



MORGAN STATE UNIVERSITY

DATA STANDARDS DOCUMENT

FOR ALL

BANNER SYSTEM

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GUIDELINES FOR CREATING AND MAINTAINING ACCURATE RECORDS

- **SEARCH FIRST:** Before you create a new record for a person or organization, please make sure that person or organization has not already been entered in the BANNER database. **Each user must conduct a thorough search to prevent entering a duplicate record.** Duplicate records create problems in multiple parts of the system and may take many hours of staff time to locate and remove.
- **NEVER USE:** In creating a record, **never use** the pound sign (#) or the percent sign (%). The pound sign can cause ORACLE database errors and the percent sign has a special use within the search functions of the system.
- **ABBREVIATIONS:** There are specific ways to abbreviate words that are shown in this document and in Appendix 1. When entering data using abbreviations, please use only these approved forms.
- **NEVER USE** punctuation, including periods in abbreviations, unless the punctuation itself is part of a legal name.
- **DATA CHANGES:** Please do not make any data changes **UNLESS** you have the appropriate responsibility and authority. When you do make changes, please follow the procedures established by the Data Custodian of the data you want to change.
- **REMEMBER:** Some data fields have specific data entry rules. See the specific section under General Person Information for those rules.

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Data Integrity

Purpose

These guidelines provide recommendations for establishing measures for the protection, access, and use of Morgan State University data that is electronically maintained on the Banner system. 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 Morgan State University policies and procedures concerning storage, retention, use, release, and destruction of data.

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

As a general principle of access, the Morgan State University 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 University must protect the security and confidentiality of data, the procedures allow access to data must not unduly interfere with the efficient conduct of Morgan State University 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 Morgan State University data systems. Division/department heads will determine the data access requirements of their staff as it pertains to their job functions before submitting a Banner Access Request Form.

All procedures and data systems owned and operated by Morgan State University 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.

All processed data must be subject to an independent verification. (e.g., grade and residency changes)

Access to Morgan State University Data

Below are the requirements and limitations for all Morgan State University divisions/departments to obtain permission for display (inquiry) and update (add/change) access to University's 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/her supervisor or the appropriate Data Custodian (see the Data Custodian section). Users **MUST** protect all Morgan State University 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 loan or share their access codes, they are subject to disciplinary action, up to/or including termination.

The Information Technology department 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 a Banner Access Request Form to the required Data Custodian. The Data Custodian will review the request and may approve or deny the request. Once the request is approved, the request form will be forwarded to the Banner Security Administrator for processing. If the request is denied, the division/department head may follow the established appeals procedure. Under no circumstances will access be granted without written approval of the division/department

head and the Data Custodian or as a result of the appeals procedure (see the Appeals Procedure section).

The Banner Access Request Form and instructions for completing it can be obtained from the Banner Trainer. Your signature on the Banner Access Request Form signifies your agreement to abide by all data standards.

Appeals Procedure

If a user is denied access to the system by the Data Custodian, the user can appeal the decision by writing a request for review of the decision to the Banner Implementation Team. The request for review should include the following information:

1. A description of the specific data access requested
2. Justification for access to the data
3. The name of the Data Custodian who denied access to the data

The Banner Implementation Team will contact the Data Custodian for a written explanation of why access was denied. The Steering Committee will consider the information and either uphold the Data Custodian's decision to deny access, or overrule the Data Custodian and permit access. The Steering Committee's decision will be final. The Steering Committee's written decision and justification will be permanently kept in the office of the Banner Security Administration. Copies will be forwarded to the user and the Data Custodian.

Information Access Definitions

Inquiry

“Inquiry-only” access enables the user to view, analyze, but not change, Morgan State University data. 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. If any data is downloaded for purposes of generating reports, the report must be clearly labeled as “unofficial”, except as authorized by the Data Custodian.

Update

“Update” access provides both inquiry and update capabilities. Update capability is generally limited to users directly responsible for the collection and maintenance of the data.

Secured Access to Data

Banner classifications will be established based on job function such as registration clerk, faculty, cashier, etc. Specific capabilities will be assigned to each classification. For example, the registration clerk would have update access to registration, but only inquiry 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 or approved by the Security Custodian(s).

A list of available classifications and their functions will be made available to all Security Custodian(s). This list will be given out in hardcopy form.

The following procedures will be used to establish an ID and password for the Banner System:

1. The employee will participate in Banner training. At the completion of training, the Banner Trainer will send a memo with the trainer's signature or email to the Banner Security Administrator indicating who has complete what type of training. The trainer will give the employee a Banner Access Request Form to be filled out by the employee's division/department head.
2. The Banner Access Request Form is filled out with the first name, middle initial and last name. These fields are required in order to receive a Banner Account. After the employee's division/department head has determined the appropriate function of the employee, the form is sent to the Security Custodian(s) for approval. Security Custodians do not need an authorizing signature for access to their own data. The Security Custodians then sends the Banner Access Request Form to the Banner Security Administrator.
3. The Banner Security Administrator creates a unique Banner Account for the employee and adds the account information to GUAIDEN and notifies the employee of his/her Banner Account and password.
4. If a user forgets his/her password, he/she must contact the Banner Security Administrator. Since the passwords are encrypted, the Banner Security Administrator cannot read the old password and must issue a new one.

Data Custodians

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

Before granting access to Banner forms, the Data Custodian must be satisfied those protection requirements have been implemented and that a "need to know" is clearly demonstrated. By approving user access to Morgan State University Banner 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 Banner validation and rules tables. These tables, and processes related to their use, define how business is conducted at Morgan State University.

Morgan State University Data Custodians

Area of Responsibility

Data Custodian

Student System

Registrar/Director of Admissions
Dean of Graduate Studies

Student Financial Aid System

Director of Financial Aid

Finance System

Comptroller

Human Resources System

Director of Human Resources/Payroll

Accounts Receivable

Bursar

Alumni/Development

Director of Advancement Services

General Person/Non-Person Information

1 Names

1.1 General

Names and addresses in Banner should have a customer friendly appearance. The objective is to enter names and addresses with both upper and lowercase letters so that when a name or address is printed on correspondence, it looks contemporary and professional.

