AIMS COMMUNITY COLLEGE

DATA STANDARDS DOCUMENT

Contents

PART ONE

INTRODUCTION

T he Data Standards document provides clear guidelines regarding data elements shared by all areas of Aims Community College. Employees who oversee or have responsibility for data-entry must follow the standards as outlined. The standards primarily govern three characteristics of specific data items:

     (1) the definition of the data item;
     (2) the format in which the data item is to be entered; and
     (3) the department/area responsible for updating, maintaining, and ensuring adherence to the data standards outlined in this document.

Additions and modifications to data items will affect reporting and/or processing for functional areas outside the department that enters the data. It is crucial that data elements that are shared among the different departments are consistent. In the event that validation tables need to be updated, the Institutional Data Governance (IDG) committee will decide what and how updates/changes will be made. Notification of changes to the validation tables contained in this document will need to be made available to the appropriate functional areas of the institution.

LEGENDS

Informational

Important

PART TWO

GUID GUIDELINES

Within the Enterprise Resource Planning (ERP) system, it is crucial that each person or vendor (entity) has one unique UID (Workday Identification Number). The first time an entity is entered into the ERP, the ERP automatically generates both a unique identification number (ID) and a unique GUID for the entity. An entity ID is an eight-digit number that appears in the "ID" field on forms that pertains to that entity's record. The entity's GUID is stored internally and is not visible on any forms. Each entity's assigned GUID serves as a unique identifier to associate all of the entity's records with that entity.

WHAT IS A DUPLICATE GUID?

A serious problem occurs when an entity has two or more different GUIDs, and thus two or more distinct sets of records. **When an entity has more than one GUID, it will be impossible to maintain accurate records for that entity**. Duplicate GUIDs for an entity can lead to disastrous situations, e.g., a person has employee records under one GUID and payroll records under another GUID, or academic history records under both GUIDs and an incomplete transcript for both GUIDs.

A potential duplicate GUID is identified if one of the following is true:

- Two or more persons have the same Name and Birthdate

- Two or more persons have the same SSN and Name and Birthdate

- Two or more persons have the same SSN and Birthdate

- Two or more persons have the same SSN and Name

- Two or more persons have the same SSN

- Two or more business have the same vendor Name

Employees should strive to prevent the creation of duplicate GUIDs. Duplicate GUIDs could affect how students are reported, affect a student's registration status, and have ramifications for Accounts Receivable and Accounts Payable, or Financial Aid. **If an employee creates or discovers a duplicate GUID, they must notify their department manager immediately. Do not make further changes until the problem has been resolved.**

PROCESS FOR AVOIDING DUPLICATE GUIDS

Duplicate GUIDs are usually created when proper searching was not followed and a new record was created despite the entity already being in the ERP.

Before creating a new record for a person, a minimum of three searches must be performed. Search to identify if there is a match for the person's/vendor's:

> Name
> SSN
> Date of Birth

If there is no match (i.e., the person/vendor does not show up in any of the searches above), then proceed to create a new record for the person/vendor.

If there is a match, review the entity's data in the ERP to verify that the match is correct. Do **not** create a new record for an entity who is already in the system.

Note: When left in the default mode, searches in the ERP search forms are case sensitive. To minimize chances of error when searching, be sure to select "No" in the "Case Sensitive Query?" option at the bottom of the forms.

IMPORTANT GUIDELINES FOR ALL ERP USERS

Dos:

1. Do perform three searches before creating a new user ID. Assume that the entity is already in the system, and spend the time to find the person or vendor.

2. Do use proper keyboard characters when entering numeric data:

    a. Use numeric 1 (one), not a capital "I" (i) or lowercase "l" (L).

    b. Use numeric 0 (zero), not a capital "O" (o).

3. Do enter punctuation in names and addresses ONLY when it is a required part of the official, legal name. See: **Name Standards in Part Three** for more detail.

4. Do enter all data using mixed case (uppercase and lowercase) and standard capitalization rules.

5. Do enter all vendors as non-persons.

6. Do be knowledgeable of the forms and fields within such forms in which you are allowed to enter data.

7. Do double-check that the data on any paperwork matches the data being entered into the ERP.

Don'ts:

1. Do not generate a new person/non-person ID until you have performed at <u>least three</u> thorough searches and verified that they are not in the system under an alternative name.

2. Do not use the pound sign (#) in <u>any</u> data field, for any reason.

3. Do not use punctuation in names or addresses unless it is part of the legal name or address.

4. Do not type names in all caps or all lowercase.

5. Do not enter vendors as persons.

6. Do not perform tasks unless you have been trained or received security clearance. For example, you may be able to change a student's address, but that does not mean you should change an address.

CODING DUPLICATE GUIDS

If you realize you made a duplicate GUID, then fill-out the following information as such. This will help the person(s) resolving the duplicate GUID. If this process is not done as stated, then the duplicate may not properly be resolved.

Variable	Insert the following:	Example
Last Name	DUPLICATE GUID DO NOT USE (Last Name of person)	DUPLICATE GUID DO NOT USE Smith
First Name	DUPLICATE GUID DO NOT	DUPLICATE GUID DO

	USE (First Name of person)	NOT USE Josephine
SSN	SSN of entity	123456789
Birth Date	Birth date of entity	05/13/2001
Any remaining variables	Leave blank	

PROCEDURES FOR EMPLOYEES WHO ROUTINELY CREATE DUPLICATE GUIDS

The creation of a duplicate GUID causes a tremendous amount of work for various members of the college staff. Employees who create duplicate GUIDs may be required to assist in the cleanup of such GUIDs.

The Duplicate GUID Team understands that sometimes information for students is inaccurate, causing an unintentional duplicate GUID. However, frequently creating duplicate GUIDs due to flagrant disregard for proper searching procedures will result in the following:

First, the employee and the department ERP administrator will be contacted if a pattern of creating duplicate GUIDs is observed. The employee will be reminded to use proper searching procedures and may be requested to assist in the cleanup of the duplicate GUIDs. The employee may be directed to attend additional ERP Training.

If the employee continues to create duplicate GUIDs, the employee's department head will be contacted.

If the employee continues to create duplicate GUIDs after additional training has been received, security access may be reduced and disciplinary action may be taken.

PART THREE

DATA STANDARDS

T he following pages contain standards for data elements that are shared among the different ERP modules. These procedures have been outlined with regard to data changes and modifications.

DATA CHANGE POLICY

The following policy will govern changes to a person's
- Social Security Number (SSN)
- Name
- Address
- Date of Birth

The System Identification Form indicates in which of the ERP modules a person has data.

Based upon which modules the person has data in will determine which office will make the change(s). The procedure follows the hierarchy outlined below:

	Where records reside	Office making change(s)
1.	Human Resource record	Human Resource Office
2.	Financial Aid record	Financial Aid Office
3.	Finance record	Office of the AVP for Fiscal Affairs
4.	Student (Gen Student) record	Student Enrollment and Records and Testing (SERT)
5.	Student (Recruiting and Admissions)	Admissions Office

For example, if a person has information in several modules – Student, Human Resource, and Financial Aid - the Human Resource Office will take precedence in making changes to that person's data. If the person has no information in the Human Resource module, but does have information in the Financial Aid and Student modules, then the Financial Aid Office is responsible for the making change(s). When a person only has information in the Finance module, then the Administrative Services Office will make the change(s). Similarly, if a person only

has a Student (Gen Student) record, then the Student Enrollment, Records and Testing Office will make the change(s), and so on.

Note: To ensure that a person's data is updated in a timely manner, it is crucial that data change forms get forwarded to the appropriate office as soon as possible.

