

University of Louisiana Lafayette

ENTERPRISE DATA GOVERNANCE AND STANDARDS DOCUMENT

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Enterprise Data Governance and Standards Document Preface

Data Integrity Guidelines

Purpose

These guidelines define the responsibilities of everyone accessing and managing enterprise operational data. Offices may have individual guidelines that supplement, but do not supplant or contradict, this statement. Data entrusted to the institution by other organizations (e.g., foundations and governmental agencies) is governed by terms and conditions agreed upon with those organizations. Specific issues not governed by such agreed terms shall be governed by the guidelines set forth in this document. These guidelines were developed to ensure database integrity, regulatory compliance, and security controls, and to achieve the institutional goals of efficient, professional, and cost-effective communication to support the mission of the University of Louisiana at Lafayette. These goals for data integrity include:

- avoiding creation of duplicate records for a single entity;
- providing complete General Person information in a timely manner, with an audit trail of changes;
- using standard entry to facilitate consistent reporting and searches;
- sharing effective processing discoveries and problem-resolution scenarios; and
- taking advantage of the database capabilities and functionality.

Scope of this Document

This document defines the standards for maintaining the integrity of the University of Louisiana at Lafayette information. It covers the format and usage of data elements that are shared between systems and those that are common to enterprise operational systems and generally referred to as the General Person data. This document is written specifically for those individuals that have update capability and therefore can seriously affect the integrity of the information and associated business processes. This information will also be helpful for those with inquiry access to the information to further understand the reason for certain formats of information.

Definitions

Banner: Banner is an enterprise resource planning software system owned by Ellucian and includes the following systems: financial aid; finance; student; human resource/payroll; document management; enrollment management; advising; advancement; workflow; degree audit; and data warehousing.

Enterprise Operational Systems: This includes software systems and associated hardware infrastructure that support operation data management systems and the related information resource infrastructure to support institutional goals.

General Person: General Person is a Banner term that relates to all person or person-like entities, including students, faculty, staff, alumni, vendors, companies, and corporations. Any person in the system can ultimately be tied back to the main general person tables (i.e., SPRIDEN, SPBPERS, SPRADDR, SPRTELE, SPREMRG, GOREMAL) via a PIDM.

Data Manager: A manager is an individual who makes essential decisions that affect all areas of business operations. They outline the purpose of their data decision, along with identifying personnel and the duties they need to perform to maintain data security and integrity. They determine the process that use the data and allocate resources to each unit so they can reach the institutions goals.

Patch/Upgrade Management: The process of controlling modifications to hardware, software, firmware, and documentation to ensure that the enterprise operational systems are protected against improper modification before, during, and after system implementation.

PIDM: The term PIDM (Person Identification Master) is related specifically to Banner and how different data tables are tied together in the database. A PIDM is simply a unique numeric system identifier that is not normally visible to users of the system. Every entity associated with the university---whether student, employee, vendor, prospect, alum, or friend has a PIDM associated with General Person data. The PIDM is used in all tables associated with a person or other entity; this allows us to change demographic information for a person-including SSN-without affecting the underlying database table connections.

Security Roles: Security roles are established by data supervisors with approval of data managers based on business process, job function, and institutional goals. Specific capabilities will be assigned to each security role. For example, the registration clerk would have update access to registration, but only inquiry to student accounts. Each user will be assigned a role or several roles depending on their particular needs as established by their division/department head or his/her designee and as approved by the data manager. Security roles and their functions are included in the relevant policies.

Data Supervisor: A supervisor is an individual who makes decisions approved by the manager. These individuals are the first point of contact if a data problem occurs or question develops. They can report it to the manager if they believe the problem or actions affect the completion of the unit's goals.

Third Party Software Systems: Third party products include any vendor delivered software system or in house developed programs with interfaces or shared data elements to Banner. These include but are not limited to cashiering systems; catalog and course systems; curriculum and program management; employee applicant, job description and performance evaluation systems, faculty activity tracking; forms management; job scheduling; parking system; residential living management; schedule management; and reporting tools.

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 University of Louisiana at

Lafayette policies and procedures concerning storage, retention, use, maintenance, release, and destruction of data.

Data Managers will ensure that Division/department heads/supervisors provide a secure office environment with regard to enterprise operational systems. Division/department heads/supervisors shall confirm the access requirements of their staff according to their job descriptions and functions before submitting the enterprise operational system Access Request Form to the appropriate Data Manager.

Information Technology Responsible Use Policy is posted on the <https://policies.louisiana.edu/node/86>.

Primary Data Contacts: Supervisors and Managers

Primary Data Contacts are members of the University community who have management and supervisory responsibility for the various operational data systems on campus. In addition, they share responsibility for information and data security with the people they manage, supervise, and oversee. They also are responsible for the following:

- Data Managers:
 - Establishing security policies and procedures: Managers establish specific information security policies and procedures for the people they manage or supervise. These should be consistent with the University Information Security Policies, as well as with other University policies, contractual agreements, and laws.
 - Managing authorizations and access: Data Managers should make sure their staff and necessary constituents have the access authorizations needed to perform their duties and responsibilities and perform their jobs and roles. These authorizations acquired from the primary data managers to fulfil and grant access.
- Data Supervisors:
 - User training and awareness: Primary Data Supervisors shall provide an environment that promotes security. They shall make sure their users have the training and tools necessary to protect University information.
 - Incident handling and reporting: Primary Data Supervisors shall report suspected or known compromises of information resources, including contamination of resources by computer viruses, to their Managers, the University IT Security Officer, and/or Local Information Security Analyst. They shall cooperate with the investigation of and recovery from security incidents, including taking any disciplinary action deemed necessary by the appropriate University authorities. Incidents will be treated as confidential unless there is a need to release specific information.

Table of Systems

System	Data Supervisor Office	Responsible Data Manager
Administrative Services System(s)		
Accounts Receivable System(s)	Office of Administrative Services	Vice President For Administration and Finance
Accounts Payable System(s)	Office of Administrative Services	Vice President For Administration and Finance
Payroll System(s)	Payroll Services	Director of Administrative Services
Admissions System(s)		
Undergraduate	Undergraduate Admissions Office	VP for Enrollment Management
Graduate	Graduate School	Dean of the Graduate School
Advancement System(s)	Advancement Operations	Associate VP for Advancement Operations
Continuing Education System(s)	Continuing Education	Assistant Vice President For Financial Services
Communications/Marketing System(s)	Office of Communications and Marketing	Chief Communications Officer
Facilities System(s)	Office of Facility Management	VP for Administration and Finance
Financial Aid System(s)	Financial Aid Office	VP for Enrollment Management
Finance System(s)		Assistant Vice President For Financial Services
Finance and Budget System(s)	Office of Financial Services	Assistant Vice President For Financial Services
Purchasing System(s)	Office of Purchasing	Vice President For Administration and Finance
Housing System(s)	Office of Housing and Residential Life	Director of Auxiliary Services
Human Resources System(s)	Office of Human Resources	Chief Human Resource Officer
Research System(s)		
Pre-Award	Office of Research and Sponsored Programs (ORSP)	Assistant Vice President for Research
Post-Award	Sponsored Programs Finance Administration and Compliance (SPFAC)	Vice President For Administration and Finance
Retail System(s)	Bookstore/Retail Manager	Director of Auxiliary Services
Student System(s)	Registrar's Office	Assistant Vice President for Academic Affairs-Students and Faculty

Transportation System(s)	Office of Transportation Services	Director of Auxiliary Services
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Table of Business Processes

Process	Data Supervisor Office	Responsible Data Manager
Faculty Load and Compensation	Faculty Affairs Payroll Services Office of Human Resources	Assistant Vice President for Academic Affairs - Students and Faculty
Faculty Hiring and Credentials	Faculty Affairs Office of Human Resources	Assistant Vice President for Academic Affairs - Students and Faculty
Faculty Annual Evaluation	Faculty Affairs Office of Human Resources	Assistant Vice President for Academic Affairs - Students and Faculty
Tenure and Promotion	Faculty Affairs Payroll Services Office of Human Resources	Assistant Vice President for Academic Affairs - Students and Faculty
Student Evaluation of Instruction	Faculty Affairs	Assistant Vice President for Academic Affairs - Students and Faculty
Curriculum Development	Academic Programs	Assistant Vice President for Academic Affairs - Institutional Effectiveness
Program Review	Office of Planning and Academic Initiatives	Assistant Vice President for Academic Affairs - Institutional Effectiveness
Catalog Processes	Academic Programs	Assistant Vice President for Academic Affairs - Institutional Effectiveness
Assessment	Office of Assessment Office of Planning and Academic Initiatives	Assistant Vice President for Academic Affairs - Institutional Effectiveness
Accreditation	Office of Planning and Academic Initiatives	Assistant Vice President for Academic Affairs - Institutional Effectiveness
Strategic Planning	Office of Planning and Academic Initiatives	Assistant Vice President for Academic Affairs - Institutional Effectiveness
IPEDS Reporting	Office of Institutional Research	Assistant Vice President for Academic Affairs - Institutional Effectiveness
BOR and UL System Reporting	Office of Institutional Research	Assistant Vice President for Academic Affairs - Institutional Effectiveness

Data Standards

The University of Louisiana at Lafayette utilizes the Banner integrated database. UL Lafayette recognizes that data standards are vitally important in protecting the data assets of the University by maintaining accurate and consistent data that is standardized for use in all areas of the University.