1.2 **Standards for Adding A New Record**

Enter the last, first and middle names exactly as the person has indicated. If given the full middle name, enter the full middle name. Do **NOT** change a full name to an initial. Always use normal upper- and lower-case letters for names. The objective is to print the name on mailings, correspondence, etc. just like the “customer” wants it to print. One exception, Human Resources enters the name as it appears on the Social Security card. **Caution:** the University is using the current name as the legal name in Banner. A person’s legal name appears on a court order, social security card, marriage license or passport.

1.2.1 **Case**

If the person has written all upper-case letters, enter the **normal** upper- and lower-case letters. If the person's name starts with a lower-case letter, enter the first letter in lower case (duBois, for example). For externally obtained data feeds, UTS has developed a system to convert names into this upper- and lower-case format based on general rules.

1.2.2 **Initials**

Use a period after initials, whether a first name initial or a middle name initial. See the following examples:

D. Gary Smith (First name = D.; Middle name = Gary)
Pamela A. Humphrey (Middle name = A.)
Leslie M. F. Donner (Middle name = M. F.)

Note: Do not use an initial for the first name unless the name appears as such on legal name documentation (see 1.2 and 1.2.8).

1.2.3 **Spaces**

Maintain spaces in last names (one space maximum). See the following examples:

Van Buren
Van der Vaart
Vander Vaart

1.2.4 Punctuation

Use hyphens, apostrophes, dashes or periods exactly as the person indicates in writing. Do not add punctuation where there is none. In the following examples, any could be correct:

**O'Donnell, Odonnell Dell'Acqua, DellAcqua, Dellacqua
Jones-Smith Al-Hassan, AlHassan, al-Hassan,
alHassan, al Hassan St.Denis, St Denis, StDenis, St-
Denis SaintDenis, Saint-Denis, Saint Denis**

1.2.5 Prefixes and Suffixes DO NOT enter prefixes and suffixes (such as Mr., Ms., Lt., or Rev. and Jr., IV, or Esq.) in the name fields of the current identification block on the Banner IDEN forms. *Enter prefixes and suffixes in the respectively named fields on the General Person forms. See Appendix 5 for common prefixes and suffixes.*

1.2.6 Previous Names

With the exception of corrections made due to data entry errors, it is our policy to maintain previous name information in Banner. Forms used by some University offices ask for a person's previous name or names (for example, admission applicants). Enter the earliest name first.

Example:

Name: Lee Livingstone Previous

Name: Lee Stanley

Enter previous name (Lee Stanley) and save.

Enter current name (Lee Livingstone) and save.

Previous name will appear in the previous identification block.

1.2.7 Legal Name The Legal Name Field is **NOT** used or maintained by the University. **DO NOT** add, delete or modify any data in this field.

1.2.8 Preferred First Name

Offices may enter names in this field.

Example:

**William Knight (Preferred First Name: Bill) -- Bill would be entered in the Preferred First Name field.
D. Mark Wilson -- Enter Mark in the Preferred First Name field.**

1.2.9 Non Person Name

All information is typed in upper/lower case format; i.e., not all caps or all lower. If an "article" (a, an, or the) is used as an adjective in the full legal name of a non-person entry, it should be included when entering the name in Banner (e.g., The Fine Arts).

Example:

**ABC Trucking
Dept of Defense
University of Portland
J. F. Kennedy Co.
First National Bank**

1.2.10 Name Type and Description

The "current" name in Banner should not have a name type identified; however, the following name types may appear on an individual's record:

ATND	Attended as Name
FMR	Former Name
LEGL	Legal Name
MADN	Maiden Name
PREV	Previous Name
SORT	Organization Sort Name
LGCY	Legacy ID converted to Banner

1.3 Procedures

1.3.1 Adding New Records

Person and non-person records are created the first time someone enters them in Banner. Multiple offices have the ability to create new entities in Banner. Individual units (e.g., Alumni, Admissions, Human Resources, Registrar) will develop procedures for adding Banner person records.

1.3.1.1 Creation of New Person or Non-person Record

Person and non-person records are created the first time someone enters them in Banner. The following offices have the ability to create a new student or general person or non-person record.

Office	Type of Entity
Admission/Graduate School	Prospective, Admitted Students
Office of the Registrar Graduate School	Student
Procurement / Accounts Payable	Vendor
Human Resources	Applicant, Employee
University Advancement	Constituent (donor), person or non-person

1.3.1.2 Searching for Multiple Records

A complete search must be done before entering a new person or non-person in Banner. There should only be **one** record for each entity. Any entities that are in Banner more than once must go through the “multiple PIDM” process.

How to do a complete search:

- Search on any portion of the name or ID that is known. Remember that names in Banner are case sensitive.
- Use the “soundex” feature if you are not sure of the spelling
- Use a wildcard (% or_)
- Use common matching when required.
- This precaution may take a few minutes to perform, whereas fixing a multiple PIDM may take several weeks to complete.

1.3.1.3 Multiple PIDMS Management

There is a Multiple ID Workteam that meets on a fairly regular basis to identify and attempt to solve issues regarding multiple ID's in the Banner system. This workteam consists of campus-wide representation, and all members of this group use a program developed by IT to rename ID's to BADID. This group relies on information from all those who use the Banner system to identify which records in Banner are problematic.

The Multiple ID Workteam has established a hierarchy for use in determining which ID to keep, and which ID to mark as a BADID. The records in the Banner system that are associated with money are the records most likely to be kept. Student records are also fairly high on the list as that information is difficult to move. The following is the hierarchy that has been established:

- 1 HR/Payroll
- 2 Student – with Academic History
(both undergrad and graduate)
- 3 Accounts Receivable
- 4 Financial Aid
- 5 Vendor – 1099
- 6 Vendor – without 1099
- 7 OSP- Grants / RFA
- 8 Residence – without Accounts Receivable
- 9 Admissions
- 10 Employee – without Payroll

Questions or concerns regarding this process should be directed to the Data Standard Committee.

