Gordon State College

Banner Data Entry Standards

It is vital that all data entry be consistent to avoid duplication of records and to simplify searches. Entered data must also look professional and attractive when inserted into word processed documents. The following standards are intended for guidelines for data entry.

Note: Enter all information in upper and lower case.

Identification (ID) Numbers

The GCID ID should be used as the ID number for all persons, if available. This is especially critical for persons who are general students and faculty/employees.

If a system generated number is used as ID for a person, the appropriate query must be executed prior to creating the person.

Banner provides an ID/Name Search form which can be accessed by entering the list command in the first Key ID block. Make sure to check all possible spellings and ID's. Also use Soundex search.

Note: When searching for a name with a prefix or suffix (Mr., Mrs., Jr., III), the prefix or suffix will not be retrieved.

Names

Full legal name should be entered on SPAIDEN, with middle name spelled out. If legal name is unknown, enter as complete a name as possible and update name when information is available.

First names, middle names
Whenever possible spell out the full name. If you must use an initial, follow it with a period. Banner allows 15 characters for first and middle names

Always spell out last names. Banner allows 60 characters for last names but only displays 20

On SPAIDEN, enter last, first, and middle without truncating or to the first space, whichever is appropriate. Print parameters will enable user to select first name and middle initial only if desired.

Example: Ann Marie Smith Jones would be (last) Jones, (first) Anne, (middle) Marie Smith. Use one space between multiple middle names.

Use periods after prefixes and suffixes where applicable. For example:

- Miss
- Rev.
- Mrs.
- Jr.
- Mr.
- II

Prefixed or double names

Names beginning with prefixes (Mac, Van, Di, etc.) require some attention. The following section defines standards to use when entering such names.

- Mac, Mc
    - Spell the name as the person does
    - If that spelling is unclear (as with poor handwriting), capitalize the second part of the name. (MacDonald rather than Macdonald)
    - Do not type a space between the two parts of the name (McDonald rather than Mc Donald)
- Van, Von, Da, De, Di
    - Spell the name as the person does
    - If that spelling is unclear (as with poor handwriting), capitalize both parts and type a space between them. (Van Konsky rather than vanKonsky; De Martino rather than Demartino.)
    - Be consistent. Once you have decided on a spelling for a person's name, spell it that way everywhere

- O'
    - Always capitalize both parts of the name. Do not type a space between the parts. (O'Leary rather than O' leary.)
    - Enter hyphenated last names with no spaces between the hyphens. For example: Smith-Jones Cochran-Ansley
- Names using a first initial and middle name should be entered as follows - Example: R. Maureen Smith - R. (first name), Maureen (middle name), Smith (last name)

Name Changes In Banner

1. Name change is requested by student and/or alumni. Make the name change in SPAIDEN

Has the student provided legal documentation?

- **NO** – Let the student know the change cannot be made until legal documentation is provided.

- **YES** – Make the name change in the "Current Identification" block in SPAIDEN and notify the department which may have forwarded a request for a name change.

Addresses

- If possible, do not use the 2nd Street or 3rd Street Address Line.
- Only use the second or third line if the address will not fit on the first line.
- Avoid using the "#" sign and "No." when possible. For example, you can enter an apartment number as "Apt." followed by the number. There is no reason to use "Apt. #" or "Apt. No.". If you have a situation that seems to require using "#" or "No.", use the # sign.
- Be sure to mark the current address and telephone as inactive before entering in the new address & telephone number.

Banner stores addresses and phone numbers according to type.

- Street, Road, etc.
  - Enter full name of Street, Road, etc. If this makes the entry too long to fit on one line, abbreviate.
- Compass Directions
  - Abbreviate compass directions and do not place a period after the letter.
    - 50 S Bond Street
    - 10 Park Avenue S
  - Abbreviate compound directions (NE, SW,) as two letters with no periods, without a space.
    - 17 NE Bail Road
  - When a compass direction follows the street name, abbreviate two-syllable directions and use a comma after the street name.
    - 40 State Street, NW
- Box Numbers
  - Treat post office boxes as follows:
    - List PO boxes without periods.
      - PO Box 535
    - If an address includes both a PO Box and a street address, put the PO Box on the same line as the street address.
      - 23 Damon Runyon Road PO Box 535
- Rural Route (RR)
  - Enter a Rural Route (RR) and a box number on the same line.
    - RR 2, Box 77
- In Care Of
  - Abbreviate In Care of as c/o. Place it on the first address line.
    - c/o Elvis Presley 123 Graceland Boulevard

- Standard address abbreviations as provided by the United States Postal Service should be used in addresses.
    - City, State ZIP
- Return through the city and state fields and enter the zip code. If the zip code is in the validation table, the city and state fields will automatically be populated. (Check to make sure the city, state agrees with the one entered. An incorrect zip code could have been provided; therefore, an incorrect city/state will appear.) When a full ten-digit zip code is entered, include the hyphen.
    - 12345-6789
- If the zip code is not found in the validation table, the city and state must be entered. Email The Registrar's Office the city, state, zip and county of the missing zip code. **Do not enter US in the nation code when entering addresses in SPAIDEN!**
- **Do not enter XX for the state when entering an address of a foreign counrty.**
- County Field
    - Press list for valid county codes and enter the correct code. (OIIT has populated the County Code Validation Form (STVCNTY).
    - If no county code exists, email The registrar's Office the city, state, zip of the missing county code
- International addresses
    - The country should be entered in the nation field in SPAIDEN.
    - Some countries refer to their divisions as providence or territory instead of state.
    - Most countries refer to the "zip" code as a "postal" code.
    - Some countries do not have postal codes.

Deceased
For deceased individuals, documentation will be sent to the Registrar's Office The account will be updated accordingly. When inactivating the deceased person's address, make sure all associated telephone numbers are inactivated.

Email
There should only be one email address for a given email type.

Telephone Numbers

Enter the full phone number, including the area code and an extension when it is available. Do not use parentheses or hyphens to separate the numbers