DATA CLASSIFICATION STANDARD

To provide Aims with a framework for safeguarding information from risks including, but not limited to, unauthorized use, access, disclosure, modification, loss, or deletion of essential data, the information technology department has created a document on acceptable usage for data classification standards.

For more information on acceptable information technology usage in regards to data classification standards visit the following website:

https://drive.google.com/open?id=0B7nYwa0N9SFaWVBjS1Exd0NWNEREd0JCT XIwT0xnb3ZCRHRZ

CONFIDENTIAL INFORMATION INDICATOR

According to the federal Family Educational Rights and Privacy Act of 1974 (FERPA), most student data is confidential and may not be released to any outside person or organization without the student's written authorization. Some data may be released without prior student consent at the discretion of the institution (usually via the Student Enrollment, Records, and Testing), and these data items are known as directory information.

In accordance with FERPA guidelines, students can choose to prohibit the release of their directory information. At Aims, student directory information includes the following:

- student's name
- school and major field of study
- dates of enrollment
- full or part-time status
- certificates, degrees, and awards received, including Dean's List and graduation honors

A request form to prevent disclosure of directory information is available at the/ Student Enrollment, Records and Testing Office. Upon receipt of this form by the Student Enrollment, Records and Testing Office, the Confidentiality box will be checked.

SOCIAL SECURITY NUMBER STANDARDS

Important: To make changes to a person's social security number, the procedures outlined in the section "Data Change Policy" (pp. 6-7) must be followed.

Enter a Social Security Number (SSN) which is the (nine) 9-digit number, omitting dashes, spaces and hyphens (e.g.: 555148866).
- SSN is required for ALL employees.
- SSN is required for students receiving federal financial aid.

Do NOT enter 000000000 or 999999999 or any other type of temporary number. If SSN is unknown, leave the field blank.

In an online application, students will enter "999999999" if they do not have an SSN. However, in the process of the application going into Workday, the SSN will be cleared, through an automated process by the Information Technology (IT) department.

The SSN is not to be confused with or used as an individual's ERP ID. A generated ERP ID must be assigned by the system in the "ID" field while the SSN is entered in the SSN field.

IDENTIFICATION NUMBER STANDARDS

An identification number (ID) is a unique, eight-digit number assigned to each person or non-person entity in the ERP. Identification numbers are in the following form: A1#######.

Example: A10000000

In compliance with FERPA guidelines, this identification number is not the person's social security number/Tax ID. The social security number should be recorded in the "SSN/SIN/TFN" field within ERP. A social security number should **never** be entered in the "ID" field. The identification number assigned in ERP will be carried across to auxiliary systems (i.e., Connect Card, the Phone System) and used as the person's identification number on those systems, as well.

Refer to the **GUID GUIDELINES in Part Two** for further explanation of an identification number.

STATE ASSIGNED STUDENT IDENTIFIER (SASID)

According to Aims Community College's [Rules for the Administration of the Concurrent Enrollment Program](#), it is defined as

> 2.00 (17) <u>State Assigned Student Identifier (SASAID):</u> Uniquely assigned number given to each student in Colorado in order to track assessment scores and other information over time and across districts.

The following guidelines help to ensure that data entered are consistent.
a. 10-digit numeric.
b. Values may have either "0000000000" or "9999999999".

EMPLOYER IDENTIFICATION NUMBER (EIN)

EIN number must be entered for all non-person or entity of any type. Enter the nine-digit number. EIN must be entered in order to create a record.

KEY IDENTIFICATION NUMBER

Keys and access cards are issued to full-time employees and departments only. There may be an exception for contractors to have keys issued who are in a special long-term circumstance. Keys are not issued to part-time, work-study, student or temporary agency employees.

The identification number (ID) consists of alphanumeric that works for building doors only. Desk and cabinet keys have different identifications. The unique top letter(s) by a key ring hole designate the key to an individual person or department. The letters and numbers designate the department that the key opens. Within the letters and numbers, they indicate the building and doors that the key opens. On the older keys, the letter at the bottom left indicates the way the key fits. The number on the key indicates the specific office the key opens or if it is a general department door that it opens.

Example:
JA88-C
AC-2-D

PARKING IDENTIFICATION NUMBER

A full-time individual who received a parking pass/permit will be assigned a parking identification number (which is the number on the permit). This is a three-digit number generated by Banner. This number will be added to GTVADID and this would be a person's additional/alternative identification in SPAIDEN.

Parking permits are issued to an individual in the following categories:
- Full-time Employees: Receive a hanging permit to be used for the duration of their employment
- Part-time Employees: Receive a sticker permit that is valid each year from July 1 to June 30
- Students: Receive a permit through SAIL that is a sticker and is good for the duration of their attendance at Aims

NAME STANDARDS

To make changes to a person's name, the procedures outlined in the section "Data Change Policy" (pp. 7-8) must be followed.

All name information is typed in upper- and lower-case format.

LAST NAME

Punctuation
Hyphens (-) may be used to separate double last names, when applicable, e.g., King-Anderson. No spaces are to be used before or after a hyphen.

Apostrophes (') must be used in such names as O'Leary, O'Connor, etc. No spaces are to be used before or after an apostrophe.

Any special characters are allowed, such as Pedro García-Carrión, Rodríguez de la Peña, etc., minus the ones listed in the table below.

A list of keyboard shortcuts for special characters is located in Appendix I.

❗ **DO NOT USE** the following punctuations:

Back slash	\
Colon	:
Comma	,
Double quotation	" "
Grave accent [1]	`
Parentheses	( )
Percent sign	%
Period [2]	.
Pound sign	#

Semicolon	;
Slash	/

[1] This symbol is typically located above the tab key on a standard keyboard.

[2] In an abbreviation of a person's name (e.g., R John Smith, John R Smith) the initial should be placed in the appropriate field without the period. The exception is when a name contains the abbreviation of Saint, i.e. St. Name must match legal document character by character. An example of a legal document is an SSN card. If the SSN card has a period in "St.", then last name must match it.
For example: St. Clair or St. John.

Spacing
There are no spaces within single-word last names.

Incorrect   Correct
Mc Donald   McDonald

Exceptions are made for the following names.
St. John   ➔ St
Van der Rohe ➔ van
Von Essen   ➔ von
de la Cruz   ➔ de
del Rio   ➔ del

Exceptions can also be made when an individual requests space(s) between syllables in their last name.

In instances where there are two last names that are un-hyphenated, both last names would go into the "Last Name" field.

Example:

Mary Elizabeth Creton Quinton

First Name   Middle Name   Last Name

Prefixes & Suffixes
Do NOT use titles, prefixes, and suffixes (e.g., Dr., Mr., Mrs., III, Jr., etc.) in the last name field and the emergency contact. See Individual Prefix/Suffix section (pp. 16-17).

FIRST NAME

Punctuation
Hyphens (-) and **Apostrophes (')** may be used.

Any special characters are allowed such as Zoë, Adrián, Sørina, etc., minus the ones listed below.

A list of keyboard shortcuts for special characters is located in <u>Appendix I</u>.

❗ DO NOT USE the following punctuations:

Back slash	\
Colon	:
Comma	,
Double quotation	" "
Grave accent [1]	`
Parentheses	( )
Percent sign	%
Pound sign	#
Semicolon	;
Slash	/

[1] This symbol is typically located above the tab key on a standard keyboard.

Single Character First Names

One letter first names should be entered with or without a period. In those cases where a single character is designated as first name and followed by a middle name, place the single character in the first name field and place the second name in the middle name field.