The Data Content Committee (DCC) shall consist Data Supervisors, Data Managers, and other key stakeholders. The DCC was formed to collaboratively develop the Enterprise Data Governance and Standards Manual. This manual is a standards policy reference guide. Recommended changes to the manual should be submitted to the DCC for review. The DCC will send decisions or escalate issues to the Chief Information Office to escalate to University Council.

Purpose

The purpose of this document is to establish guidelines for:

- Stewardship of the University's data and records maintained in the Banner database
- Ensuring data integrity and consistency
- Roles and duties for ensuring responsible use
- Hierarchy of managers responsible for systems and processes

1. Identification

1.A. Current Identification

1.A.1. General

In all cases, the full legal name should be recorded as the current name. The official forms of all data collection instruments used by the university should encourage the use of the full legal name, that is, first, middle and last names written in full. For all employees and recipients of financial aid, this must be the name as it appears on the individual's Social Security card. Given that persons have maintained the appropriate updates with other agencies, the legal person name and the social security card name should be the same. Mandatory federal reporting to the Department of Education, the Internal Revenue Service, and other federal and state agencies require that persons provide their social security number and social security card name.

Legal Name

The legal name field is the SPRIDEN record and should only be populated when the separate first, middle, or last name field is too short to store the complete name. In these cases only, enter the complete name in this field in first-middle-last name format. Note that this field is not used by any system processes.

The data in this field merely provides a place in the system to store the full name for someone whose name will not fit completely in the standard name fields. When you perform a name change for an individual whose full name is stored in the Legal Name field, you must also update the Legal Name field. If the new name fits in the standard fields, remove the information in the Legal Name field. Note: In Banner, the Legal Name field is a single, free-format field that is not automatically updated if the person officially changes his/her name. You cannot use the Legal Name field as the basis for database searches.

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.

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). In general, if there are two last names that are not hyphenated (e.g. Monica Lou Creton Quinton), Monica would be input as the first name, Lou would be input as the middle name and Creton Quinton would be input as the last name with a space between the two names.

Spaces are permitted if the legal spelling and format of the name includes spaces.
Examples: Mc Donald, Mac Phearson, St John, Del la Rosa, Van der Linder.

No spaces should appear before or after hyphens or apostrophes.

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

No symbols may be used unless included on legal documentation. Legal documentation required includes updated Social Security Card, Driver's License (for proof of ID), and a copy of legal document that prompted the name change (for example: marriage certificate, divorce decree, etc.).

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 field.

Never enter nicknames as a first name; there are specific fields where a preferred first name should be entered. Any single character first name should be entered as it appears on legal documentation. 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 field and the middle name in the middle name field.

No symbols may be used unless included on legal documentation. Hyphens MAY be used to separate double first names as it appears on legal documentation. Legal documentation required includes updated Social Security Card, Driver's License (for proof of ID), and a copy of legal document that prompted the name change (for example: marriage certificate, divorce decree, etc.).

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.

Middle Name

All information is to be entered using mixed case (standard combination of upper and lower case letters). Enter the full legal middle name or, if not available, the middle initial as supplied by the person. If no middle name exists, leave the field blank.

No symbols may be used unless included on legal documentation. Legal documentation required includes updated Social Security Card, Driver's License (for proof of ID), and a copy of legal document that prompted the name change (for example: marriage certificate, divorce decree, etc.).

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.

Preferred First Name (Optional) SPAPERS

Use the preferred first name field when the person is called by something other than their given first name. For example, enter Jim for James or Chris for Christine if such a name were preferred. Likewise, enter the middle name if this is preferred over the first name. Other examples would be “Skip”, “Trey”, or “Junior”.

In order to make the preferred first name searchable, it should be entered on the Alternate ID tab using the PREF name type.

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 preferred first name as supplied to you by the person. If no preferred name is given, leave the field blank.

The preferred name is being collected on the undergraduate application by Undergraduate Admissions. Human Resources updates preferred name for employees.

1.A.1.a. The following chart summarizes policies and procedures for making name changes for person and non-person entities in Banner.

Office	Type of Entity
Recruitment and Admissions	Prospective and Admitted Students; non-person for new college/high schools
Graduate School	Prospective, Admitted, and Current Students; Non-person for college information
Registrar’s Office	Students
Continuing Education	Student (non-matriculating)
Financial Services/Accounts Receivable	Third Party, non-person
Purchasing/Administrative Services	Vendor (Non-Person), person
Human Resources	Applicants and Employees
Financial Aid	Financial Aid Prospect, Financial Aid non-person
Student Affairs	Non-student; not enrolled put hold on account

Office	Type of Entity
Advancement	Donors, individuals, and non-person

Informed professional judgment must be used to determine what constitutes a name correction rather than a name change.

Deceased Information (SPAPERS)

The deceased flag (spbpers_dead_ind) and date (spbpers_dead_date) is entered on SPAPERS. This field is edited by the Registrar's Office, Human Resources, and Advancement.

1.A.2. Name Types (GTVNTYP)

Current names should not be associated with a name type and is your official name in Banner, unless the record is a "DO NOT USE" duplicate record. Previous or alternate names should be associated with the appropriate name type.

Abbreviation	Description
ADFN	Advancement Full Name
AKA	Name constituent is still known as but not the preferred/former name
APID	Alternate SSN (A00/A01 SSN from ISIS)
BRTH	Birth Name
DBA	Doing business as
DUPE	Dupfinder Duplicate
FAVD	Ethos favored name type
FMR	Former Name
ISVN	ISIS Vendor ID
LEO	Louisiana Employees Online Personnel Number
LGCY	Legacy CLID from conversion
MILL	Millennium Legacy ID
MULT	Multiple IDs in ISIS
PREF	Preferred
PREV	Previous Name
THRD	Third Party Accounts Receivable Vendor

Additional ID Type [GTVADID]

Additional ID Type	Description
AIE	Academy of Interactive Entertainment
APID	Alternate PID for International Students
ARCT	Arctics ID
BRDG	Bridge

CL	Compete LA
CLID	Legacy ID – ISIS CLID
CSOD	Cornerstone OnDemand GUID
ELV8	Elevate ID
EPID	Electronic Prospect ID
IEP	Intensive English Program
INTN	Intern
J1_E	J1 Exchange Students
J1_I	J1 Interns
J1_S	J1 Scholars
LEO	LA Employees Online Person Num
MIGN	Millennium Legacy Grad Name
MILL	Millennium ID
RE	Raiser's Edge ID
T19	Board of Regents Identifier
UPBD	Upward Bound
VUPD	Veterans Upward Bound
WOH	Walk of Honor Name

1.A.2.b Prefixes and Suffixes

Prefix

The default for this field is blank. Enter a prefix only if requested or provided. Prefixes are to be entered using mixed case (standard combination of upper and lower case letters) as an abbreviation. 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/Missus
Ms.	Ms
Miss	Miss
Dr.	Doctor
Hon.	Honorable
Rev.	Reverend
Sr.	Sister
Fr.	Priest/Father
Bro.	Brother

Consult Appendix 1 for a more extensive guide to prefixes, suffixes and salutations.

Suffix

The default for this field is blank. Enter values only if requested or provided. All suffixes are to be entered using mixed case (standard combination of upper and lower case letters) as an abbreviation. 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
PhD	Doctor of Philosophy

Consult Appendix 1 for a more extensive guide to prefixes, suffixes and salutations.

1.A.3. 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 non-person's name as supplied to you. If possible, the name should be that obtained from the non-person's W9 or associated with the Tax ID number.

Hyphens may be used to separate double names.

Spaces are permitted if the legal spelling and format of the name includes spaces. Spaces should be used if the name of the company is derived from the initials of a person's name. For example, use A G Edwards not AG Edwards.

No symbols may be used unless included on legal documentation. Legal documentation required includes IRS Form W9. 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.

Acronyms – Companies that are recognized by their acronyms should be entered using their acronym (e.g., IBM, SCT, and ITT) with no spaces between characters.

1.B. Entity Exception

1.B.1. Non-Student Entity

To request a new non-student entity, a Help Desk access request should be submitted to Data Standards for review. Once approved by Data Standards, IT will define the entities (and any new entities) in the GTVADID Validation Form. The owners will be trained by the Registrar's Office on how to maintain the individual person records in the GORADID Table Additional Information Tab in SPAIDEN.