1.3.2 Data Integrity Across Multiple Modules

A common institutional database offers the potential for better service and convenience to our constituents and greater accuracy across the University. Simultaneously, each administrative unit must be cognizant of data integrity requirements of other University units in its practices. Name change practices are a key example where specific policies must be followed depending on the type of record. Whenever a constituent requests a name change it is necessary to determine (using GUASYST) in which modules the record occurs. If the individual is a current employee, only Human Resources/Payroll may make the change; if the individual has a student record, the Office of the Registrar, University Advancement or any academic unit may make the change following prescribed procedures/policies.

1.3.3 Name Change Policies

The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner. Informed professional judgment must be used to determine what constitutes a name correction rather than a name change (i.e. data entry spelling error). In a name correction, the current name should be “typed-over”.

Person/Non-Person	Procedures
Employee (faculty or staff) – whether or not any other record type exists	<p>Human Resources/Payroll will make the change. Require one of the following:</p> <ul style="list-style-type: none"> • Social Security Card • Marriage Certificate/License • Court Order Document • Driver’s License
Student (current or former) – excluding faculty or staff (<i>who should follow “Employee” guidelines above</i>)	<p>Registrar Use <i>Name Change Request</i> and require one of the following:</p> <ul style="list-style-type: none"> • Social Security Card • Marriage Certificate/License • Court Order Document • Driver’s License • Passport <p>See <i>Name Change Request</i> for procedures.</p>
Accounts Payable vendors	<p>Accounts Payable or Purchasing staff will make change if no other record exists for vendor.</p>
Admission recruit or applicant, not a current student or employee	<p>Admissions/Graduate staff will change upon request of individual.</p>
Alumni constituent only (no student record type exists)	<p>University Advancement will make change upon request of constituent.</p>
Financial Aid	<p>Financial Aid record only. Names updated by data loads.</p>
Third Party	<p>Accounts Receivable (Bursar) staff will change upon request of individual or company.</p>

1.3.4 Name Change Request

See Appendix 1

2 Addresses

2.1 General

University-wide conventions are critical for shared data such as addresses; we should be mindful of the purposes for which the data are entered. For example, units with marketing responsibility (such as University Advancement and Admission) must be able to produce individualized correspondence conforming to formal addressing rules. Units such as Student Financial Services and Accounts Payable may have less stringent formatting requirements. These standards must balance three considerations:

Banner system requirements;
Accepted standards for formal communications;

U.S. Postal Service guidelines.

All addresses must meet US Postal Service addressing requirements. The guidelines expressed herein are designed to convey the minimum standard requirements to be used throughout the University. Thus, while giving preference to formal addressing guidelines, this document contains a degree of flexibility in areas such as punctuation and abbreviation.

For example, an admission prospect or a vendor might be stored as received (for example):

**William P Hicks 1238 S
Humboldt St Unit 234
Denver CO 80218-2455**

We may wish to change the address for an admitted applicant or a donor to read as follows:

**William P. Hicks 1238 South Humboldt Street, Unit
234 Denver, CO 80218-2455**

While data may be conditioned (or reformatted) on output (e.g., date format), it is our intention that addresses be entered exactly as they will print on correspondence, reports, etc. Accurate, consistent address data entry is vital. Given these considerations, the following address data entry standards are recommended.

2.2 Standards

2.2.1 Street Standards

All information is typed in upper/lower case format (i.e., not all caps or all lower). Street names should be spelled out in their entirety whenever possible.

2.2.2 Punctuation

Punctuation (hyphens, periods, slashes, commas and apostrophes) should be used if space permits. With the exception of the hyphen in the zip plus 4 configuration, punctuation in the delivery address block may be omitted if necessary and according to the established hierarchy for modifications.

2.2.3 Symbols

Symbols should never be used in the first position of an address field.

- The ampersand "&" should only be used in place of "and" if it is used on individual or business letterhead.
- The percent symbol "%" should never be used.
- The designation for "in care of" should be abbreviated as "c/o" when necessary and should be entered on the first street address line.

2.2.4 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 primary address uses all available characters, the secondary unit designator should be on the first address line – preceding the primary address. The unit designator should never be on the line following the primary address.

Example:

**Suite 202
1356 South Executive Drive**

The pound sign “#” is acceptable as a unit designator if the unit type is unknown. Key a space in between the pound sign and the unit designator numbers or letters. Do **NOT** use “No.” as a unit designator. Never use the pound sign as the first character in an address.

Example:

1624 West Donner Street, # 101

Recommended abbreviations for common unit designators are:

Apartment	Apt
Building	Bldg
Room	Rm
Floor	Fl
Suite	Ste
Department	Dept

Refer to the Postal Addressing Standards publication for other unit designator abbreviations.

Examples:

**102 Main Street, Apt. 101
1356 Executive Drive, Ste. 202
1600 Central Place, Bldg. 14
55 Sylvan Boulevard, Rm. 18**

(See Appendix 4 for additional Common Postal Abbreviations)

2.2.5 Compass Directions

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Because a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out; the second directional word must always be spelled out if space will not allow both to be spelled out.

Examples:

- 102 North Main Street, S.W.**
- 160 North South Street**
- 1624 N. South Boulevard**
- 156 N. 23rd Street**

Compass directional words should be abbreviated as follows:

East	E.	Northeast	N.E.
West	W.	Northwest	N.W.
North	N.	Southeast	S.E.
South	S.	Southwest	S.W.

2.2.6 Street Address and PO Box

Banner address formats allow three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address as home address and the PO Box as mailing address.

Information Given	Home/Business Address	Mailing Address
Dr. John Franklin Smith Evergreen Building 1379 West Pine PO Box 2351 Denver, CO 87003	Dr. John Franklin Smith Evergreen Building 1379 West Pine Denver, CO 87003	Dr. John Franklin Smith PO Box 2351 Denver, CO 87003

Do not enter data into the second address line until data has been entered into the first address line. An example of a three-line address is:

**c/o Duncan McCleod
Suite 910
1494 Highlander Boulevard**

2.2.7 Abbreviations for Street Designators

Refer to the U.S. Postal Service Address Standards publication for abbreviations of designators not listed below.