Examples:

	First Name	Middle Name
R Maureen	R.	Maureen
F Robert	F	Robert

Spacing

Spaces are permitted for double first names, e.g., Mary Ann, Bobby Joe.

Prefixes & Suffixes

Do NOT use titles, prefixes, and suffixes (e.g., Dr., Mr., Mrs., III, Jr., etc.) in the first name field and emergency contact. See Individual Prefix/Suffix section (pp. 16-17).

PREFERRED/CHOSEN FIRST NAME

Preferred first name which Aims called Chosen first name, should be entered into the preferred name field. Preferred first name is for first names only. Preferred last name does not apply at this time.

- Enter blank in the preferred first name field if person's preferred first name is their legal first name.

- Do NOTenter a person's full name as the preferred first name.

For example, S Paul Smith. If Paul, being the middle name, is the preferred name, then Paul would be entered into the preferred name field.

Punctuation
Hyphens (-) and **Apostrophes (')** may be used.
Any special characters are allowed such as Zoë, Adrián, Sørina, etc., minus the ones listed in the table below. A list of keyboard shortcuts for special characters is located in Appendix I.

! **DO NOT USE** the following punctuations:

Back slash	\
Colon	:
Comma	,
Double quotation	" "
Grave accent [1]	`
Parentheses	( )
Percent sign	%
Pound sign	#
Semicolon	;
Slash	/

[1] This symbol is located above the tab key on a standard keyboard.

A legal middle or legal last name can be used in the chosen first name, however, you may not select a chosen middle or last name.

Examples:

	Chosen Name	Middle Name	Last Name
Robert Mark Jones	Mark	Mark	Jones
James Robert Lee	Lee	Robert	Lee

MIDDLE NAME

Middle names or middle initials should be entered when available.

Punctuation
Hyphens (-) and **Apostrophes (')** may be used.

A list of keyboard shortcuts for special characters is located in Appendix I.

! **DO NOT USE** the following punctuations:

Back slash	\
Colon	:
Comma	,
Double quotation	" "
Grave accent [1]	`
Parentheses	( )
Percent sign	%
Pound sign	#
Semicolon	;
Slash	/

[1] This symbol is typically located above the tab key on a standard keyboard.

Spacing

Spaces are permitted between multiple names.

Prefixes & Suffixes

Do NOT use titles, prefixes, and suffixes in the middle name field and emergency contact. See Individual Prefix/Suffix section (pp. 16-17).

Single Character Middle Names

One letter middle names may be entered with or without a period. In those cases where a single character is designated as a middle name place in the "Middle Name" field include a period. A period is used when it is an abbreviation from the full middle name.   A period is not necessary when the middle name is only a single character.

Examples:

	First Name	Middle Name
Robert M.	Robert	M.
James Robert	James	R

MIDDLE INITIAL

Middle initials are entered when available.

Punctuation

! **DO NOT USE** the following punctuations:

Back slash	\
Colon	:

Comma	**,**
Double quotation	**" "**
Grave accent	**`**
Parentheses	**( )**
Percent sign	**%**
Period	**.**
Pound sign	**#**
Semicolon	**;**
Slash	**/**
Spaces	

Middle Initials
All middle initials are capitalized and entered without a period.

Examples:

First Name, Middle Name	First Name	Middle Initial
Robert de Jesus	Robert	D
James Robert	James	R

INDIVIDUAL PREFIX

This data element can be used for letter generation, labels and/or envelopes. The maintenance of this table is the responsibility of the Human Resources Office. All abbreviations should include a period.

Prefixes
Do NOT use suffix in the prefix. See Individual Suffix section (pp. 17).

Code	Description
Br.	Brother (religious)
Dean	Dean
Dr.	Doctor
Fr.	Father (religious)
Lt.	Lieutenant
Mr.	Mister
Mrs.	Married Woman
Ms.	Single or Married Woman
Rev.	Reverend
Pres.	President

Code	Description
Prof.	Professor (includes Assistant and Associate)
Sr.	Sister (religious)

INDIVIDUAL SUFFIX

For employees, the HR department will enter this information. For students, only the Registrar's office will enter this information. All abbreviations should include a period.

Suffix
Do NOT use prefix in the suffixes. See Individual Prefix section (pp. 16).
Professional credentials (e.g., MD, MBA) are not included in the suffix.

Code	Description
Jr.	Junior
Sr.	Senior
II	The Second
III	The Third
IV	The Fourth
V	The Fifth
VI	The Sixth

Note: If a person would like or needs us to add a different suffix to their name (e.g., VII), then refer such person to the Registrar's office.

NON-PERSON (CORPORATION) NAME

When processing a new vendor, the name should match the W-9 as listed.
Example:
Name of vendor: The Print Shop

> **i** In Workday, Prefix is labeled as **Title**. Suffix is labeled as **Legal Name – Social Suffix**.

DATE OF BIRTH

Important: To make changes to a person's date of birth, the procedures outlined in the section "Data Change Policy" (pp. 6-7) must be followed.

MM/DD/YYYY

LEGAL SEX

(formerly known as Gender)

The following table shows the valid values for gender within the ERP system. Gender is self-reported.

Code	Description
F	Female
M	Male
N	Not available. Use when information is not supplied and gender cannot be determined by the name.
X	Persons who do not identify as Female or Male and has an X on their legal documents.

GENDER IDENTITY

Gender Identity is the personal sense of one's owns gender. Gender identity can correlate with assigned sex at birth or can differ from it.

Gender Identity	Description
A	Agender
B	Bigender
F	Female
GF	Genderfluid
GQ	Genderqueer
M	Male
N	Not available. Use if that information is not supplied.
T	Transgender
X	Persons who do not identify as Female or Male but is an X on their legal documents.

MARITAL STATUS CODE

Marital status codes are maintained in STVMRTL (all modules). The following table shows the valid marital status codes.

Code	Description
D	Divorced
M	Married
N	No Response
P	Separated
S	Single/Never Married
W	Widowed
L	Common Law
T	Domestic Partner
I	Civil Union

CITIZEN TYPE CODE

The following codes in the table below will be used for citizen type.

Code	Description
DA	Deferred Action (DACA)
N	Non-Citizen/No Longer Used
NS	No Lawful Status
NV	Non-Immigrant Visitor
OT	Other Lawful Status Claimed
PR	Permanent Resident Alien
Y	US Citizen

VISA

The following table includes valid visa codes used at Aims. The most current visa codes are:

Code	Description
A	Diplomats- foreign gov. official
A1	Visa renewals, A, G, NATO
A2	Foreign Military Stationed US
B	B1/B2 Temporary visitor
B1	Temporary visitor for business
B2	Temporary visitor for pleasure
BC	Border Crossing Card. Mexico
C	Transiting the U.S.
D	Crew members sea or air
E1	Treaty trader
E2	Treaty Investor
E3	Australia worker – Professional
F1	Student
F2	Dependent of Student
G1	Employees NATO and other IO
G2	Employees NATO and other IO
G3	Employees NATO and other IO
G4	Employees NATO and other IO
G5	Employees NATO and other IO
H1	Professional/Specialty worker
H2	Non-agricultural temp worker
H3	Temporary trainee
H4	Spouse or child of H1, H2, or H3
I	Media, Journalists
J1	Exchange visitor
J2	Dependent of Exchange Visitor
K1	Fiancé/Fiancée of US citizen
K2	Child of K1
L1	Transferee – special knowledge