Code	Owner	Entity
UPBD	University College	Upward bound
VUPD	University College	Veterans Upward Bound
IEP	OIA	Intensive English Program

1.B.2. Non-Employee Entity

The Human Resources Team will define entities that are not employees in the PTRSKIL form on Banner and will be responsible for maintaining the information on non-employees. Human Resources will notify the Data Standards Committee of any updates/changes to PTRSKIL.

Code	Entity	Description
ADJCSD	Adjunct Cornerstone onDemand	Flag for Adjunct employees who need CSOD access. Not for NP Process*
NONDEG	Non-Degree Seeking Students	Intensive English Program, Visiting Scholars
NPAFFL	Non-Paid Affiliate	Third Party Vendors, Credit Union, Foundation Employees
PHFACU	Pending Hire – Faculty	Pending faculty hire, waiting for formalized approval of PAF
PHSTAF	Pending Hire – Staff	Pending staff hire, waiting for formalized approval of PAF
RESAFF	Research Affiliate	Researchers collaborating with UL employees, but not paid
STUCSD	Student Cornerstone onDemand	Flag for Student employees who need CSOD access. Not for NP Process*
TEMPPT	Temporary Part-time	Sporadically employed/limited duration appointments
TPTCSD	Temp PT Cornerstone onDemand	Flag for Temp PT employees who need CSOD access. Not for NP Process*
WAECSO	WAE Cornerstone onDemand	Flag for WAE employees who need CSOD access. Not for NP Process*

2. Address Information

2.A. General

The Mailing Address must be populated when a non-person is added to the system. Multiple addresses can be entered using different address types. Follow any additional procedures established by your department for address entries. Address standards have been established cooperatively so that address types are used consistently. Department specific standards should be recorded with the Data Standards committee. Use the appropriate address type code from STVATYP.

International students must have street addresses rather than Post Office boxes.

Clean Address (3rd party system) will verify an entered US address as a valid postal address and will correct to standard USPS guidelines. This correction should be accepted in all cases but for rare exceptions, such as a newly built house not yet in the Clean Address database. The rare exception may also be made if a person insists on a variation. Clean Address does not look at on campus addresses CM.

Punctuation will not be used in addresses.

2.B Address Type

The Banner System standardized list of address types is based on address purpose.

- MA is the primary address type for persons.
- BU is the primary address type for Non-Persons/Vendors.
- CM is the campus address.

Below is the Address Type Validation Table (STVATYP).

Code	Description	Explanation
A2	Advancement Business Address 2	Secondary place where a person works if outside UL or a business' second place.
A3	Advancement Business Address 3	Third place where a person works if outside UL or a business' third address.
AB	Advancement Business Address 1	Primary place where a person works if outside UL or a business' first mailing address.
AM	Advancement Mailing Address	Address that exists whether it is physical or mailing address. Used for individuals.
AP	Advancement Physical Address	Physical address if different than AM address. Used for individuals.
BI	Billing	Maintained by Bursar and/or Administrative Services. Created if the billing address is different from Home. Use to mail invoices and statements.
BU	Business	Maintained by Bursar, Student, and/or Advancement . The address where a person works off campus.

Code	Description	Explanation
B2	Alternate Business	Alternate Business Address
CM	Campus	Maintained by Human Resources. The office location of an employee. <i>Official format is required as to which address lines contain building, room and mailing location while maintaining the integrity of the Banner address format.</i>
EN	Emergency Notification	Self-Maintained.
GB	Grant Billing Address	
GC	Grant Contract Address	
IN	International	Maintained by Student.
MA	Mailing	For Person: Maintained by Student and/or Advancement unless address is for an employee, which is maintained by Human Resources. For Non-Person: Maintained by Finance.
**PA	Parent – Primary	System required. Maintained by Student. <i>The address appears only on the student record.</i>
PR	Permanent	For Person: Maintained by Student and/or Advancement. For Non-Person: Maintained by Finance.
RE	Remit to Address	Maintained by Administrative Services.
RH	Residence Hall	
SE	Seasonal	Maintained by Advancement. Stores seasonal (recurring) addresses for people.
VM	Vendor Mailing	Maintained by Purchasing.
XX	Reserved for TGRFEED only	Required reserved code for TGRFEED.
ZZ	Test Score Tape Loads	Maintained by Admissions.

2.C. From/To Dates

When adding a subsequent address of the same address type, the prior address should be end dated, the inactive box checked, and the new address added.

2.D Street Standards

All information is to be entered using upper and lower case letters.

The first address line is always required. Do NOT leave blank lines between street lines.

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

No symbols may be used unless included on legal documentation.

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

2.E. Address Source

Code	Description	Explanation
ADM	Admission App Load	
ALFD	Alumni Finder	Specific address source using Alumni SSN for match
ALWB	Alumni Website	Self Service for A&F/iModules
ATHR	Athletic Research	Athletics ticket or website
CA	Correct Address	Addresses returned by Correct Address from Millennium - will not be used after Banner Conversion
CHCK	Check/CC	Check or CC receipt
CLA	Clean Address	Addresses returned by Clean Address
DO	Development Officer	Information from Development Officer/contact report
ELC	Electronic Load	
EM	Email Notification/ Email from constituent	
EVNT	Event	Information collected from an Event (Alumni or Athletic)
FIN	Finance Vendor	
ISIR	FASFA ISIR Load	
LET	Notified by Letter	
POST	Post Office Notification/ Post Office Returned Mail	
REL	Reported by relative/friend	Phone Call or correspondence from relative or friend
RET	Returned. No forwarding address.	
SELF	Self-Reported	Phone Call or correspondence
TPV	Third Party Vendor	Look ups on Third Party web/sites
WB	Wilson Bennett	Addresses found through Wilson Bennett Phone-a-thon
WE	Wealth Engine	Addresses specifically form Wealth Engine
WEB	Web Application/Web	

3. Telephone Information

3.A. General

When adding a subsequent telephone number of the same type, the prior telephone number should be end dated, marked inactive, and the new telephone added.

3.B. Telephone Type (STVTELE)

Code	Description	Address Type	Explanation
A2	Advancement Alternate Business	A2	Secondary phone for a person's business, if outside UL.
AB	Advancement Business	AB	Primary phone for a person's business, if outside UL.
AC	Advancement Cell	AM	Cell number for individuals.
AH	Advancement Home	AM	Home number of individuals.
AM	Advancement Mail/Home		
BI	Billing	BI	Maintained by Bursar and/or Administrative Services. Created if the billing number is different from Permanent.
BU	Business	BU	Maintained by Bursar, Student, and/or Advancement . The phone number/address where a person works off campus. This phone number/address is attached to a student, and is not the address of a vendor or corporate entity.
B2	Alternate Business	B2	Alternate Business
CE	Phone Admissions		
CEL	Cellular Phone	CEL	Maintained by all offices
CM	Campus	CM	Maintained by Student, Administrative Services, and/or Human Resources.
DRCT	Directory Phone	CM	Maintained by Human Resources.
EM	Emergency – In case of emergency	EM	Self-Maintained.
ENL1	Emergency Notification Landline 1	ENL1	Self-Maintained.
ENL2	Emergency Notification Landline 2	ENL2	Self-Maintained.
ENL3	Emergency Notification Landline 3	ENL3	Self-Maintained.
ENM1	Emergency Notification Mobile 1	ENM1	Self-Maintained.
ENM2	Emergency Notification Mobile 2	ENM2	Self-Maintained.
ENM3	Emergency Notification Mobile 3	ENM3	Self-Maintained.
FAX	Fax Number	FAX	Maintained by all offices.
IN	International		
MA	Mailing	MA	For Person: Maintained by Student and/or Advancement. For Non-Person: Maintained by Finance. A local number or temporary number created if different from Permanent.

Code	Description	Address Type	Explanation
PA	Parent – Primary	PA	Maintained by Student.
PR	Permanent	PR	Maintained by Student.
RE	Remit to		
RH	Residence Hall	RH	Maintained by Student.
SE	Seasonal	SE	Maintained by Advancement and/or Student. Stores seasonal (recurring) numbers for people.
VM	Vendor Mailing		
ZZ	ACT Test Score Phone		

4. Email Information – GTVEMAL

Email Address Type Codes are listed in GTVEMAL.