Avenue	Ave.
Boulevard	Blvd.
Branch	Br.
Center	Ctr.
Court	Ct.
Circle	Cir.
Drive	Dr.
Estate	Est.
Highway	Hwy.
Lane	Ln.
Parkway	Pkwy.
Place	Pl.
Road	Rd.
Square	Sq.
Station	Sta.
Street	St.

2.2.8 Sources for Additional Information

There are style manuals that deal with formal addressing style. There are several U.S. Postal Service publications dealing with addressing. The most comprehensive and accessible publication is *Postal Addressing Standards, Publication 28*. This publication is available from the U.S. Postal Service as well as in a portable document format (PDF) on the World Wide Web at:

<http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf>

The U.S. Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information:

<http://www.usps.gov/ncsc/>

The Canadian Postal service (Canada Post) also offers a very useful web site:

<http://www.canadapost.ca/business/default-e.asp>

2.2.9 City

All information is typed in upper/lower case format, i.e. not all caps or all lower. Spell out city names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards described herein or in the US Postal Service *Postal Addressing Standards*. The system will populate city and state automatically if you leave them blank and enter a zip code.

International information is typed in upper/lower case format, i.e., not all caps or all lower. Enter city name, province or state and postal code. It may not always be possible to enter city, province/state and postal code in the 20 characters of the city field. This field is required and the individual must use best judgment in how to employ the City field and address lines to best replicate the international address. Spell out names in their entirety. If it is necessary to abbreviate city names to fit within 20 characters, use abbreviation standards.

2.2.10 State and Province

State codes **MUST** be entered for all U.S. and Canadian addresses. The appropriate code may be selected using Banner software. For additional information, refer to the Postal Service Address Standards publication. *See Appendix 3 for state and province codes.*

Canadian Provinces are entered in the State/Province field, **NOT** in the City field. Canadian Provinces include Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon have their own code for entry into the State Field. Note: Canadian addresses must include the city in the City Field and the Province in the State Field. (System generated from zip code entry)

International State and Provinces (excluding Canada) are entered in the City field, **NOT** in the State/Province field. This field should be blank for all International addresses.

2.2.11 County

The county field is populated automatically if you enter a zip code before city, state or zip. You may enter the county code from the list of values in the validation form (System generated from zip code entry). Do not enter county code for international addresses.

2.2.12 Zip or Postal Code

Zip or postal codes **MUST** be entered for all U.S. and Canadian addresses. Do not enter zip or postal codes for international addresses in this field.

2.2.12.1 United States

A Hyphen must be entered when the entire 9 digit (zip plus four) 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

2.2.12.2 Canadian

Enter the six-character postal code by keying in 3 characters, a space, and the last 3 characters.

Examples:

T2T 2Y5

R2L 1N4

2.2.13 Country

A country code is required for all non-U.S. addresses. Banner maintains a list of all the current code options available.

See Appendix 2 regarding policy and procedure for changing or adding country codes.

Leave country code blank for U.S. addresses. In Banner, the default country designation is "U.S."

2.2.14 Military Address

2.2.14.1 Overseas Locations

- Enter the APO or FPO code into the CITY field.
- Enter the military 'state' code (AA, AE, or AP) into the State field.
- AA for units in the AMERICAS other than CANADA (340)
- AE for mail going to EUROPE, the MIDDLE EAST, AFRICA, and CANADA (090 through 098)
- AP for mail destined to the Pacific (962 through 966)

Examples:

**SSGT Dennis Becker
Unit 2050 Box 4190
APO AP 96522-1215**

**Sgt. Cher Downey
PSC 802 Box 2625
APO AE 09777-0010**

**Seaman Duane Reeves
B Division
USS North Dakota
FPO AA 34093-2344**

2.2.14.2 Domestic Locations

All domestic military mail must have a regular street style address.

Example:

**Col. Margaret Henry
Lowry Air Force Base
8205 East Sixth Avenue, #405
Denver, CO 80234**

2.2.15 International Addresses

Care should be taken to enter international addresses as closely as possible to the format required by that country. The country name appears automatically when a Nation code is entered (2.2.13). The City field is required, and three address lines are available. In some cases, postal code and city should be inserted in the City field.

**Renée Duval
27, rue Pasteur
14390 Cabourg
France**

In other cases, the postal code alone should appear in the City Field:

**Walter C. Brown
49 Featherstone Street
London
EC1Y 8SY
Great Britain**

There are numerous resource available for international addresses. An easily accessible reference can be found at:

<http://www.bitboost.com/ref/international-address-formats.html#Formats>

The most authoritative resource is the Universal Postal Union: <http://www.upu.int/index/html>.

2.2.16 International Addresses and SEVIS

The University is required to track and report information to the government on international students and exchange visitors visiting the U.S. on an F, J or M visa. We are required to maintain and report address information including a permanent foreign address and a local address. For individuals with F, J, or M visa status, the home (HO) address *must* be a valid foreign permanent address. A valid local address *must* be maintained with either an on-campus (OC) or mailing (MA) address type.

2.2.17 Hierarchy of Modifications

When it is necessary to modify addresses to fit Banner fields or conventions, follow these steps in order:

- When secondary delivery information, e.g., APT or SUITE, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

Example:

**Ms. Jane Doe
Building 14-100
14200 East Mississippi Parkway
Aurora, CO 80111-1111**

- Abbreviate addresses, using standard postal abbreviations described herein.

Example:

**Ms. Jane Doe
5800 E. Happy Canyon Blvd.
Englewood, CO 80110**

- Remove punctuation

Example:

**Ms. Jane Doe
5800 E Martin Luther King Blvd
Denver, CO 80010**

2.2.18 Address Types

It is our desire to maintain a standardized list of address types based on their purposes, rather than separate addresses for each University department. This will reduce redundant data entry. Thus, an individual may appear in accounts payable, be an alum, employee and enrolled as a current student in the School of Engineering and only have a single address. The University Advancement Office can put a “preferred indicator” on any address type in the Alumni module. This indicator cannot be viewed in any module except Alumni.