L2	Dependent of L1
M1	Student in voc/nonacademic
M2	Dependent of an M1 student
N1	Fam (NATO-1)
N2	Other Representative (NATO-2)
N3	Clerical Staff (NATO-3)
N4	Other Official (NATO-4)
N5	Expert Employed (NATO-5)
N6	Civilian Component (NATO-6)
N7	NATO 1-6 Attendants (NATO-7)
N8	Spec Immig Par of Alien Child
N9	Spec Immig Chld of Imm Parent
O1	Extraordinary Ability
P	Athletes, Artists, Entertainer
Q	Cultural Exchange
R	Religious Worker
T1	Victims Human Trafficking
TD	Dependent of TN
TN	Treaty NAFTA Professional
U	Unknown
U1	Victims of Criminal Activity
WB	Visa waived – Business Visitor
WT	Visa waived - Tourist

ETHNICITY CODE

The following table includes valid ethnic codes used at Aims. The most current ethnic codes are:

Code	Description
H	Hispanic/Latino
N	Non-Hispanic/Non-Latino

Code	Description
U	Unknown

RACE CODE

The following table includes valid race codes used at Aims. The most current race codes are:

Code	Description
I	American Indian, Alaska Native
A	Asian
B	Black or African American
P	Native Hawaiian or Pacific lslander
W	White
NULL	Unknown/Not Given

For reporting purposes, IR & A groups multiple races into the following code (calculated field):

Code	Description
T	Two or more Races

However, all race codes are used for reporting purposes, thus all race data needs to be collected.

FIRST GENERATION

First generation is self-reported as a yes or no.
SGBUSER.SGBUSER_SUDD_CODE is a Boolean value to indicate if a student is first generation. See status codes below which matches the Banner validation STVSUDD table.

Code	Description
N	First generation student
Y	NOT a first-generation student

EMERGENCY CONTACT

Emergency contact is stored in STVRELT (Student/HR modules). See status codes below.

Code	Relationship
A	Aunt
B	Brother
C	Cousin
D	Daughter
E	Ex-Spouse
F	Father
G	Legal Guardian
H	Husband
I	Significant Other/Partner
M	Mother
N	Grandfather
O	Son
P	Great Grandfather
R	Grandmother
S	Sister
T	Great Grandmother
U	Uncle
W	Wife
X	Other - Related
Y	Friend
Z	Other - Not Related
Blank*	Unknown/Not given

*If address is not provided for an emergency contact, leave all unknown fields blank.

ADDRESS TYPE STANDARDS

To make changes to a person's address, the procedures outlined in the section "Data Change Policy" (pp. 7-8) must be followed. This section governs the address types maintained by Aims.

If an address is not provided, then leave all fields (street lines, city, state and zip code) blank.

Multiple addresses can be entered for a person or vendor by using different address types. Address standards have been established so that address types are used consistently.

Code	Description	Explanation
BI	Billing	Billing or invoicing address. Applicable to anyone with an accounts receivable record.
CM	Aims Campus Address	
EM	Emergency Contact	
MA	Primary Mailing Address	Preferred mailing address.
PA	Parent	Address of primary parent/guardian.
PO	Purchasing Order	
PR	Permanent/Purchasing Remittance	The permanent home address of a student/employee/faculty. Every non-vendor must have a permanent address.
RP	Remittance Payable	For Vendors only.

STREET ADDRESS

All information is typed in upper case format only. No lower cases.

North/South/East/West

When compass points (north, south, east, west, northeast, northwest, southeast and southwest) are used to denote direction for a street, their abbreviations (i.e., N, S, E, W, NE, NW, SE, SW) must be used.

Examples:

Incorrect	Correct
100 North 104th Street	100 N 104TH ST
52 Lake View Avenue SW	52 LAKE VIEW AVE SW
88 East Lane	88 E LN
37 South Street	37 S ST

Punctuation and symbols

Hyphens (-) may be used when needed for clarity or designated fractions.

❗ **DO NOT** use the following punctuations and symbols:

Backslash	\
Colon	:
Comma	,
Double quotation	" "
Parentheses	( )
Percent sign [1]	%
Period [2]	.
Pound sign [3]	#
Semicolon	;
Slash [4]	/
Grave accent [5]	`
Ampersand [6]	&

[1] '%' or "In care of" should not be used. Use C/O (capitalize to align with the address format).

[2] Periods are never used in abbreviations. Periods are only used when they are required in the address (i.e., part of the street number).

[3] For apartment, room or suite numbers, do not use '#.'

[4] Slashes are never used in street names. They are only used when needed for designated fractions in street numbers.

[5] This symbol is located above the tab key on a standard keyboard.

[6] Ampersand is only used if it is the proper spelling of the street. Use "AND" instead, if it is the proper spelling of the street.

Secondary Address Unit Designators (e.g., room or apartment number)
If the address is for a multi-unit apartment or building, place the secondary unit designator (i.e. Apartment, Suite, Room, Unit) number on the second line of the address field.

If the secondary unit designator is not provided and only a # along with the number is provided, remove the '#' and use "Unit" instead. For example, a person provides the street address 34 Jones Street, #4. The data entry into ERP should be:

(first line of address field)	34 JONES ST
(second line of address field)	UNIT 4

Abbreviations
If abbreviations are to be used, the following conventions should be applied.

Title	Code		Title	Code
APARTMENT	APT		PLAZA	PLZ
AVENUE	AVE		RIDGE	RDG
BOX NUMBER	PO BOX		ROAD	RD
BOULEVARD	BLVD		ROOM	RM
BUILDING	BLDG		SQUARE	SQ
CENTER	CTR		STREET	ST
CIRCLE	CIR		STATION	STA
COURT	CT		SUITE	STE
DEPARTMENT	DEPT		TERRANCE	TER
DRIVE	DR		TRAIL	TRL
EXPRESSWAY	EXPY		TURNPIKE	TPKE
FLOOR	FL		VALLEY	VLY
HEIGHTS	HTS			
HIGHWAY	HWY		EAST	E
ISLAND	IS		NORTH	N
JUNCTION	JCT		SOUTH	S
LAKE	LK		WEST	W
LANE	LN		NORTHEAST	NE
MOUNTAIN	MTN		NORTHWEST	NW
NUMBER	NUM		SOUTHEAST	SE
PARKWAY	PKWY		SOUTHWEST	SW
PLACE	PL			

Street Address and PO Box
ERP address format allows three lines of street address information. If both the physical street address and PO Box number need to be maintained, enter the street address under the permanent address (PR) and the PO Box under the mailing address. The main address is a mailing address (MA).

Information Given	Permanent Address (PR)	Mailing Address (MA)
Dr John F Smith 2320 West 20th Street PO Box 2351 Greeley CO 80634	2320 W 20TH ST GREELEY, CO 80634	PO BOX 2351 GREELEY, CO 80634

Do not enter data into the second address line until data has been entered into the first address line.

CITY

All information is typed in upper case format only. No lower cases.

Punctuation
Punctuations are **never** used.

Abbreviations
No abbreviations are allowed on the City data element. Spell out city names fully.
For example:

Incorrect	Correct
Ft. Lupton	FORT LUPTON
Ft. Collins	FORT COLLINS

Canadian Addresses
Canadian addresses must include the city in the "City" field and the province in the State field. Do not enter Canadian provinces into the "City" field.

STATE AND PROVINCE

State and province codes must be entered in the "State/Prov" field for all U.S. and Canadian addresses, respectively. Canadian provinces are Alberta, British Columbia, Manitoba, New Brunswick, New Foundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon. They have their own code for entry into the "State/Prov" field. For all other countries, the state code should be left blank.