Code	Description
BID	Bidder/Proposer Email
BUS	Business Email
BUS2	Alternate Business Email
ENE1	Emergency Notification Email 1
ENE2	Emergency Notification Email 2
FMR	Former Email for Advancement; Do not use to contact
LINK	LinkedIn Address
PERS	Personal Email
PER2	Alternate Personal Email
POML	Purchase Order Email
PRN2	Parent Email – Admissions 2
PRNT	Parent Email - Admissions
REMT	Remit To Email
UNIV	University Email
WWW	Web address
ZZ	ACT Test Score Email

5. Biographical Information - SPAPERS

5.A. Citizenship - STVCITZ

Code	Description
N	Non-US Citizen
NR	Non Resident HR Only
P	Permanent Resident/Refugee

RA	Resident HR Only
Y	US Citizen

5.B. Marital Status - STVMRTL

Code	Description
S	Single
M	Married
D	Divorced
W	Widowed

6. Integrations

Requests for integrations are made by submitting a request form on the IT Service Desk website. Contact the IT Service Desk for more information.

7. Miscellaneous Information

7.A. Letter Code Validation

The names of letters created are stored in a validation table GTVLETR.

Code	Description
ASCE	American Society of Civil Engineering
ADV_PLGIV	Planning Giving Newsletter
ADV_THANKSC	Thanksgiving Card
ADV_THANKS	Thanksgiving Email

7.B. VISA Type Code Validation – STVVVYP

VISA Type	Description	Admissions Checklist Request Item	Non-Resident	SEVIS Code
99	International Staff			
A1	Diplomatic or Consular		Y	
A2	Frgn Govt Employee/Family		Y	
A3	Employee/Dependent of A1 or A2		Y	
AA	Asylum Applicant		Y	
B1	Temporary Visitor for Business		Y	
B2	Tourist		Y	
BC	Border Crossing Card: Mexico		Y	
C1	Alien in Transit		Y	

VISA Type	Description	Admissions Checklist Request Item	Non-Resident	SEVIS Code
C2	Alien in Transit to UN		Y	
C3	Frgn Govt Employee in Transit		Y	
D1	Crewman Departing from US		Y	
D2	Crewman Departing from Guam		Y	
DC	Under Docket Control		Y	
E1	Treaty Trader and Family		Y	
E2	Dependent of Foreign Investor		Y	
E3	Australian Profesnl Specialty		Y	
F1	(F1) Student Visa	VISA	Y	1
F2	(F2) Dependent of Student	VISA	Y	4
G1	Prin Employee Des Interntl Gov		Y	
G2	Othr Employee Des Interntl Gov		Y	
G3	Employee Nonrec Interntl Govt		Y	
G4	Employee International Org		Y	
G5	Employee/Dependent of G1-G4		Y	
H1	(H1) Special		Y	
H2	Dependent of Special		Y	
H3	Trainee		Y	
H4	Dependent of H1		Y	
HC	Nurses in HPSAs		Y	
HD	Temp Skill/Unskilled Worker		Y	
I1	Informational Media		Y	
IA	Applied Permanent Residency			
J1	(J1) Exchange Scholar	VISA	Y	3
J2	Dependent of Exchange Scholar	VISA	Y	6
K1	Fiancée or Fiancé of US Citizen		Y	
K2	Child of K1		Y	
K3	Spouse of US Citizen		Y	
K4	Child of K3		Y	
L1	Intracompany Transferee		Y	
L2	Dependent of L1		Y	
M1	Vocational Student	VISA	Y	2
M2	Dependent of M1	VISA	Y	5

VISA Type	Description	Admissions Checklist Request Item	Non-Resident	SEVIS Code
N1	NATO Rep/Staff/Family		Y	
N2	NATO Other Rep/Staff/Family		Y	
N3	NATO Clerical Staff		Y	
N4	NATO Other Official		Y	
N5	NATO Expert Employee		Y	
N6	NATO Civilian Component		Y	
N7	Attendant of N1-6		Y	
N8	Spec Immig Child of Imm Parent		Y	
NV	No VISA Required		Y	
O1	Workers w/ Extraordinary Abili		Y	
O2	Workers Accompanying O1 Worker	Y		
O3	Dependent of O1 or O2		Y	
OT	Other		Y	
P1	Athletes and Entertainers		Y	
P2	Artist/Entrnr Exchange Program		Y	
P3	Culturally Unique Artist/Enter		Y	
P4	Immediate Family of P1-3		Y	
PA	Political Asylum		Y	
PR	Permanent Resident			
Q1	Cultural Exchange Program		Y	
R1	Religious Worker		Y	
R2	Dependent of R1		Y	
RA	Resident Alien			
RS	Refugee Status		N	
S1	Federal Witness		Y	
S5	Informant-Criminal Activ & Dep		Y	
S6	Informant-Terrorism & Dep		Y	
SI	Iraqi/Afghan Trans/Interpreter		Y	
SQ	Iraqi/Afghan Worker for US		Y	
T1	Victim of Trafficking		Y	
T2	Spouse of T1		Y	
T3	Child of T1		Y	
T4	Parent of T1		Y	
T5	Victim of Human Trafficking		Y	
TD	Dependent of TN		Y	
TN	NAFTA Professional		Y	

VISA Type	Description	Admissions Checklist Request Item	Non-Resident	SEVIS Code
TW	Passenger/Crew w/o Visa		Y	
U1	Victim of Criminal Activity		Y	
U2	Spouse of U1		Y	
U3	Child of U1		Y	
U4	Parent of U1		Y	
UD	Undocumented		Y	
US	U.S. Citizen		N	
VD	Voluntary Departure		Y	

7.C. Admission Application Status Code Validation - STVAPST

Code	Description
C	Complete/Ready for Review
D	Decision Made
I	Incomplete/Items Outstanding
U	Application updated to new term
W	Withdrawn

7.D. Material Code Validation – STVMATL

Code	Description
NEWS	Newsletter
SOL	Solicitation
REM1	Reminder 1
REM2	Reminder 2
REM3	Reminder 3
REN1	Renewals 1
REN2	Renewals 2
TY	Thank You

7.E. Department Codes

Non-academic department codes with start with ‘z’.

Code	Description
zATHL	Athletics
zPRES	President’s Office
zPROV	Provosts Office
zSTDA	Student Affairs

7.F. Test Code Validation - STVTESC

Test codes are listed in Appendix 2.

Appendix 1 – Prefixes, Suffixes, and Salutations

Prefix

<u>Abbreviation</u>	<u>Description</u>
1st Lt.	1st Lieutenant
2nd Lt.	2nd Lieutenant
Baron	Baron
Bishop	Bishop
Brig. Gen.	Brigadier General
Bro.	Brother
Capt.	(Navy)
Chap.	Chaplain
CJ	Chief Justice
Cm. Sgt.	Commander Sargent
Cmdr.	Commander
Coach	Coach
Col.	Colonel
Colonel (Retired)	Colonel (Retired)
Comm	Commissioner
Congressman	Congressman
Cpl.	Corporal
Cpt.	(Army)
Deacon	Deacon
Dr.	Doctor
Drs.	Doctors
Estate of	Estate of
Fr.	Father
Gen.	General
Gov.	Governor
Judge	Judge
LtCmdr.	Lieutenant Commander
Lt.	Lieutenant
Lt. Col.	Lieutenant Colonel
Maj.	Major
Maj. Gen.	Major General
Mayor	Mayor
Miss	
Most Rev.	Most Reverend
Mr.	Mister
Mrs.	
Ms.	
Msgr.	Monsignor
M. Sgt.	Master Sargent
Marshal	Marshal

<u>Abbreviation</u>	<u>Description</u>
PO1	Petty Officer 1
PO3	Petty Officer 3
Pr.	Pastor
Prof.	Professor
R. Adm.	Rear Admiral
Rep.	Representative
Rev.	Reverend
Rev. Dr.	Reverend Doctor
Rev. Fr.	Reverend Father
Rev. Mon.	Reverend Monsignor
Sen.	Senator
Sgt.	Sergeant
Sr.	Sister
SMSgt.	Senior Master Sargent
The Hon.	The Honorable
Trust(ees) of	

Suffix

<u>Abbreviation</u>	<u>Description</u>
Inherited	
Jr.	Junior
Sr.	Senior
2 nd	Second
II	The Second
III	The Third
IV	The Fourth
V	The Fifth
VI	The Sixth
Professional	
AIA	American Institute of Architects
AICP	American Institute of Certified Planners
ATR	Registered Art Therapist
BCSAC	Board of Certification for Substance Abuse Counselors
CBA	Certified Business Appraiser
CCA	Certified Crop Advisor
CCC	Certificate of Clinical Competence
CCC-SLP	Certificate of Clinical Competence in Speech-Language Pathology
CCR	Certified Court Reporter
CCS	Certified Coding Specialist
CET	Certified Engineering Technician