Each Banner application (e.g., recruitment mail, billing, grades, and gift solicitations) will look for a valid address in a prescribed sequence. For example, the grade mailing routine might look for addresses in this order: GR, TE, SE, and then MA. Admission might typically search for a mailing address in this order: TE, SE, and then MA. **Identical addresses should not be keyed in different address types.**

The following table describes address types defined for Morgan State University Banner system.

Cod	Description	Explanation
MA	Mailing	This is the default address for the Banner system and Morgan State University. The address at which a person is currently receiving mail. For most applications, Mailing address will be used ahead of home address. For some applications, (admission prospects) this will be the only address record. This address will be updated from various sources.
CA	HR Campus	Used by Human Resources to identify location of employee’s place of work. (See Appendix 5 – Building Codes)
EM	Emergency Contact	Used by Human Resources to identify employee’s emergency contact information.
PA & P2	Parent(s)	Parent address(es) of students or other constituents where such records are

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significant. PA should be used first. P2 only when parents have separate addresses.

BI	Billing	Used when billing address is different from primary Mailing Address. Used for students or other entities the University bills.
BU	Business	The principal address for non-person entities or employer's address.
LO	Local	Used when local address is different from Permanent Address. Students local address while attending Morgan State University.
RH	Student Resident Hall	Used by Residence Life to track where students reside on campus. (See Appendix 5 – Building Codes)
TE	Temporary	Used to temporarily override Mailing Address. Should be entered with termination date.
SE	Seasonal	Used to temporarily override Mailing Address on a regular basis, e.g. June through August. Used primarily by University Advancement. Should be entered with valid dates.
PO	Purchase Order Address	Used by Purchasing Department
AP	Accounts Payable Address	Used by Accounts Payable Department.
XX	TGR Feed	Used internally by Banner.

2.2.19 Address Source

The following table describes address source codes defined for Morgan State University Banner system.

Address Source Code	Description
ALFI	Alumnifinder
INFR	Information received from relative
NCOA	National Change of Address
PHON	Phonathon received change
POST	Post Office change – returned letter
SELF	Self reported change by individual
THRD	Third party reported change
VEND	Vendor purchased change
VLAD	Never Valid
WEB	Change received via the WEB (This is a “system assigned” value – do not enter code)

2.3 Procedures

2.3.1 Adding a New Address

To add a new address, follow these steps:

- Change the 'TO' date on the existing address of same type to the current date
- Click in inactive
- Save changes
- Select 'Insert Record'
- Enter address information
- Save changes

2.3.2 Guidelines

Person Type	Guidelines
Student	Any Administrative office may add a new address. The previous address should not be modified.
Faculty/Staff	Any Administrative office may add a new address. The previous address should not be modified.
Alumni	Any Administrative office may add a new address. The previous address should not be modified.
Non-Person (Vendors)	
Accounts Payable or Purchasing Office vendor	Any Administrative office should put new address in the document text of the Requisition.

3 Telephone Numbers

3.1 General

An entity (person or non-person) may have multiple telephone numbers within the Banner system. Telephone numbers should be accurate and reflect the most recent data received. International phone numbers are entered in a special 'international' field in these forms of the Banner System: APATELE, FOATELE, PPATELE, RPATELE and SPATELE.

3.2 Standards

All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format.

3.2.1 Telephone Types

A telephone type distinguishes each telephone number entered in the Banner system. The University uses the following codes:

Code	Description	Explanation
BU	Business Telephone	Used for vendor, student, staff, or alumni business telephone number.
CELL	Cellular	Telephone Used for vendor, student, staff, or alumni cellular phone number.
FAX	Fax Telephone	Used for vendor, student, staff or alumni facsimile.
HOME	Home Telephone	Used for student, staff, or alumni home telephone number.
LOCL	Local Telephone	DO NOT USE – use OC instead.
MAIL	Mail Address Telephone	WEB applications only. Do NOT use unless specifically trained to do so.
OC	On-Campus/Local Telephone	Used for student on-campus, residence hall or local telephone number.
CA	HR Campus Location	Used for staff, faculty

3.2.2 Telephone Numbers

The telephone number is presented in a three-field format.

3.2.2.1 Area Code

The three-digit area code must be entered for all phone numbers including the local (443) area.

3.2.2.2 Phone Number

Enter the seven-digit number without inserting a hyphen.

Example:

**2837300
5741386**

3.2.2.3 Extension

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

Example:

7300, 1764

3.2.3 International Phone Numbers

International phone numbers consist of three parts.

"011" must be dialed when making international calls from the United States unless dialing to any country included in the North American Numbering Plan.

3.2.3.1 Country Code

The country code consists of one to four-digits and is required.

3.2.3.2 City Code

The city code consists of one to three-digits, but not all countries utilize city codes. The city code is often reported with a zero (0) in front of it. Do **NOT** enter the zero.

3.2.3.3 Phone Number

The phone number consists of four to seven digits and is required.

3.2.4 North American Numbering Plan (NANP)

This agreement, held among many North American countries (Mexico is not included), establishes a procedure for dialing international numbers in a way that is similar to traditional United States procedures (1 + the area code). The country code for all NANP countries is 1. The following countries are considered to be a part of the NANP and can be dialed using 1 + the three digit area code. Any phone numbers from NANP countries can be entered into the domestic phone number field in the Banner system.

Country	Area Code
Alberta	403, 780
Anguilla	264
Antigua	268
Bahamas	242
Barbados	246
Barbuda	268
Bermuda	441
British Columbia	250, 604, 778
British Virgin Islands	284
Cayman Islands	345
Dominica	767
Dominican Republic	809
Grenada	473
Guam	671
Jamaica	876
Manitoba	204
Montserrat	664
New Brunswick	506
Newfoundland	709
Northern Marianas Islands (Saipan, Rota and Tinian)	670
Nova Scotia	902
Ontario	416, 519, 647, 705, 807, 905
Puerto Rico	787, 939
Quebec	418, 450, 514, 613, 819
Saskatchewan	306
St. Kitts/Nevis	869
St. Lucia	758
St. Vincent and Grenadines	784
Trinidad and Tobago	868
Turks and Caicos Islands	649

U.S. Virgin Islands	340
Yukon, NW Territory, Nunavut	867

3.3 Procedures

3.3.1 Adding New Records

Telephone numbers may be tied or linked to a specific address. The 'Address Type' and 'Seq No' fields are used to link the telephone number to a specific address. It is possible to have more than one telephone number for a single address.

