate Office
Grants Administration	Grants & Contracts
Health & Exercise Sciences	Health & Exercise Sciences
Human Resources	Human Resources
Language & Literature	Language & Literature
Library	Library
Mailroom	Mail Services
Management Information Systems	MIS
Math & Computer Science	Math & Computer Science
Media Services	Media Services
Nursing	Nursing
Physical Plant	Physical Plant
Planning & Institutional Development	Planning & Institutional Development
President's Office	President's Office
Printing Services	Printing Services
Public Information	Public Information
Student Lounge	Student Lounge
Registrar's Office	Registrar's Office
Residential Living	Residential Living
Science	Science
Small Business Development Center	SBDC
Social Science	Social Science
Student Affairs Office	Student Affairs
Student Union	Student Union
Telephone Services	Telephone Services

APPENDIX 5 STREET SUFFIX ABBREVIATIONS

NAME	ABBREVIATION	NAME	ABBREVIATION
Alley	Aly	Heights	Hts
Annex	Anx	Highway	Hwy
Avenue	Ave	Hill	HI
Beach	Bch	Hollow	Holw
Bend	Bnd	Island	Is
Bluff	Blf	Junction	Jct
Boulevard	Bldv	Key	Ky
Branch	Br	Lake	Lk
Bridge	Brg	Landing	Lndg
Brook	Brk	Lane	Ln
Bypass	Byp	Lodge	Ldg
Camp	Cp	Manor	Mnr
Canyon	Cyn	Meadows	Mdws
Center	Ctr	Mount	Mt
Circle	Cir	Mountain	Mtn
Cliffs	Clf	Orchard	Orch
Corner	Cor	Parkway	Pky
Court	Ct	Place	Pl
Creek	Crk	Plaza	Plz
Crescent	Cres	Point	Pt
Crossing	Xing	Port	Prt
Divide	Dv	Prairie	Pr
Drive	Dr	Ranch	Rnch
Estate	Est	Rapids	Rpds
Expressway	Expy	Road	Rd
Extension	Ext	Ridge	Rdg
Falls	Fls	River	Riv
Field	Fld	Shoal	Shl
Fork	Frk	Shore	Shr
Fort	Ft	Trail	Trl
Freeway	Fwy	Trailer Park	Trl Park
Gardens	Gdns	Viaduct	Via
Glen	Gln	View	Vw
Green	Grn	Village	Vlg
Grove	Grv	Ville	VI
Harbor	Hbr	Vista	Vis
Haven	Hvn	Valley	Vly

APPENDIX 6 BUSINESS WORD ABBREVIATIONS

Reference: Appendix G of the Postal Addressing Standards publication (Publication 28), dated January 1992.

Abroad	Abrd	Executive	Exec	First	1st
Abstract	Abstrct	Extension	Ext	Second	2nd
Academic	Acdmc	Federal	Fed	Third	3rd
Academy	Acdmy	Finance	Fin	Fourth	4th
Account	Acct	Foundation	Fndtn	Fifth	5th
Accountant	Acnt	General	Gen	Sixth	6th
Accounting	Acctg	Government	Govt	Seventh	7th
Accreditation	Accrdtn	Greater	Grtr	Eighth	8th
Adjuster	Adjter	Group	Grp	Ninth	9th
Administration	Admin	Hotel	Htl	Tenth	10th
Advancement	Advmnt	Incorporated	Inc	Eleventh	11th
Advertising	Advtsng	Information	Info	Science	Sci
Agency	Agcy	Institute	Inst	Arts	Arts
America	Amer	Institution	Instn	Applied Science	Ap
Appraiser	Apprser	Insurance	Ins		
Architect	Archt	International	Intrntl		
Associate	Assoc	Journal	Jrnl		
Association	Assn	Laboratory	Lab		
Attention	Attn	Library	Lbry		
Attorney	Atty	Management	Mgmt		
Board	Bd	Manager	Mgr		
Building	Bldg	Marketing	Mktg		
Center	Ctr	Material	Matl		
Central	Ctrl	Metropolitan	Metro		
Certified	Cert	National	Natl		
Circle	Cir	Office	Ofc		
Collegiate	Colg	Organization	Orgn		
Community	Cmnty	Organizational	Orgnl		
Company	Co	Processing	Prcsg		
Computer	Cmptr	Publishing	Pubshng		
Contractor	Contr	Regional	Regl		
Corporation	Corp	Standard	Stand		
Council	Cncl	Student	Stdnt		
County	Cnty	Technology	Techlgy		
Department	Dept	United	Untd		
Director	Dir	University	Univ		
Distributing	Distrg	Wholesaler	Whslr		
Division	Div				
Emergency	Emer				
Equipment	Equip				

APPENDIX 7: FERPA POLICY STATEMENT

Definitions
Annual Notification
Procedure to Inspect Education Records
Rights of University to Refuse Access
Fees and Copies of Records
Disclosure of Education Records
Record of Requests for Disclosure
Directory Information
Correction of Education Records
Types, Locations and Custodians of Education Records
Student Rights

Definitions

For the purpose of this policy, Northern has used the following definition of terms.