Abbreviation	Description
CFA	Certified Financial Analyst
CFCS	Certified in Family and Consumer Science
CFM	Certified Financial Manager
CFNP	Certified Family Nurse Practitioner
CFP	Certified Financial Planner
CHFC	Chartered Financial Consultant
CLU	Chartered Life Underwriter
CMA	Certified Management Accountant
CME	Certified Municipal Engineer
CMP	Certified Meeting Planner
CMT	Certified Massage Therapist
CNOR	Certified Nurse Operating Room
CNS	Certified Nutrition Specialist
CPA	Certified Public Accountant
CPAG	Certified Professional Agronomist
CPBD	Certified Professional Building Designer
CPCU	Chartered Property Casualty Underwriter
CPIM	Certified Production and Inventory Management
CPN	Certified Pediatric Nurse
CPNP	Certified Pediatric Nurse Practitioner
CPS	Certified Professional Secretary
CRC	Certified Rehabilitation Counselor
CRCM	Certified Regulatory Compliance Manager
CRNA	Certified Registered Nurse Anesthetist
CSP	Certified Safety Professional
CWOCN	Certified Wound, Ostomy and Continence Nurse
DA	District Attorney
DC	Doctor of Chiropractic
DDS	Doctor of Dental Surgery
DMIN	Doctor of Ministry
DNP	Doctor of Nursing Practice
DPM	Doctor of Podiatric Medicine
DPT	Doctor of Physical Therapy
DVM	Doctor of Veterinary Medicine
EdD	Doctor of Education
EdS	Educational Specialist Degree
Esq.	Esquire (Attorneys)
FACC	Fellow of the American College of Cardiology
FACP	Fellow of the American College of Physicians
FACS	Fellow, American College of Surgeons

Abbreviation	Description
FAIA	Fellow of the Association of International Accountants
FICS	Fellow, International College of Surgeons
GSW	Graduate Social Worker (Louisiana Certification)
IBCLC	International Board Certified Lactation Consultant
JAGC	Judge Advocate General's Corps
JD	Juris Doctor
LCSW	Licensed Clinical Social Worker
LD	Licensed Dietician
LDN	Licensed Dietitian/Nutritionist
LMFT	Licensed Marriage and Family Therapists
LMSW	Licensed Medical Social Worker
LMT	Licensed Massage Therapist
LPC	Licensed Professional Counselor
LPCNCC	Licensed Professional Counselor Nationally Certified
LPN	Licensed Practical Nurse
LRC	Licensed Rehabilitation Counselor
LRC-CRC	Licensed Rehabilitation Counselor (Commission of Rehabilitation Counselors)
Lt. Gov.	Lieutenant Governor
LUTCF	Underwriter Training Council Fellow
MA	Master of Arts
MAT	Master of Arts in Teaching
MCD	Master of Speech-Language Pathology
MCP	Microsoft Certified Professional
MCSE	Microsoft Certified Software Engineer
MD	Medical Doctor
ME	Mechanical Engineer
MHS	Master of Health Science
MPH	Master of Public Health
MS	Master of Science
MSN	Master of Science in Nursing
MSW	Master of Social Work
MT-ASCP	Medical Technologist (American Society for Clinical Pathology)
MTC	Manual Therapy Certified
NCARB	National Council of Architectural Registration Boards
NCTM	Nationally Certified in Therapeutic Massage
NMD	Naturopathic Medical Doctor
OD	Doctor of Optometry

Abbreviation	Description
PA	Physician Assistant
PE	Professional Engineer
PhD	Doctor of Philosophy
PHR	Professional in Human Resources
PLS	Professional Land Surveyor
PsyD	Doctor of Psychology
PT	Physical Therapist
RA	Registered Architect
RD	Registered Dietitian
RHIA	Registered Health Information Administrator
RID	Registry of Interpreters of the Deaf
RN	Registered Nurse
RNC	Registered Nurse Clinician
RNCCM	Registered Nurse - Certified Case Manager
RPE	Registered Professional Engineer
RPH	Registered Pharmacist
RRA	Registered Records Administrator
RRDA	Registered Radiologist Assistant
ScD	Doctor of Science
Military	
AMM1C	Aviation Machinist's Mate 1st Class
(Ret.)	Retired
USA	US Army
USA (Ret.)	US Army (Retired)
USAF	US Air Force
USAF (Ret.)	US Air Force (Retired)
USAFNG	US Air Force National Guard
USAFR	US Air Force Reserve
USAFR (Ret.)	US Air Force Reserve Retired
USANG	US Army National Guard
USAR	US Army Reserve
USAR (Ret.)	US Army Reserve Retired
USCG	US Coast Guard
USCGR	US Coast Guard Reserve
USCGR (Ret.)	US Coast Guard Reserve Retired
USCG (Ret.)	US Coast Guard Retired
USMC	US Marine Corp.
USMCR	US Marine Reserves
USMCR (Ret.)	US Marine Corp. Reserve Retired
USMC (Ret.)	US Marine Corp. Retired
USN	US Navy
USN (Ret.)	US Navy (Retired)
USNR	US Navy Reserve

<u>Abbreviation</u>	<u>Description</u>
USNR (Ret.)	US Navy Reserve Retired
USNSC	US Navy Supply Corps
Religious Orders	
FSC	Fratres Scholarum Christianarum
JCL	Juris Canonici Licentia
OSB	Order of Saint Benedict
OSU	The Ursulines
SJ	Society of Jesus
SM	Society of Mary
SSF	Society of St. Francis
SVD	Society of the Divine Word