Military APO codes are entered in the "State/Prov" field.

The following table includes state and province codes.

US States/Territories	Code	US States/Territories	Code
ALABAMA	AL	MONTANA	MT
ALASKA	AK	NEBRASKA	NE
AMERICAN SAMOA	AS	NEVADA	NV
ARIZONA	AZ	NEW HAMPSHIRE	NH
ARKANSAS	AR	NEW JERSEY	NJ
CALIFORNIA	CA	NEW MEXICO	NM
COLORADO	CO	NEW YORK	NY
CONNECTICUT	CT	NORTH CAROLINA	NC
DELAWARE	DE	NORTH DAKOTA	ND
DISTRICT OF COLUMBIA	DC	NORTHERN MARIANA ISLANDS	MP
FEDERATED STATES OF MICRONESIA	FM	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
GUAM	GU	PENNSYLVANIA	PA
HAWAII	HI	PUERTO RICO	PR
IDAHO	ID	RHODE ISLANDS	RI
ILLINOIS	IL	SOUTH CAROLINA	SC
INDIANA	IN	SOUTH DAKOTA	SD
IOWA	IA	TENNESSEE	TN
KANSAS	KS	TEXAS	TX
KENTUCKY	KY	UTAH	UT
LOUISIANA	LA	VERMONT	VT
MAINE	ME	VIRIGIN ISLANDS	VI
MARSHALL ISLANDS	MH	VIRGINIA	VA
MARYLAND	MD	WASHINGTON	WA
MASSACHUSETTS	MA	WEST VIRGINIA	WV
MICHIGAN	MI	WISCONSIN	WI
MINNESOTA	MN	WYOMING	WY
MISSISSIPPI	MS		
MISSOURI	MO		

Military APO	Code
ARMED FORCES THE AMERICAS	AA
ARMED FORCES EUROPE	AE
ARMED FORCES PACIFIC	AP

Canadian Provinces	Code
ALBERTA	AB
BRITISH COLUMBIA	BC
MANITOBA	MB
NEW BRUNSWICK	NB
NEWFOUNDLAND AND LABRADOR	NL
NORTHWEST TERRITORIES	NT
NOVA SCOTIA	NS
NUNAVUT	NU
ONTARIO	ON
PRINCE EDWARD ISLAND	PE
QUEBEC	QC
SASKATCHEWAN	SK
YUKON	YT

ZIP CODE

Zip codes must be entered for all U.S. and Canadian addresses. If zip code is unknown, then leave the zip code field blank.

U.S. addresses

Enter the first five digits in the first five positions of the field without the hyphen. Aims will only use the five-digit zip code. The last four will not be entered.

Incorrect	Correct
79601-2345	79601

Canadian addresses

Enter the six-digit zip code. Do not add spaces in Canadian zip codes.
Example:
>	T2T2Y5
>	R2L1N4

Foreign addresses

Postal mailing codes for foreign countries should be entered in the zip code field.

ADDRESS COUNTY CODE

County code must be entered for all students claiming Colorado residency. County codes follow the five-digit USPS guidelines. Leave county code blank if the student is a non-Colorado resident or if county is unknown. The first 2 digits of the code '08' represents Colorado followed by 3 digits representing the FIPS county code. The standard county description is <name of county>.

COUNTY	CODE	COUNTY	CODE
Adams	08001	Kit Carson	08063
Alamosa	08003	Lake	08065
Arapahoe	08005	La Plata	08067
Archuleta	08007	Larimer	08069
Baca	08009	Las Animas	08071
Bent	08011	Lincoln	08073
Boulder	08013	Logan	08075
Broomfield	08014	Mesa	08077
Chaffee	08015	Mineral	08079
Cheyenne	08017	Moffat	08081

COUNTY	CODE	COUNTY	CODE
Clear Creek	08019	Montezuma	08083
Conejos	08021	Montrose	08085
Costilla	08023	Morgan	08087
Crowley	08025	Otero	08089
Custer	08027	Ouray	08091
Delta	08029	Park	08093
Denver	08031	Phillips	08095
Dolores	08033	Pitkin	08097
Douglas	08035	Prowers	08099
Eagle	08037	Pueblo	08101
Elbert	08039	Rio Blanco	08103
El Paso	08041	Rio Grande	08105
Fremont	08043	Routt	08107
Garfield	08045	Saguache	08109
Gilpin	08047	San Juan	08111
Grand	08049	San Miguel	08113
Gunnison	08051	Sedgwick	08115
Hinsdale	08053	Summit	08117
Huerfano	08055	Teller	08119
Jackson	08057	Washington	08121
Jefferson	08059	Weld	08123
Kiowa	08061	Yuma	08125

COUNTRY/NATION ADDRESS CODE

Country codes follow the International Organization for Standardization (ISO) codes. A country code is required for all addresses and is entered in the "Nation" field.

The table of valid country codes for use within ERP is located in Appendix II. For the current list of valid country codes within the ERP system, go to form STVNATN (all modules).

RECORD OF OLD ADDRESSES

Old addresses should not be deleted, instead they should be marked "inactive" once a newer address is entered.

E-MAIL STANDARDS

E-MAIL TYPES

E-mail types describe the type of e-mail addresses entered. The Aims e-mail type can only be designated to a person's Aims-assigned e-mail. See Aims e-mail examples below.

Employee Example: first.last@aims.edu or first.last#@aims.edu
Student Example: username@aims.edu

Use the Aims email as the preferred/primary email account for emails. Always check the preferred/primary indicator on the Aims email.

However, a person can have several other e-mail addresses. Label these PERS (Non-Aims/personal e-mail address).

Returning non-student emails can be an exception based on prior emails given. For HR based emails, visit HR and for vendor-based emails visit Financial Services.

Code	Description
AIMS	Aims-assigned e-mail address
PERS	Non-Aims/personal e-mail address
EMRI	Emeritus Aims email address
VEND	Vendor email address

TELEPHONE NUMBER STANDARDS

TELEPHONE TYPES

The telephone type describes the type of telephone number entered.
The following assumptions/rules apply for the use of telephone types at Aims
Community College:

- Only one telephone number can be designated as the primary telephone for its associated address. The primary number is the only number that can be updated via the web, however, multiple telephone numbers can be associated with a single address type.

- Telephone records can exist that are not associated with any address. When the College allows updating of phone numbers via the web, it should be noted that only primary telephone numbers that are associated with an address can be updated online.

Telephone types are maintained on STVTELE & SPREMRG (all modules). The following list includes approved telephone types and a description.

Code	Description
BI	Billing (Third Party)
BU	Business (Vendor)
CM	Aims Campus – Not Mobile Number
CMMB	Aims Issued Mobile Number
LAND	Landline (evening 1 would go to land)
EMER	Emergency
FAX	Fax
MOBL	Mobile Phone (e.g., Cell, Pager, TXT)

PHONE COUNTRY CODE

Phone country code is a number that is dialed when reaching telephone subscribers in another region or country. For example, 55 for Brazil. All digits must be entered for all international phone numbers. For a full list of country codes, see Appendix III. Enter a 1 for all US states.

> Example:
> Mexico **52**-55-1234-5678

AREA CODE

The three-digit (international is two-digit code) area code <u>must</u> be entered for all phone numbers. **Do not enter parentheses or dashes.**

PHONE NUMBER

Enter the seven-digit phone number without the hyphen between the third and fourth digits.

Incorrect	Correct
674-6773	6746773
676-8609	6768609

EXTENSION

An extension telephone is an additional telephone wired to the same telephone line as another. A phone extension is not the last four digits of a US phone number, but additional numbers added to a phone number. If an extension number is provided, enter only the digits of the extension. Do not enter EXT or X into the extension field.