Student – any person who attends or has attended Northern.

Education records – any record (in handwriting, print, tapes, film, electronic, or other medium) maintained by Northern or an agent of the university that is directly related to a student, except:

1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Department of Public Safety (DPS) if the record is maintained solely for law enforcement purposes and are segregated from other student records.
4. Parents' financial records are not available to students.
5. Financial assistance and financial records.

Annual Notification

Students will be notified of their FERPA rights via Northern's web site at www.nnmcc.edu. A copy of the policy can be requested by calling the Office of the Registrar.

Procedure to Inspect Education Records

In order to review his records, a student should submit to the record custodian a written request which identifies as precisely as possible the record or records he wishes to inspect.

The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 working days or less from the receipt of the request during the regular academic year. Requests made at other times may be delayed.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him.

Right of University to Refuse Access

Northern reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has unpaid financial obligations to the College.
 2. There is an unresolved disciplinary action against the student.
-

Fees for Copies of Records

The custodian of the records may impose reasonable fees for copies of records.

Disclosure of Education Records

Northern will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate education interest in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
- A person employed by or under contract to the College to perform a special task, such as an attorney or auditor.

A school official has a legitimate education interest if the official is:

- Performing a task that is specified in his or her position description or by a contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the conduct of a student.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. Transcripts are provided to other schools only when students complete the procedures outlined by the Registrar's Office.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the University.
6. To accrediting organizations to carry out their functions.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To an alleged victim of any crime of violence, the results of any institutional disciplinary proceeding against the alleged perpetrator that crime.

10. To parents of students who are considered a dependent student under the Internal Revenue Code.
 12. To appropriate Federal officials authorized to view private student records in accordance with Federal law.
-

Record of Requests for Disclosure

The appropriate records custodian at Northern will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed (if known), and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student or parents of a student who has filed the proper paperwork with the record custodian.

Directory Information

Northern designates the following items as Directory Information: student name, mailing address, major field of study, classification, dates of attendance, **enrollment status**, degrees and awards received, and most recent previous school attended. Northern may disclose any of those items without prior written consent unless notified in writing by the student prior to the request for disclosure.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records:

1. A student must ask the record custodian of Northern to amend a record. In so doing, the student should identify the part of the record he wants changed and specify why he believes it is inaccurate, misleading or in violation of his privacy or other rights.
2. Northern may comply with the request or may decide not to comply. If it decides not to comply, Northern will notify the student of the decision and advise him of his right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Northern will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing officer may be an official of the institution but will not be the custodian of the record in question. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.
5. Northern will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Northern decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Northern discloses the contested portion of the record, it must also disclose the statement.

8. If Northern decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the College maintains, their locations, and their custodians. The College complies with State and Federal guidelines regarding the duration of record retention.

Type of Record	Location	Custodian
Undergraduate Admission Records (upon matriculation) and Cumulative Academic Records	Admissions & Records Office	Enrollment Manager
Financial Records	Business Office	Dean of Finance
Placement Records	College Placement Officer	
Judicial/Student Conduct Records	Dean of Student Affairs Office	Dean of Student Affairs
Financial Assistance Records	Financial Aid Office	Director of Financial Aid
Academic Probation and Suspension Records	Records Office	Enrollment Manager
Immigration Records	Office of Admissions & Records	Enrollment Manager

Student Rights

The Family Education Rights and Privacy Act (FERPA) ensures students certain rights regarding their educational records. As a student at Northern, you have the following rights:

1. The right to inspect and review your education records.
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights.
3. The right to a hearing if your request for an amendment of your educational records is denied.
4. The right to prevent disclosures of directory information contained in your educational records, except the extent that FERPA authorizes disclosure without consent. Items that Northern recognizes as directory information are listed in Northern's student record policy, which is available at <http://www.nnmcc.edu>

5. The right to file with the U.S. Department of Education a complaint of alleged failures by Northern New Mexico Community College to comply with the requirements of FERPA.
6. The right to know that school officials at Northern may obtain information from educational records without obtaining your prior written consent; who is considered a school official; and what legitimate educational interest will entitle school officials to have access to education records. These policies are outlined in Northern's student records policy, which is available at www.nnmcc.edu.

6/25/2003

APPENDIX 8: MANAGEMENT INFORMATION SYSTEMS ADMINISTRATIVE INFORMATION SYSTEM ID REQUEST FORM

Management Information Systems Administrative Information System (ADMIN) ID Request Form

Name of Employee (First, Middle Initial, Last): _____

Department _____

I hereby acknowledge that I have read and understand the Northern New Mexico Community College's Administrative Information Systems/Banner Guidelines for Data Standards, Data Integrity and Security document.

_____ (initial here)

Date ID is to be enabled: _____

ID should be disabled as of: _____
(for temporary IDs)

Please provide access to Banner for the above named employee who has received training in the appropriate functional area(s) and has read and understands the document referenced above.

Create ID like existing ID: _____

OR

Employee Classification(s) for Banner Access: _____

Signature of Department Director _____

Signature of Data Custodian _____
(if different than Department Director)