3.3.1.1 Telephone Numbers

All regional and local telephone numbers, including on-campus phone numbers, need to be entered using the ten-digit format. Enter all three parts in the appropriate field, using no parentheses or hyphens. Do **NOT** enter the standard "1" code for long distance dialing.

3.3.1.2 International Numbers

There is a 16 character limit in the international phone number field. Enter all three parts in the appropriate international phone number field, using no parentheses or hyphens. Do **NOT** enter the "011" standard code for international dialing.

Example:

8137599311 would be entered for a telephone number in Japan consisting of 81 for the country code, 03 for the city code and 7599311 for the phone number.

4 E-Mail

4.1 General

Students, faculty and staff at the Morgan State University are eligible to receive internet access, e-mail services, and UNIX system access. Use of these privileges requires establishing an account with Information Technology. Registered students automatically receive Individual Computer Accounts, which include a University specific e-mail address.

4.2 Standards

All e-mail addresses entered should be evaluated for case sensitivity and spelling. Some e-mail systems are case sensitive before the @.

4.2.1 E-Mail Address Types

Code	Description	Explanation
BUSI	Business E-mail Address	Used for vendor or alumni e-mail address.
MSU	MSU E-mail Address	Used for student e-mail address.
EMPL	Employee's E-mail Address	Used for faculty , staff e-mail address.

One e-mail address can be marked as the preferred e-mail address. If e-mail is stored, then the preferred indicator must be checked to indicate the preferred e-mail address. If the preferred indicator is not checked then the e-mail address may be omitted from selection.

The University intends to use **MSU e-mail addresses only** to communicate with students and **EMPL e-mail addresses** to communicate with employees and ignore the preferred indicator.

4.3 Procedures

4.3.1 Adding an E-Mail Address

Be aware that e-mail addresses follow a standard format. E-mail addresses consist of a login name followed by the @ sign, followed by the domain name. A domain name contains between two and four elements separated by periods. For example, info@morgan.edu is the address where MSU computer support questions can be sent. All incoming students and faculty are provided with a university email address.

Examples:

An e-mail address for a University student:

twill2@morgan.edu

An e-mail address for an Administrative/Faculty:

Robert.Campbel@morgan.edu

5 Calendar Dates

5.1 General

Dates are entered on a variety of screens for various purposes.

5.2 Standards

5.2.1 Calendar Dates

The University prints dates in the format **dd-mmm-yyyy**. Dates may be entered in any format. The system will re-display the date in the **dd-mmm-yyyy** format.

Examples:

January 17, 1999 becomes 17-JAN-1999
4/17/99 becomes 17-APR-1999
060899 becomes 08-JUN-1999

5.2.2 Shortcuts

If you place a 2-digit number, the system will assume a date in this month, e.g. 10-July-2003 has a shortcut of 10 (this month). If you place a 4-digit number, the system will assume a month-date for this year (e.g., 1225 will resolve as 25-December-2003).

You may enter T for today's date.

6 Gender

6.1 General

The U.S. Department of Education requires that the University reports gender information.

6.2 Standards

6.2.1 Gender

<u>Code</u>	<u>Description</u>	<u>Explanation</u>
M	Male	A male person, man or boy
F	Female	A female person, woman or girl
U	Unavailable	The gender information is not available or if the gender cannot be determined by the name, i.e., Chris, Pat, Terry, etc.

NOTE: All employees and students **MUST** be classified as a male or female.

7 Social Security Number

7.1 General

7.2 Standards

7.2.1 Social Security Number

Enter the entire (nine) 9-digit number, omitting dashes and spaces between numbers (e.g. 555491133).

- The SSN is required for students and employees.
- The SSN is not required for constituents who are friends of the University.

7.3 Procedures

7.3.1 Changes to Social Security Number

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. Make the change and send a copy to the Office of Student Financial Services.

8 Date of Birth

8.1 General

8.2 Standards

8.2.1 Date of Birth

- The Date of Birth is required for employees and students.
- The Date of Birth is optional for alumni and friends.

8.2.2 Changes to Date of Birth

An employee or student making a date of birth change request must present a birth certificate. If person is a student, make the date of birth change and send a copy of birth certificate to the Office of Records and Registration.

8.3 Procedures

When a birth date is required, but none is available, Human Resources uses the holder code date 07-JUL-1864 to allow processing an employee. Periodically, records containing this date will be identified and corrected.

9 Marital Code

9.1 General

9.2 Standards

9.2.1 Marital Code

This information may be collected for students, employees and constituents of the University.

Code	Description	Explanation
M	Married	Legally married
S	Single	Not married
L	Life Partner	Not married but considered a partner
D	Divorced	Legally divorced
W	Widow/Widower	Spouse is deceased
U	Unknown	Marital Status is unknown

9.3 Procedures

10 Ethnicity Code

10.1 General

10.2 Standards

10.2.1 Ethnicity

This field **MUST** be entered for students and employees who are U.S. citizens or U.S. permanent residents. This field is optional for constituents who are friends of the University.

Ethnicity Code	Description
1	White
2	Black
3	Hispanic
4	Asian/Pacific Islander
5	Alaskan Native/American Indian
6	Race/Ethnicity Unknown

10.3 Procedures

For international students or employees (non-U.S. citizens residing in the U.S. on a visa), enter an ethnicity code of 6 – Race/Ethnicity Unknown.

11 Deceased Information

11.1 General

Due to the sensitivity of this issue, prompt attention is important so future mailings from University offices are discontinued.

Deceased status must be verified information, not just perceived information.

11.2 Standards

11.3 Procedures

For employees and retirees of the University, **ONLY** the Human Resource department will enter and change this information based on prevailing policies.