Incorrect	Correct
EXT 7300	7300

PHONE NATION CODE

All phone numbers need a nation code, if known. For example, AF for Afghanistan. This is a two-character ISO country code. For a full list of nation codes, refer to Appendix II.

PHONE COMMENT

Alphabetic characters and numbers are the only acceptable characters to be entered in the comment. No special characters are allowed. For example, $, #, - (hyphen).

MILITARY AND VETERAN CODES

MILITARY STATUS

Military status is self-reported as yes or no by the student when completing their application. See status codes in the table below.

Code	Description
N	Not Military
Y	Is/Was Military
Blank	Null/Not given

Note: This field is a calculated field based on veteran status.

VETERAN STATUS

Veteran status is self-reported by the student when completing their application.

Code	Banner Description	Code	Workday Description
V	Veteran	1	Special Disabled Veterans
R	Reservist	2	Vietnam Era Veterans
A	Active Duty	3	Newly Separated Veterans
N*	Non-Veteran	4	Other Protected Veterans
D*	Dependent of Vet or Active Duty	5	Reservist
Blank*	Null/Not given	6	Dependent – Child

Code	Banner Description		Code	Workday Description
C	Dependent Child		7	Dependent – Spouse
S	Dependent Spouse		8	Canadian Military
			9	Active Duty

*No longer in used but kept as historical reference.

Currently exist in Banner as of May 7, 2020 from the Office of the Registrar:

Code	Description
V	Veteran
R	Reservist
A	Active Duty
D	DONT USE Dep of Vet/Actv Duty
C	Dependent Child
S	Dependent Spouse

HISPANIC AND LATINX

Self-reported as yes or no by the student.

Employees are input at the time of hire with a yes or no, not currently collected or stored.

Code	Description
N	Non-Hispanic or Non-LatinX
Y	Hispanic or LatinX
Blank	Null/Not given

GRADE POINT AVERAGE (GPA)

** Under construction **

Table for student side to discuss. How many decimals?

PRONOUNS

A gender neutral or gender inclusive pronoun is a pronoun which does not associate a gender with the individual who is being discussed.

https://uwm.edu/lgbtrc/support/gender-pronouns/

He/She	Him/Her	His/Her	His/Hers	Himself/Herself
Zie	Zim	Zir	Zis	Zieself
Sie	Sie	Hir	Hirs	Hirself
Ey	Em	Eir	Eirs	Eirself
Ve	Ver	Vis	Vers	Verself
Tey	Ter	Tem	Ters	Terself
E	Em	Eir	Eirs	Emself

STUDENT COMPETENCIES

Course Learning Outcomes- Student Learning Outcomes are statements that specify what students will know, be able to do or be able to demonstrate when they have successfully completed a course.

Program Learning Outcomes – may be used.
** Pending definition from institution **

Institutional Learning Outcomes- Common Learning Outcomes (CLOs) define the expectations of an Aims Community College education and provide the benchmarks against which the college holds itself accountable.

HOME BASE

Employee home base is determined on where their main campus or satellite campus is located. This home base will be based off the employee's primary position.

Concurrent student's home base is not coded at the main campus or satellite campus, and will be coded as "High School."

All other students' home base will be self-reported at the time of their application. Home base is not determined on the site location for courses registered.

DECEASED STATUS

HR and payroll update employee status, name, and payment information for the deceased.

Student Enrollment, Records, and Testing updates the student's status to deceased.

Recruitment may have deceased records for prospective students and will update accordingly.

The following table shows valid codes for the deceased statuses.

Code	Description
Y	The person is deceased
N	The person is not deceased or Unknown

BUILDING/LOCATION CODE

The building/location codes are used to designate the Colleges' buildings. Discussion and coordination between the Student Enrollment, Records and Testing Office and the Facilities Management and Planning Office needs to take place before any changes are made. The Student Enrollment, Records and Testing Office will modify all building codes in the Student module. The Human Resource and the Finance Office modules use the same location. The Facilities Management and Planning Office must approve all building codes.

** Under Review ** To address concurrent enrollment, question for Workday for more information on how other schools are processing.

When creating a building location and room, the building comes first with alpha, and the room number is listed as alpha or numerical in the last place. The building and room should be in upper case and do not include spaces.

Example: CNST103M

** Under Review ** how does it display on the student side?

** Under Review ** Insert Work Table?

The full list of Banner codes for buildings is located in <u>Appendix IV</u>.

DEPARTMENT CODE

Department codes are used to designate the colleges' academic and administrative departments. Discussion and coordination between the Student Enrollment, Records and Testing Office and Academic Affairs needs to take place before any changes are made. The Student Enrollment, Records and Testing Office will modify all department codes in the Student module on form STVDEPT. Academic Affairs will modify all department codes in (yet to be determined form).

** Under Review **
A full list of department codes is located in <u>Appendix V</u>.

DATE STANDARDS

Dates must be entered MM/DD/YYYY.

Example:
May 29, 1975 becomes 05/29/1975

APPENDIX I

The following table is a list of keyboard shortcuts to produce special characters.
Note: Hold the Control key down then tap the accent (or similar) key. Release the
keys and then select the desired letter to accent (or similar).

Desired Symbol	Shortcut Key Combination
À, à, Ì, ì, Ò, ò, Ù, ù	Ctrl + ` (accent grave), *the letter*
Á, á, É, é, Í, í, Ó, ó, Ú, ú, Ý, ý	Ctrl + ' (apostrophe), *the letter*
Â, â, Ê, ê, Î, î, Ô, ô, Û, û	Ctrl + Shift + ^ (caret), *the letter*
Ã, ã, Ñ, ñ, Õ, õ	Ctrl + Shift + ~ (tilde), *the letter*
Ä, ä, Ë, ë, Ï, ï, Ö, ö, Ü, ü, Ÿ, ÿ	Ctrl + Shift + : (colon), *the letter*
Å, å	Ctrl + Shift + @, *the letter*
Æ, æ,	Ctrl + Shift + & (ampersand), *A or a*
Œ, œ	Ctrl + Shift + & (ampersand), O *or o*
Ç, ç	Ctrl + , (comma), *C or c*
Ð, ð	Ctrl + ' (apostrophe), *D or d*
Ø, ø	Ctrl + / (dash), *O or o*

APPENDIX II

The following table is a list of two-digit ISO alphabetical country codes.

Country	Code
Afghanistan	AF
Aland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas, The	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia	BO
Bonaire, Saint Eustatius and Saba	BQ
Bosnia-Herzegovina	BA
Botswana	BW

Country	Code
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China, People's Republic of	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Congo, The Democratic Republic of the	CD
Cook Islands	CK
Costa Rica	CR
Cote D'Ivoire (Ivory Coast)	CI
Croatia	HR
Cuba	CU
Curacao	CW
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG

Country	Code
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Islas Malvinas)	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
Gambia, The	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and McDonald Islands	HM
Holy See (Vatican City State)	VA
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS

Country	Code
India	IN
Indonesia	ID
Iran	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Korea, Democratic People's Republic of (North)	KP
Korea, Republic of (South)	KR
Kosovo	XK
Kuwait	KW
Kyrgyzstan	KG
Laos	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macau	MO
Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML

Country	Code
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Micronesia, Federated States of	FM
Moldova	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	AN
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Palau, Republic of	PW
Palestinian Territory	PS
Panama	PA
Papua New Guinea	PG

Country	Code
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn Island	PN
Poland	PL
Portugal	PT
Puerto Rico	PR
Qatar	QA
Reunion	RE
Romania	RO
Russia	RU
Rwanda	RW
Saint Barthelemy	BL
Saint Helena	SH
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Martin	MF
Saint Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Serbia and Montenegro	CS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Sint Maarten	SX
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and the South Sandwich Islands	GS

Country	Code
South Sudan	SS
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syria	SY
Taiwan	TW
Tajikistan	TJ
Tanzania, United Republic of	TZ
Thailand	TH
Timor-Leste	TL
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Vatican City State	VA
Venezuela	VE
Vietnam	VN

Country	Code
Virgin Islands (British)	VG
Virgin Islands (U.S.)	VI
Wallis and Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

APPENDIX III

The following table is a list of country codes for telephone numbers.