Appendix 2 – Test Code Validation – STVTESC

STVTESC_CODE	STVTESC_DESC	STVTESC_MIN_VALUE	STVTESC_MAX_VALUE	STVTESC_ADMR_CODE
1C	Mathematics Level IC	200	800	
2C	Mathematics Level IIC (Calcula	200	800	
A01	ACT English	01	36	AE
A02	ACT Math	01	36	AM
A03	ACT Reading	01	36	
A04	ACT Science Reasoning	01	36	
A05	ACT Composite	01	36	AC
A06	ACT Sum of Standard Score	001	180	
A07	ACT Combined English/Writing	01	36	
A08	Act Writing Subject Score	01	36	
A09	ACT Writing Ideas/Analysis	02	12	
A10	ACT Writing Dev/Support	02	12	
A11	ACT Writing Organization	02	12	
A12	ACT Writing Lang Use/Conv	02	12	
A13	English Language Arts Score	01	99	
A14	STEM Score	01	36	
A15	ACT Production of Writing	00	99	
A16	ACT Knowledge of Language	00	99	
A17	ACT Conventions Standard Engl	00	99	
A18	ACT Preparing for Higher Math	00	99	
A19	ACT Number and Quantity	00	99	
A20	ACT Algebra	00	99	
A21	ACT Functions	00	99	
A22	ACT Geometry	00	99	
A23	ACT Statistics and Probability	00	99	
A24	ACT Integrtnng Essential Skills	00	99	
A25	ACT Modeling	00	99	
A26	ACT Key Ideas and Details	00	99	
A27	ACT Craft and Structure	00	99	
A28	ACT Integrtn Knowledge Ideas	00	99	
A29	ACT Interpretation of Data	00	99	
A30	ACT Scientific Investigation	00	99	
A31	ACT Eval Mod Inf Exper Results	00	99	
A32	ACT Writing Subject Score 2016	02	12	
A41	ACT Superscore English	01	36	
A42	ACT Superscore Math	01	36	
A43	ACT Superscore Reading	01	36	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
A44	ACT Superscore Science	01	36	
A45	ACT Superscore Composite	01	36	
A46	ACT Superscore STEM	01	36	
A47	ACT Superscore Writing	01	12	
A48	ACT Superscore English Language	01	36	
AA1	ASSET	00	99	
AC	Admo Composite Requirement	01	36	AC
ACPA	ACCUPLACER Elementary Algebra	000	125	
ACPE	ACCUPLACER Sentence Skills	020	125	
ACPNGE	ACCUPLACER NextGen Writing	200	300	
ACPNGA	ACCUPLACER NextGen QRAS – Algebra	200	300	
AE	Admo Required English Score	01	36	AE
AH	SATII-Am History/Social Sci	200	800	
AM	Admo Required Math Score	01	36	AM
AP00	AP DATE	1	5	
AP01	AP - Art History	1	5	
AP02	AP - Biology	1	5	
AP03	AP - Calculus AB	1	5	
AP04	AP - Calculus BC	1	5	
AP05	AP - Chemistry	1	5	
AP06	AP - Computer Science A	1	5	
AP07	AP - Computer Science AB	1	5	
AP08	AP - Macroeconomics	1	5	
AP09	AP - Microeconomics	1	5	
AP10	AP - English Lang & Comp	1	5	
AP11	AP - English Lit & Comp	1	5	
AP12	AP - Environmental Science	1	5	
AP13	AP - European History	1	5	
AP14	AP - French Language	1	5	
AP15	AP - French Literature	1	5	
AP16	AP - German Language	1	5	
AP17	AP - Comp Gov & Politics	1	5	
AP18	AP - US Government & Politics	1	5	
AP19	AP - Human Geography	1	5	
AP20	AP - Italian Language	1	5	
AP21	AP - Latin Literature	1	5	
AP22	AP - Latin Vergil	1	5	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
AP23	AP - Music Theory	1	5	
AP24	AP - Physics B	1	5	
AP25	AP - Physics C - Mechanics	1	5	
AP26	AP - Psychology	1	5	
AP27	AP - Spanish Language	1	5	
AP28	AP - Spanish Literature	1	5	
AP29	AP - Statistics	1	5	
AP30	AP - Studio Art - Drawing	1	5	
AP31	AP - US History	1	5	
AP32	AP - World History	1	5	
AP33	AP - Chinese Lang & Culture	1	5	
AP34	AP - Japanese Lang & Culture	1	5	
AP35	AP - Music Aural Subscore	1	5	
AP36	AP - Music NonAural Subscore	1	5	
AP37	AP - Studio Art - 2-D Design	1	5	
AP38	AP - Studio Art - 3-D Design	1	5	
AP39	AP - Physics C - Elect & Magnt	1	5	
AP40	AP - Calculus AB - Subscore	1	5	
AP51	AP Free Response	01	5	
AP83	AP - Physics 1	1	5	
AP84	AP - Physics 2	1	5	
B110	Biology 110	0	3	
B111	Biology 111	0	3	
B121	Biology 121	0	3	
B122	Biology 122	0	3	
B205	Business Systems 205	0	3	
B206	Business Systems 206	0	3	
BY	SATII-Biology	200	800	
CGPA	Core GPA	0.000	4.000	
CH	SATII-Chemistry	200	800	
CH01	Chemistry 101	0	3	
CH07	Chemistry 107	0	3	
CH08	Chemistry 108	0	3	
CH15	Chemistry 115	0	3	
CI25	Civil 225	0	3	
CL	SATII-Chinese with Listening	200	800	
CL01	DO NOT USE	00	90	
CL02	CLEP Natural Sciences	00	90	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
CL04	CLEP Humanities	00	90	
CL05	CLEP Social Sciences & History	00	90	
CL07	CLEP College Mathematics	00	90	
CL08	CLEP English Composition	00	90	
CL09	CLEP English Composition Essay	00	90	
CL11	CLEP College Algebra	00	90	
CL14	CLEP Human Growth & Developmen	00	90	
CL17	CLEP Introductory Business Law	00	90	
CL18	CLEP Biology	00	90	
CL20	CLEP English Literature	00	90	
CL26	CLEP Chemistry	00	90	
CL30	CLEP American Government	00	90	
CL31	CLEP Introductory Sociology	00	90	
CL37	CLEP American Literature	00	90	
CL62	CLEP Calculus	00	90	
CL65	CLEP Western Civilization I	00	90	
CL66	CLEP Western Civilization II	00	90	
CL67	CLEP Intro to Educational Psyc	00	90	
CL68	CLEP Info systems and Comp App	00	90	
CL69	CLEP Principles of Marketing	00	90	
CL70	CLEP Introductory Psychology	00	90	
CL71	CLEP Freshman College Composit	00	90	
CL72	CLEP Principles of Macroeconom	00	90	
CL73	CLEP Principles of Microeconom	00	90	
CL74	CLEP Principles of Management	00	90	
CL75	CLEP German Language	00	90	
CL76	CLEP French Language	00	90	
CL77	CLEP Spanish Language	00	90	
CL79	CLEP History of the US II	00	90	
CL80	CLEP History of the US I	00	90	
CL81	CLEP Analyzing & Interpret Lit	00	90	
CL87	CLEP Precalculus	00	90	
CL89	CLEP Financial Accounting	00	90	
CL91	CLEP College Composition	00	90	
CL92	CLEP College Composition Modul	00	90	
CM	Compass Algebra	00	99	
CMC1	Communication 100	0	3	

STVTEC_CODE	STVTEC_DESC	STVTEC_MIN_VALUE	STVTEC_MAX_VALUE	STVTEC_ADMR_CODE
CMC2	Communication 200	0	3	
COM1	English 101	0	3	
COM2	English 102	0	3	
CR	HSDE Counselor Recommendation	N	Y	
CS50	Computer Science 150	0	3	
CS58	Computer Science 358	0	3	
CS60	Computer Science 260	0	3	
CW	Compass Writing	00	99	
DUO	Duolingo English	10	160	
E106	Education Leadership 106	0	3	
EB	SATII-Bio-Ecological Emphasis	200	800	
EG40	Computer Engineering	0	3	
EGPA	English Core GPA	0.000	4.000	
EH	SATII-Euro Hist/World Culture	200	800	
EN	SATII-English Composition	200	800	
EP	SATII-English Proficiency	200	800	
ES	SATII-English Comp with Essay	200	800	
ESO1	ESOL 101	0	3	
F101	Elementary French I	0	3	
F102	Elementary French II	0	3	
F201	Intermediate French	0	3	
F202	Intermediate French II	0	3	
F316	Conversation	0	3	
F361	Advanced French I	0	3	
FL	SATII-French with Listening	200	800	
FR	SATII-French	200	800	
G01	GMAT Verbal Score	00	99	
G02	GMAT Quantitative Score	00	99	
G03	GMAT Total Converted Score	200	800	
G03Q	GRE Revised General Quantitati	130	170	
G03V	GRE Revised General Verbal	130	170	
G03W	GRE Revised General Writing	0.0	6.0	
G04	GMAT Writing Score	00	99	
G05	GMAT Total Score	00	99	
G06	GMAT Verbal Converted	00	60	
G07	GMAT Quantitative Converted	00	60	
G08	GMAT Writing Converted	00	60	
G09	GMAT Integrated Reasoning Scor	00	99	

STVTESC_CODE	STVTESC_DESC	STVTESC MIN_VALUE	STVTESC MAX_VALUE	STVTESC ADMR_CODE
G10	GMAT Integrated Reasoning Conv	1	8	
G101	German 101	0	3	
G102	German 102	0	3	
G201	German 201	0	3	
G202	German 202	0	3	
G22	GRE Biochem, C&M Total Score	200	990	
G221	GRE Biochem, C&M Subscore 1	020	099	
G222	GRE Biochem, C&M Subscore 2	020	099	
G223	GRE Biochem, C&M Subscore 3	020	099	
G24	GRE Biology Total Score	200	990	
G241	GRE Biology Subscore 1	020	099	
G242	GRE Biology Subscore 2	020	099	
G243	GRE Biology Subscore 3	020	099	
G27	GRE Chemistry Total Score	200	990	
G271	GRE Chemistry Subscore 1	020	099	
G272	GRE Chemistry Subscore 2	020	099	
G273	GRE Chemistry Subscore 3	020	099	
G29	GRE Computer Science Total	200	990	
G291	GRE Computer Science Sub 1	020	099	
G292	GRE Computer Science Sub 2	020	099	
G293	GRE Computer Science Sub 3	020	099	
G2QE	GRE Quantitative Estimated Cur	130	170	
G2VE	GRE Verbal Estimated Current	130	170	
G31	GRE Economics Total Score	200	990	
G311	GRE Economics Subscore 1	020	099	
G312	GRE Economics Subscore 2	020	099	
G313	GRE Economics Subscore 3	020	099	
G34	GRE Education Total Score	020	099	
G341	GRE Education Subscore 1	020	099	
G342	GRE Education Subscore 2	020	099	
G343	GRE Education Subscore 3	020	099	
G35	GRE Rev. Education Total Score	200	990	
G351	GRE Rev. Education Subscore 1	020	099	
G352	GRE Rev. Education Subscore 2	020	099	
G353	GRE Rev. Education Subscore 3	020	099	
G37	GRE Engineering Total Score	200	990	
G371	GRE Engineering Sub Score 1	020	099	
G372	GRE Engineering Sub Score 2	020	099	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
G373	GRE Engineering Sub Score 3	020	099	
G44	GRE French Total Score	020	099	
G441	GRE French Subscore 1	020	099	
G442	GRE French Subscore 2	020	099	
G443	GRE French Subscore 3	020	099	
G46	GRE Geography Total Score	020	099	
G461	GRE Geography Subscore 1	020	099	
G462	GRE Geography Subscore 2	020	099	
G463	GRE Geography Subscore 3	020	099	
G47	GRE Geology Total Score	200	990	
G471	GRE Geology Subscore 1	020	099	
G472	GRE Geology Subscore 2	020	099	
G473	GRE Geology Subscore 3	020	099	
G497	Special Projects I	0	3	
G498	Special Projects II	0	3	
G52	GRE German Total Score	020	099	
G521	GRE German Subscore 1	020	099	
G522	GRE German Subscore 2	020	099	
G523	GRE German Subscore 3	020	099	
G57	GRE History Total Score	200	990	
G571	GRE History Subscore 1	020	099	
G572	GRE History Subscore 2	020	099	
G573	GRE History Subscore 3	020	099	
G64	GRE Literature Total Score	200	990	
G641	GRE Literature Subscore 1	020	099	
G642	GRE Literature Subscore 2	020	099	
G643	GRE Literature Subscore 3	020	099	
G67	GRE Mathematics Total Score	200	990	
G671	GRE Mathematics Subscore 1	020	099	
G672	GRE Mathematics Subscore 2	020	099	
G673	GRE Mathematics Subscore 3	020	099	
G68	GRE Mathematics Rs Total Score	200	990	
G681	GRE Mathematics Rs Subscore 1	020	099	
G682	GRE Mathematics Rs Subscore 2	020	099	
G683	GRE Mathematics Rs Subscore 3	020	099	
G71	GRE Music Total Score	020	099	
G711	GRE Music Subscore 1	020	099	
G712	GRE Music Subscore 2	020	099	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
G713	GRE Music Subscore 3	020	099	
G72	GRE Music Total Score	200	990	
G721	GRE Music Subscore 1	020	099	
G722	GRE Music Subscore 2	020	099	
G723	GRE Music Subscore 3	020	099	
G74	GRE Philosophy Total Score	020	099	
G741	GRE Philosophy Subscore 1	020	099	
G742	GRE Philosophy Subscore 2	020	099	
G743	GRE Philosophy Subscore 3	020	099	
G77	GRE Physics Total Score	200	990	
G771	GRE Physics Subscore 1	020	099	
G772	GRE Physics Subscore 2	020	099	
G773	GRE Physics Subscore 3	020	099	
G78	GRE RevPolitical Science Total	200	990	
G781	GRE RevPolitical Science Sub 1	020	099	
G782	GRE RevPolitical Science Sub 2	020	099	
G783	GRE RevPolitical Science Sub 3	020	099	
G79	GRE Political Science Total	020	099	
G791	GRE Political Science Sub 1	020	099	
G792	GRE Political Science Sub 2	020	099	
G793	GRE Political Science Sub 3	020	099	
G81	GRE Psychology Total Score	200	990	
G811	GRE Psychology Subscore 1	020	099	
G812	GRE Psychology Subscore 2	020	099	
G813	GRE Psychology Subscore 3	020	099	
G82	GRE Psychology Total Score	200	990	
G821	GRE Psychology Subscore 1	020	099	
G822	GRE Psychology Subscore 2	020	099	
G823	GRE Psychology Subscore 3	020	099	
G824	GRE Psychology Subscore 4	020	099	
G825	GRE Psychology Subscore 5	020	099	
G826	GRE Psychology Subscore 6	020	099	
G87	GRE Sociology Total Score	200	990	
G871	GRE Sociology Subscore 1	020	099	
G872	GRE Sociology Subscore 2	020	099	
G873	GRE Sociology Subscore 3	020	099	
G91	GRE Spanish Total Score	020	099	
G911	GRE Spanish Subscore 1	020	099	