For constituents (who are not students or employees), University Advancement will enter and change this information based on prevailing policies.

For student changes, forward copy of documentation to Office of Records and Registration.

12 Citizenship, Veteran and Legacy Information, Religion Code, Driver's License Information, Emergency Contact Information

12.1 General

12.2 Standards

12.2.1 U.S. Citizen Type

If the person is a prospect, student or employee, this information **is required**. 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.

12.2.2 Legacy Code

A Legacy Code identifies a relative or employee with whom the University had or has a relationship. For example, if your mother were an alumna of the University, your legacy would be Alumni relative.

12.2.3 Veteran File Number

The Office of the Registrar keeps and maintains this information for students. This information will not be collected or maintained by Human Resources or University Advancement.

12.2.4 Religion Code The University may collect or maintain religion data.

12.2.5 Driver's License Information

The University may maintain driver's license data. Financial Aid will collect but not maintain this information.

12.2.6 Emergency Contact Information

Constituents may update this information on the web. Employees may update in SPAEMRG. Enter the priority number of the emergency contact (1-9) and the name, relation, address and phone number as specified by constituent.

13 Confidential Records

13.1 General

The Banner information system is an integrated database with information on constituents of all types – applicants, students, alumni, friends, employees, vendors, etc. Many benefits come from this integration. Personally identifiable information is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. The same principles of confidentiality that apply to paper records also apply to electronic data. It is the responsibility of each school official to understand his or her legal responsibilities under FERPA and other privacy regulations at Morgan State University. Failure to adhere to privacy regulations can result in disciplinary action up to and including termination.

The Office of Records and Registration administers FERPA for Morgan State University. All inquiries regarding FERPA should be referred to:

The Office Records and Registration
1700 East Cold Spring Lane
Baltimore, Maryland 21251
443.885.3229

13.2 Standards

13.3 Procedures

13.3.1 Confidentiality Indicator

After a student has filled out a *“Request to Prevent Disclosure of Directory Information”* form and submitted it to the Office of Records and Registration, the Registrar’s Office will check the confidentiality indicator. When any information is accessed in the system about the student, a warning will appear:

Warning: Information about this person is confidential.

Confidential will also appear in most forms accessed to remind faculty and staff that this student does not wish information to be released.

13.3.2 Releasing Confidential Information Releasing any information (including directory information)

about a student who has signed a “Request to Prevent Disclosure of Directory Information” should never occur.

The Office of Records and Registration handles all requests for student information, and any such requests should be forwarded to the Registrar.

14 Appendix 1 - Forms

Name Change Request

Use this form to request Morgan State University to change your name on official records. Required documents and processing instructions vary depending on your relationship to the University. Complete the form; attach required documents; and submit to Office of Records and Registration.

Statement of Responsibility

I assume responsibility for the consequences or problems that may occur as a result of this change of my name. There is no intent on my part to defraud Morgan State University.

**Office of Records and Registration
Morgan State University
Baltimore, Maryland 21251**

CHANGE OF SOCIAL SECURITY NUMBER

Date _____

Social Security No. on File

Correct Social Security No.

Student's Last Name

First Name

Initial

**Office of Records and Registration
Morgan State University
Baltimore, Maryland 21251**

CHANGE OF NAME

Date _____

Social Security Number

Corrected Last Name

First and Middle or Maiden Name

15 Appendix 2 – Nation Codes

Morgan State University has adopted FIPS nation codes for the primary Banner code. Like other validation tables where historical information is required, codes may be added and descriptions changed. Codes may not be removed. Nation Codes should be taken from Federal Information Processing Standards (FIPS) Publication 10-4: COUNTRIES, DEPENDENCIES, AREAS OF SPECIAL SOVEREIGNTY, AND THEIR PRINCIPAL ADMINISTRATIVE DIVISIONS. 1995 April (reflects technical changes through May 6, 1993), as amended. Purpose: Provides a list of the basic geopolitical entities in the world, together with the principal administrative divisions that comprise each entity. Each basic geopolitical entity is represented by a two-character, alphabetic country code. NOTE: Change notices for FIPS 10-4 are issued by the National Imagery and Mapping Agency (NIMA), and are available on NIMA's GEOnet Names Server (GNS) at:

http://164.214.2.59/gns/html/fips_files.html

A useful summary of current countries may be found on NIMA's web page at:

http://164.214.2.59/gns/html/fips_10_digraphs.html

The International Organization for Standardization (ISO) publishes both two-character nation abbreviations (used for the EDI equivalents) and three-character codes (used for ISO code). These are taken from ISO standard 3166: CODES FOR THE REPRESENTATION OF NAMES OF COUNTRIES AND THEIR SUBDIVISIONS. The three-character (ISO) codes are promulgated by the United Nations and are available on the UN web site (United Nations Statistical Division, Country and Region Codes for Statistical Use):

<http://www.un.org/Depts/unsd/methods/m49.htm>

The two-character codes (EDI) are promulgated by the International Organization for Standardization (ISO) and are available on their web site:

<http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html>

Any questions, changes or additions should be forwarded to the Chair of the Data Standards committee.

16 Appendix 3 – State and Province Codes

Armed Forces

AA The Americans
 AE Europe
 AP The Pacific

United States

AL Alabama
 AK Alaska
 AZ Arizona
 AR Arkansas
 CA California
 CO Colorado
 CT Connecticut
 DE Delaware
 DC District of Columbia
 FL Florida
 GA Georgia
 HI Hawaii
 ID Idaho
 IL Illinois
 IN Indiana
 IA Iowa
 KS Kansas
 KY Kentucky
 LA Louisiana
 ME Maine
 MD Maryland
 MA Massachusetts
 MI Michigan
 MN Minnesota
 MS Mississippi
 MO Missouri
 MT Montana
 NE Nebraska
 NV Nevada
 NH New Hampshire
 NJ New Jersey
 NM New Mexico
 NY New York
 NC North Carolina
 ND North Dakota