COUNTRY	COUNTRY CODE
Afghanistan	93
Albania	355
Algeria	213
American Samoa	1-684
Andorra	376
Angola	244
Anguilla	1-264
Antarctica	672
Antigua and Barbuda	1-268
Argentina	54
Armenia	374
Aruba	297
Australia	61
Austria	43
Azerbaijan	994
Bahamas	1-242
Bahrain	973
Bangladesh	880
Barbados	1-246
Belarus	375
Belgium	32
Belize	501
Benin	229
Bermuda	1-441
Bhutan	975
Bolivia	591
Bosnia and Herzegovina	387
Botswana	267
Brazil	55
British Indian Ocean Territory	246
British Virgin Islands	1-284
Brunei	673
Bulgaria	359

Burkina Faso	226
Burundi	257
Cambodia	855
Cameroon	237
Canada	1
Cape Verde	238
Cayman Islands	1-345
Central African Republic	236
Chad	235
Chile	56
China	86
Christmas Island	61
Cocos Islands	61
Colombia	57
Comoros	269
Cook Islands	682
Costa Rica	506
Croatia	385
Cuba	53
Curacao	599
Cyprus	357
Czech Republic	420
Democratic Republic of the Congo	243
Denmark	45
Djibouti	253
Dominica	1-767
Dominican Republic	1-809, 1-829, 1-849
East Timor	670
Ecuador	593
Egypt	20
El Salvador	503
Equatorial Guinea	240
Eritrea	291
Estonia	372
Ethiopia	251
Falkland Islands	500
Faroe Islands	298
Fiji	679
Finland	358
France	33

French Polynesia	689
Gabon	241
Gambia	220
Georgia	995
Germany	49
Ghana	233
Gibraltar	350
Greece	30
Greenland	299
Grenada	1-473
Guam	1-671
Guatemala	502
Guernsey	44-1481
Guinea	224
Guinea-Bissau	245
Guyana	592
Haiti	509
Honduras	504
Hong Kong	852
Hungary	36
Iceland	354
India	91
Indonesia	62
Iran	98
Iraq	964
Ireland	353
Isle of Man	44-1624
Israel	972
Italy	39
Ivory Coast	225
Jamaica	1-876
Japan	81
Jersey	44-1534
Jordan	962
Kazakhstan	7
Kenya	254
Kiribati	686
Kosovo	383
Kuwait	965
Kyrgyzstan	996

Laos	856
Latvia	371
Lebanon	961
Lesotho	266
Liberia	231
Libya	218
Liechtenstein	423
Lithuania	370
Luxembourg	352
Macau	853
Macedonia	389
Madagascar	261
Malawi	265
Malaysia	60
Maldives	960
Mali	223
Malta	356
Marshall Islands	692
Mauritania	222
Mauritius	230
Mayotte	262
Mexico	52
Micronesia	691
Moldova	373
Monaco	377
Mongolia	976
Montenegro	382
Montserrat	1-664
Morocco	212
Mozambique	258
Myanmar	95
Namibia	264
Nauru	674
Nepal	977
Netherlands	31
Netherlands Antilles	599
New Caledonia	687
New Zealand	64
Nicaragua	505
Niger	227

Nigeria	234
Niue	683
North Korea	850
Northern Mariana Islands	1-670
Norway	47
Oman	968
Pakistan	92
Palau	680
Palestine	970
Panama	507
Papua New Guinea	675
Paraguay	595
Peru	51
Philippines	63
Pitcairn	64
Poland	48
Portugal	351
Puerto Rico	1-787, 1-939
Qatar	974
Republic of the Congo	242
Reunion	262
Romania	40
Russia	7
Rwanda	250
Saint Barthelemy	590
Saint Helena	290
Saint Kitts and Nevis	1-869
Saint Lucia	1-758
Saint Martin	590
Saint Pierre and Miquelon	508
Saint Vincent and the Grenadines	1-784
Samoa	685
San Marino	378
Sao Tome and Principe	239
Saudi Arabia	966
Senegal	221
Serbia	381
Seychelles	248
Sierra Leone	232
Singapore	65

Sint Maarten	1-721
Slovakia	421
Slovenia	386
Solomon Islands	677
Somalia	252
South Africa	27
South Korea	82
South Sudan	211
Spain	34
Sri Lanka	94
Sudan	249
Suriname	597
Svalbard and Jan Mayen	47
Swaziland	268
Sweden	46
Switzerland	41
Syria	963
Taiwan	886
Tajikistan	992
Tanzania	255
Thailand	66
Togo	228
Tokelau	690
Tonga	676
Trinidad and Tobago	1-868
Tunisia	216
Turkey	90
Turkmenistan	993
Turks and Caicos Islands	1-649
Tuvalu	688
U.S. Virgin Islands	1-340
Uganda	256
Ukraine	380
United Arab Emirates	971
United Kingdom	44
Uruguay	598
Uzbekistan	998
Vanuatu	678
Vatican	379
Venezuela	58

Vietnam	84
Wallis and Futuna	681
Western Sahara	212
Yemen	967
Zambia	260
Zimbabwe	263

If a code is not listed above, please contact Johanna Koh, Johanna.koh@aims.edu at the Office of Institutional Research and Assessment for further assistance.

APPENDIX IV

The following table is a list of Banner building codes.

Code	Description
AATC	Windsor Aims Auto & Tech Ctr
ACB	Aims Cosmetology Building
ACHS	Adams City High School
AFC	Aims Flight Center
AHS	Allied Health/Science Building
ANBU	Anheuser Busch
ATTC	Applied Tech & Trades Center
AUFD	Ault Fire Department
AULT	Ault
AVT	Aviation Building
BBS	Bejarano's Barber Shop
BEFD	Berthoud Fire Department
BELL	Bellvue
BERT	Berthoud
BGFD	Briggsdale Fire Department
BGSC	Bonell Good Samaritan Center
BHS	Berthoud High School
BIAP	Birchwood Apartments
BLIS	Bliss Building - Fort Lupton
BMES	Billie Martinez Elem School
BOCE	BOCES Building by Health Sci
BOUL	Boulder
BRAP	Broadview Apartments
BRF	Boulder Rural Fire District
BRFD	Brighton Fire Department
BRHS	Brighton High School