STVTEC_CODE	STVTEC_DESC	STVTEC_MIN_VALUE	STVTEC_MAX_VALUE	STVTEC_ADMR_CODE
G912	GRE Spanish Subscore 2	020	099	
G913	GRE Spanish Subscore 3	020	099	
GL	SATII-German with Listening	200	800	
GM	SATII-German	200	800	
GR01	GRE Verbal Code	200	800	
GR02	GRE Quantitative Code	200	800	
GR03	GRE Analytical Code	200	800	
GR05	GRE Analytical Writing Section	0.0	6.0	
GR1A	GRE Analytical Writing Section	200	800	
GR1Q	GRE Quantitative Code	200	800	
GR1V	GRE Verbal Code	200	800	GRE
GR2A	GRE Analytical Writing 2002	0.0	6.0	
GR2Q	GRE Quantitative Code 2002	200	800	
GR2V	GRE Verbal Code 2002	200	800	GRE
GR3A	GRE Analytical Writing 2010	0.0	6.0	
GR3Q	GRE Quantitative Code 2010	130	170	
GR3V	GRE Verbal Code 2010	130	170	GRE
GRG	GR ADM ALL - GR Calculated GPA	0.000	4.000	
H101	History 101	0	3	
H221	History 221	0	3	
HB	SATII-Hebrew	200	800	
HSET	HiSet - Total	01	100	HSET
HSMA	HiSet - Math	01	20	
HSRE	HiSet - Reading	01	20	
HSSC	HiSet - Science	01	20	
HSSS	HiSet - Social Studies	01	20	
HSWR	HiSet - Writing	01	20	
I307	Industrial Technology 307	0	3	
I344	Machining Technology	0	3	
IELT	Intensive English Language Tes	0.0	9.0	ITST
IEP	Intensive English Program	001	900	ITST
IN05	Informatics 205	0	3	
IT	SATII-Italian	200	800	
JL	SATII-Japanese with Listening	200	800	
KL	SATII-Korean with Listening	200	800	
KNE0	Health 100	0	3	
KNE1	Health 101	0	3	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
LR	SATII-Literature	200	800	
LSAT	Law School Admissions Test	110	999	
LT	SATII-Latin	200	800	
M01	Miller Analogies	01	99	
M1	SATII-Mathematics Level I	200	800	
M100	Mathematics 100	0	3	
M102	Mathematics 102	0	3	
M103	Mathematics 103 & 104	0	3	
M105	Mathematics 105	0	3	
M107	Mathematics 107	0	3	
M109	Mathematics 109	0	3	
M110	Mathematics 110	0	3	
M117	Mathematics 117	0	3	
M143	Mathematics 143	0	3	
M2	SATII-Mathematics Level II	200	800	
M270	Mathematics 270	0	3	
M301	Mathematics 301	0	3	
M91H	MCAT Tot Pre-Jan2015 CB High	00	45	
M91L	MCAT Tot Pre-Jan2015 CB Low	00	45	
MB	SATII-Bio-Molecular Emphasis	200	800	
MBBF	MCAT Biol Biochem Foundations	118	132	
MBBH	MCAT BBFL Conf Band High	118	132	
MBBL	MCAT BBFL Conf Band Low	118	132	
MBS	MCAT Biological Sci Score	00	99	
MBSH	MCAT Biol Sci Conf Band High	00	99	
MBSL	MCAT Biol Sci Conf Band Low	00	99	
MCAH	MCAT CARS Conf Band High	118	132	
MCAL	MCAT CARS Conf Band Low	118	132	
MCAR	MCAT Crit Analys Reas Skills	118	132	
MCPB	MCAT Chem Phys Found Biol Sys	118	132	
MCPH	MCAT CPFB Conf Band High	118	132	
MCPL	MCAT CPFB Conf Band Low	118	132	
MG25	Music 325	0	3	
MGPA	Math Core GPA	0.000	4.000	
MH	SATII-Modern Hebrew	200	800	
MK02	Music 102	0	3	
MK03	Music 103	0	3	
MK12	Music 112	0	3	

STVTESE_CODE	STVTESE_DESC	STVTESE_MIN_VALUE	STVTESE_MAX_VALUE	STVTESE_ADMR_CODE
MK41	Music 141	0	3	
MK42	Music 142	0	3	
MK43	Music 143	0	3	
MPBH	MCAT PSBB Conf Band High	118	132	
MPBL	MCAT PSBB Conf Band Low	118	132	
MPS	MCAT Physical Science Score	00	99	
MPSB	MCAT Psych Soc Bio Foundations	118	132	
MPSH	MCAT Phys Sci Conf Band High	00	99	
MPSL	MCAT Phys Sci Conf Band Low	00	99	
MTOH	MCAT Total Conf Band High	472	528	
MTOL	MCAT Total Conf Band Low	472	528	
MTOT	MCAT Total	472	528	
MUS1	Keyboarding Skills III	0	3	
MVR	MCAT Verbal Score	00	99	
MVRH	MCAT Verbal Conf Band High	00	99	
MVRL	MCAT Verbal Conf Band Low	00	99	
MWS	MCAT Writing Score	J	T	
N240	Nursing 240 Group Credit	0	3	
N354	Nursing 354 Credit	0	3	
NAG	ACT Norm Alg/Geometry	01	99	
NAL	ACT Norm Art/Literature	01	99	
NEA	ACT Norm Elementary Alg	01	18	
NEW	ACT Norm English/Writing	01	99	
NGT	ACT Norm Plane Geom/Trig	01	99	
NRH	ACT Norm Rhetorical Skills	01	99	
NSS	ACT Norm Social Studies	01	99	
NUM	ACT Norm Usage & Mechanics	01	99	
NURS	RN to BSN_NURS 354 Credit	0	3	
NWR	ACT Norm Writing	01	99	
OGPA	Overall HS GPA	0.000	4.000	
PA01	Pre-ACT Composite	0	36	
PA02	Pre-ACT Math	0	36	
PA03	Pre-ACT English	0	36	
PH	SATII-Physics	200	800	
PH07	Introduction to Physics I	0	3	
PH08	Physics 208	0	3	
PS01	Pre-SAT Composite	320	1520	
PS02	Pre-SAT Math	160	760	