OH Ohio
 OK Oklahoma
 OR Oregon
 PA Pennsylvania
 RI Rhode Island
 SC South Carolina
 SD South Dakota
 TN Tennessee
 TX Texas
 UT Utah
 VT Vermont
 VI Virgin Islands
 VA Virginia
 WA Washington
 WV West Virginia
 WI Wisconsin
 WY Wyoming

US Territories

AS American Samoa
 FM Federal States of Micronesia
 GU Guam
 MH Marshall Islands
 MP Northern Mariana Island
 PW Palau
 PR Puerto Rico

Canadian Provinces

AB Alberta
 BC British Columbia
 MB Manitoba
 NB New Brunswick
 NF Newfoundland
 NT Northwest Territory
 NS Nova Scotia
 ON Ontario
 PE Prince Edward Island
 QC Quebec
 SK Saskatchewan
 YT Yukon Territory

17 Appendix 4 – Common Postal Abbreviations

Designator	Code	Designator	Code
Alee	Aly	Alley	Aly
Annex	Anx	Arcade	Arc
Avenue	Ave	Bayoo	Byu
Bayou	Byu	Beach	Bch
Bend	Bnd	BG	Bg
Bluff	Blf	Boulevard	Blvd
Bottom	Btm	Branch	Br
Bridge	Brg	Brook	Brk
Burg	Bg	Bypass	Byp
Camp	Cp	Canyon	Cyn
Cape	Cpe	Causeway	Cswy
Center	Ctr	Circle	Cir
Circee	Cir	CLB	Clb
Cliff	Clfs	Club	Clb
CMP	Cp	CENTER	Ctr
CNYN	Cyn	Corner	Cor
Corners	Cors	Course	Crse
Court	Ct	Cove	Cv
Coves	Cv	Crescent	Cres
Creek	Crk	Crossing	Xing
Crossway	Cswy	Curve	Crv
Dale	DI	DAM	Dm
Divide	Dv	Drive	Dr
Estate	Est	Expressway	Expy
Extension	Ext	Fall	Fall
Falls	Fls	Ferry	Fry
Field	Fld	Fields	Flds
FL	Fl	Flat	Flt
Ford	Frd	Fords	Frd

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Designator	Code	Designator	Code
Forest	Frst	FRY	Fry
FT	Ft	Garden	Gdn
Gateway	Gtwy	Glen	Gln
Green	Grn	Grove	Grv
Harbor	Hbr	Haven	Hvn
Height	Hts	Highway	Hwy
Hill	Hl	Hollow	Holw
Inlet	Inlt	Island	Is
Islands	Iss	Junction	Jct
Key	Ky	Keys	Kys
Knoll	Knl	Knolls	Knls
Lake	Lk	Lakes	Lks
Landing	Lndg	Lane	Ln
Lanes	Lns	Light	Lgt
Lights	Lgts	Loaf	Lf
Lock	Lck	Locks	Lcks
Lodge	Ldg	Loop	Loop

Mall	Mall	Major	Mjr
Meadow	Mdw	Mill	MI
Mission	Msn	Mountain	Mtn
Manor	Mnr	Hill	Hl
Orchard	Orch	Oval	Oval
Park	Park	Pass	Pass
Path	Path	Pike	Pike
Pine	Pne	Parkway	Pky
Place	Pl	Plain	Pln
Plaines	Plns	Plaza	Plz
Point	Pt	Port	Prt
Prairie	Pr	Radial	Radl
Radiel	Radl	Ranch	Rnch
Ranches	Rnchs	Rapid	Rpd
Ridge	Rdg	Road	Rd

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Designator	Code	Designator	Code
Rest	Rst	River	Riv
Row	Row	Shoal	Shl
Shore	Shr	Spring	Spgs
Spur	Spur	Square	Sq
Station	Sta	Start	Start
Strave	Stra	Stream	Strm
Street	St	Summit	Smt
Terrace	Ter	Turnpike	Tpke
Trace	Trce	Track	Trak
Trafficway	Trfy	Trailer	Trlr
Tunnel	Tunl	Turn	Turn
Union	Un	Valley	Vly
Viaduct	Via	View	Vw
Village	Vlg	Ville	VI
Vista	Vis	Walk	Walk
Way	Way	Wells	Wls
Zing		Zing	

18 Appendix 5 – Building Codes

Building Name	Building Code/Acronym
Wash. Annex	ANXW
Argonne Complex - A	ARGA
Argonne Complex - B	ARGB
Argonne Complex - C	ARGC
Argonne Complex - D	ARGD
Turner Armory	ARMY
Baldwin - Dorms	BALD
Banneker Building	BANN
Blackboard	BKBD
Blackboard	BLBD
Blount Towers	BLNT
Baltimore Public Schools	BP
Carnegie Hall	CARN
Carter Grant Wilson Building	CGWN
Christian Center	CH
Calloway Hall	CLWY
Communications Center	COMM
Cummings -Dorms	CUMM
Drill Field	DF
Richard Dixon	DI
Dixon Research Science Center	DX
Mitchell Engineering	ENGM
Schaefer Engineering	ENGS
Frederick Co Community College	FCCC
Green House	GH
Howard Co Community College	HCCC
HEAT Center	HEAT
Hill Field House	HILL
Holmes Hall	HLMS
Harper - Dorms	HRPR
Heating Plant	HTGN
Hurt Gymnasium	HURT
Infirmery	INFM
Jenkins Building	JENK
Johns Hopkins Hospital	JH
Key Hall	KEYH
Little Theater	LT
McKeldin Center	MCKD
McMechen Hall	MCMN
Morgan View	MGV

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Building Name	Building Code/Acronym
Northwood Apartments Complex	MHGA
Montebello	MNTB
Murphy	MURP
Northern High School	NH
Northwood Apartments	NWA
O'Connell Hall	OCNL
Prince Georges Co Comm College	PGCC
Portage Building	PORT
Pete Rawlings Dining	PRDH
President House	PRES
Pete Rawlings Residence	PRRH
Portable Unit	PU
Refectory	RF
Residence Life Building	RLIF
Soper Library	SOPR
Spencer Hall	SPNC
Stadium	STAD
Tubman Hall	TUMB
Online Courses	WEB