STVTESC_CODE	STVTESC_DESC	STVTESC MIN_VALUE	STVTESC MAX_VALUE	STVTESC ADMR_CODE
PS03	Pre-SAT EBRW (Reading & Writing)	160	760	
PS04	Pre-SAT WL	8	38	
PTE	Pearson Test of English Academic	10	90	
PTC	Progress Toward Career Ind	0	3	
S01	SAT Verbal	200	800	AE
S02	SAT Mathematics	200	800	AM
S03	SAT Reading Subscore	20	80	
S04	SAT Vocabulary Subscore	20	80	
S05	SAT TSWE Score	20	60	
S07	SAT Writing	200	800	
S08	SAT Essay Subscore	00	12	
S09	SAT MC Subscore	20	80	
S10	SAT Composite	0400	1600	AC
S101	Spanish 101	0	3	
S102	Spanish 102	0	3	
S11	SAT (NEW) Evi-Bas Writing & La	200	800	
S12	SAT (NEW) Math	200	800	
S13	SAT (NEW) Reading	10	40	
S14	SAT (NEW) Writing & Language	10	40	
S15	SAT (NEW) Math Subscore	10.0	40.0	
S16	SCIENCE CROSS-TEST SCORE	10	40	
S17	HIS/SOC SCI CROSS-TEST SCORE	10	40	
S18	WORDS IN CONTEXT SUBSCORE	01	15	
S19	COMMAND OF EVIDENCE SUBSCORE	01	15	
S20	EXPRESSION OF IDEAS SUBSCORE	01	15	
S201	Intermediate Spanish	0	3	
S202	Spanish 202	0	3	
S21	STD ENG CONVENTIONS SUBSCORE	01	15	
S22	HEART OF ALGEBRA SUBSCORE	01	15	
S23	ADVANCED MATHEMATICS SUBSCORE	01	15	
S24	PROB SOLV/DATA SUBSCORE	01	15	
S25	ESSAY READING SUBSCORE	0	8	

STVTEC_CODE	STVTEC_DESC	STVTEC_MIN_VALUE	STVTEC_MAX_VALUE	STVTEC_ADMR_CODE
S26	ESSAY ANALYSIS SUBSCORE	0	8	
S27	ESSAY WRITING SUBSCORE	0	8	
S310	Spanish 310	0	3	
S330	Introduction to Linguistics	0	3	
S402	Spanish 402	0	3	
S410	Spanish 410	0	3	
SA01	SAT (NEW) Writing & Language	10	40	AE
SA02	SAT (NEW) Math	280	800	AM
SA03	SAT (NEW) Reading	12	40	
SA04	SAT (NEW) Evi-Bas Writing & La	280	800	
SAG	ACT Subscore Alg/Geometry	01	18	
SAL	ACT Subscore Arts/Literature	01	18	
SATC	SAT (NEW) Composite	0400	1600	AC
SC	SAT Combined English/Math	0400	1600	AC
SEA	ACT Subscore Elem Algebra	01	18	
SGT	ACT Subscore Plane Geom/Trig	01	18	
SL	SATII-Spanish with Listening	200	800	
SO1	University test - Math	00	99	
SO2	University test - reading	00	99	
SP	SATII-Spanish	200	800	
SRH	ACT Subscore Rhetorical Skills	01	18	
SSR	Selective Service Registration	C	Y	SSR
SSS	ACT Subscore Social Studies	01	18	
SUM	ACT Subscore Usage & Mech	01	18	
SWR	ACT Subscore Writing	02	12	
T01	TSWE Score	20	60	
T02	TOEFL	001	999	
TOEC	TOEFL (Computer Based)	040	300	ITST
TOEF	TOEFL (Paper Based)	200	700	ITST
TOEI	TOEFL (internet Based)	000	120	ITST
TOEIC	TOEIC Listening and Reading	10	990	
U200	University 200	0	3	
UCT	Understanding Complex Text Ind	0	2	
UH	SAT II U.S. History	200	800	
UNG	GR ADM ALL - UG Calculated GPA	0.000	4.000	
UNL	GR ADM LAST 60 - UG GPA	0.000	4.000	
V101	Visual Arts 101	0	3	

STVTESC_CODE	STVTESC_DESC	STVTESC_MIN_VALUE	STVTESC_MAX_VALUE	STVTESC_ADMR_CODE
V111	Visual Arts 111	0	3	
WH	SATII-World History	200	800	
WR	SATII-Writing	200	800	

Document History

Version Number	Date and Sections	Author	Notes
1.0	2015-04-02	Lisa Lord	Included notes from October 2014 sub-committee meeting and March 2015 Team Leads meeting.
1.1	2015-04-20	Lisa Lord	Included types of legal documentation required for name change.
1.2	2015-06-12	Lisa Lord	Included notes from June 8, 2015 Team Lead meeting: updated description of MA address and phone.
	2015-06-22		Approved by Team Leads on June 22, 2015
2.1	2015-06-30	Lisa Lord	Added ISVN and LGCY to name type per Student Team
2.2	2015-12-08	Lisa Lord	Data Standards Meeting on 12/8/2015: Added TRAN Name and punctuation for Prefix and Suffix
2.3	2016-02-02	Lisa Lord	Data Standards Meeting on 2/2/2016: Added the following appendices: Appendix 4 – Address Source Appendix 5 – Marital Status Appendix 6 – Email Type Appendix 7 – Department Codes
2.4	2016-02-16	Lisa Lord	Data Standards Meeting on 2/16/2016: Removed ALUM name type. Added punctuation will not be used in address.

			Inserted list of prefix/suffix from Advancement.
2.5	2016-05-09	Lisa Lord	Data Standards Sub-Committee Meeting on 5/9/2016: Added: Name types: MULT, PREV Phone Types: ENL1, ENL2, ENL3, ENM1, ENM2, ENM3 Email Types: BID, POML, REMT, ENE1, ENE2 Alternate ID – APID
3.0	2016-07-11	Lisa Lord	Change Control Board on 7/11/2016: Added: VM – for Vendor Mailing Deleted: TRAN name type Data Standards Manual approved by Change Control Board.
3.1	2016-07-28	Lisa Lord	Data Standards Meeting on 7/28/2016: Added the following codes: BRTH, HOBS, LEO, THRD, AB, A2, A3, AM, AP Approved by Change Control Board August 1, 2016.
3.2	2016-08-17	Lisa Lord	Data Standards Meeting on 8/17/2016: Approved the following phone types: AB, A2, AC, AH, DRCT Approved the following comment type: COU Remove name type: HOBS Approved by Change Control Board August 18, 2016
4.1	2016-11-07	Lisa Lord	Data Standards Meeting on 11/7/2016: Added Non-Student Entity and Non-Employee Entity Added Advancement Name Type (ADFN) Added EN address type Approved by Data Standards Committee 11/7/16

			Approved by Change Control Board 11/7/16
5.1	2017-01-04	Lisa Lord	Data Standards Vote by Email 12/16/16: Added Name Type AKA Added Additional ID Type ARCH Added Material Code Validation (Appendix 9 – NEWS, SOL, REM1, REM2, REM3, REN1, REN2, TY) Added Letter Code Validation (Appendix 10 – ASCE, ADV_PLGIV, ADV_THANKSC, ADV_THANKS) Approved by Change Control Board 1/4/2017
6.1	2017-01-23	Lisa Lord	Change Control Board Meeting on 1/23/2017: Added ZZ address type for addresses from test score tape loads. Approved by Change Control Board 1/23/2017
7.1	2017-03-06	Lisa Lord	Change Control Board Meeting on 3/6/2017: Added FMR email address
8.1	2018-03-26	Lisa Lord	Change Control Board Meeting on 3/26/2018: Added U admission application status code validation in STVAPST
9.1	2018-05-21	Lisa Lord	Data Standards Meeting on 5/21/2018: Approved NV in STVVVTYP
9.2	2018-05-29	Lisa Lord	Data Standards Vote by Email 5/29/2018: Approved PTE and TOEIC in STVTESC
10.1	2020-08-13	Lisa Lord	Added primary data contacts, legal name section, deceased flag. Updated non-student entity to reflect new process.
11.1	2021-05-24	Lisa Lord	Renamed to Enterprise Data Governance and Standards Manual. Added Manual Preface

			with purpose, scope, and definitions; Primary Data Contacts; Table of Systems and Business Processes; Decision/escalation path; Legal Name section; collection of Preferred First Name; deceased information; training for non-student entity; Integration section.
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