Code	Description
BRIG	Briggsdale
BRIT	Brighton
BRSC	Briggsdale School
CBBL	Compass Bank Building - Loveland
CCEC	Aims College Corp Ed Center
CCTR	College Center
CECFC	Colorado Early College Ft Collins
CENV	Centennial Village
CHCC	Centennial Health Care Center
CHS	Centennial High Sch - Ft Collins
CLINIC	Clinical Site
CNST	Cornerstone
CRC	Crossroads Church - Ft Lupton
CRTSPC	Creator Space - 320 Railroad Ave
CSPA	Conditioning Spa
CTC	Community Training Center
DECA	District 6 Early College Academy
DLRN	Online
DRES	Dos Rios Elementary School
DRKE	Drake Building (was State Farm)
EAFD	Eaton Fire Department
EATO	Eaton
ECH	Eaton City Hall
EDBH	Ed Beaty Hall
EGOC	Emily Griffith Opportunity Center
EHS	Eaton High School
ELDG	Eldergarden Adult Day Program
EMES	East Memorial Elementary School
EMS	Eaton Middle School
ENR	Eagles Nest Ranch - Kersey

Code	Description
EPFD	Estes Park Fire Department
EPHS	Estes Park High School
ERHS	Erie High School
ERIE	Erie
ESAC	Emergency Services Academy
ESPK	Estes Park
EVAN	Evans
EVFD	Evans Fire Department
FAMA	Fairacres Manor
FCAT	Construct, Auto, & Tech Building
FCC	First Congregational Church
FCHS	Fort Collins High School
FHS	Frederick High School
FIRE	Firestone
FLAD	Fort Lupton – NO LONGER USED
FLFD	Fort Lupton Fire Department
FLHS	Fort Lupton High School
FLMS	Fort Lupton Middle School
FLP	Fort Lupton Pool
FLPL	Ft Lupton Campus Platte Building
FLPR	Ft Lupton Campus Prairie Building
FMS	Franklin Middle School
FOA	Facilities and Operations
FPC	First Presbyterian Church
FRED	Frederick
FRFD	Frederick Fire Department
FRH	Front Range Helicopters
FRNTAC	Frontier Academy in Greeley
FRTC	Flatrock Regional Training Center
FSIM	Flight Simulator Building

Code	Description
FSV	Fort St Vrain Power Plant
FTCCE	Fort Collins Continuing Ed Building
FTCO	Fort Collins
FTLU	Fort Lupton
FTMO	Fort Morgan
GAFD	Galeton Fire Department
GAP	Greeley Alternative Program
GASQ	Garden Square Apartments
GAZE	Gazebo
GCHS	Greeley Central High School
GENS	General Services (NO LONGER USED)
GES	Gilcrest Elementary School
GIFD	Gilcrest Fire Department
GILC	Gilcrest
GLCC	Greeley Life Care Center
GRC	Greeley Recreation Center
GRLY	Greeley
GRMA	Greeley Manor
GROV	Grover
GSC	Greeley Senior Center
GWHS	Greeley West High School
GYMN	Physical Education Building
HANS	Mildred S. Hansen Building
HHGC	Highland Hills Golf Course
HHS	Highland High School
HPL	Highland Park Lanes
HRD	Human Resources Department
HRZN	Horizon Hall
HSB	Health Sciences Building
HUDS	Hudson

Code	Description
HUFD	Hudson Fire Department
ICEH	Greeley Ice Haus
ICSVS	Innovation Ctr St Vrain Valley
IDAL	Idalia, City of
IGRV	Island Grove Region Treat Center
JES	Jefferson Elementary School
JHS	Jefferson High School - Greeley
JOFD	Johnstown Fire Department
JOHN	Johnstown
JPD	Johnstown Police Department
KEEN	Keenesburg
KEFD	Kersey Fire Department
KERS	Kersey
KMLC	Kenton Manor Living Center
KNFD	Keenesburg Fire Department
KODK	Kodak Colorado
KRESS	Downtown Greeley/Kress Building
KSC	Kersey Senior Center
LAFD	LaSalle Fire Department
LC	Loveland Campus - 104 East 4th St
LCAN	Loveland Campus Annex
LCC	LaSalle Community Center
LHS	Loveland High School
LIVE	Livermore
LOCH	Lochbuie
LOFD	Longmont Fire Department
LONG	Longmont
LOVE	Loveland
LSC	Lochbuie Senior Center
LUH	Longmont United Hospital

Code	Description
LVCLAS	Loveland Classical School
LVFD	Loveland Fire Department
LVMHP	Lago Vista Mobile Home Park
LYONS	Lyons
MAES	Madison Elementary School
MEAD	Mead
MEADHS	Mead High School
MECC	Monfort Early Childhood Ed Center
MES	Milliken Elementary School
MIFD	Milliken Fire Department
MILL	Milliken
MMC	McKee Medical Center
MVES	Mountain View Elementary School
MVFD	Mountain View Fire Protec District
MVHS	Mountain View Highschool - Loveland
NCMC	North Colorado Medical Center
NEWR	New Raymer
NRFD	New Raymer Fire Department
NRHS	Northridge High School
NUFD	Nunn Fire Department
ODDLO	Oddfellow Lodge - Loveland
OFFC	Off Campus
OLOP	Our Lady of Peace Church
OSLC	Our Savior Lutheran Church
PAFD	Pawnee Fire Department
PCC	Platteville Community Center
PERC	Phys Educ and Rec Center
PHS	Poudre High School - Ft Collins
PLAT	Platteville
PLFD	Platteville Fire Department

Code	Description
POFA	Poudre Fire Authority
POTTER	Potter's Hand
PSC	Pierce Senior Center
PSI	Public Safety Institute - Greeley
PVFD	Platte Valley Fire Department
PVH	Poudre Valley Hospital
PVHS	Platte Valley High School
RCFD	Rist Canyon Fire Department
REDF	Red Feathers
RESC	Restitution Center, The
RETC	Real Estate Training Center
RFFD	Red Feather Fire District
RHS	Roosevelt High School
RL	Riverside Library
RMHS	Rocky Mountain High - Ft Collins
RMSE	Rocky Mountain Ser
RODC	Rodarte Center
SCHC	Sunrise Community Health Ctr
SEWFD	Southeast Weld Fire Dept
SHAC	Showcase Art Center
SHL	Sweetheart Lanes
TR&I	NO LONGER USED/see PSI Building
TVHS	Thompson Valley High School
UCFA	Union Colony Fire Authority
UCPS	Union Colony Prep School
UHS	University High School
UNC	University of Northern Colorado
VHS	Valley High School
VILL	Villa, The
WCAS	Weld County Ambulance Service

Code	Description
WCHD	Weld County Health Department
WCHS	Weld Central High School
WCJ	Weld County Jail
WCSD	Weld County Sheriff's Department
WCTC	Weld County Training Center
WECA	Windsor Charter Academy HS
WEFD	Wellington Fire Department
WGFD	Wiggins Fire Department
WHCC	Windsor Health Care Center
WHS	Windsor High School
WIFD	Windsor Fire Department
WIND	Windsor
WLT	Welding Technology Building
WOS	Weld Opportunity School
WOW	Work Out West
WPB	Windsor Park Building
WPSI	Windsor Public Safety Institute
WRCC	Weld Reg Communications Center
WSTV	Westview Classroom Building
ZBL	Zadel Bowling Lanes

APPENDIX V

The following table is a list of department codes.

Code	Description
0	Not Applicable
1010	English Composition
1020	Literature
1040	Communication Media
1050	Speech
1051	Sign Language
1060	Swedish
1061	German
1062	Spanish
1063	French
1064	Arabic
1065	Japanese
1066	Chinese
1067	Italian
1068	Persian
1069	Russian
1070	Journalism
1080	Ethnic Studies
1090	Humanities
1091	Philosophy
1095	Business
1530	Theatre
1540	Music
1550	Art
1551	Art Studio
1552	Design

Code	Description
2010	Anthropology
2020	Psychology
2021	Expectant Families
2022	Parent Education
2023	Changing Individuals
2024	Senior Adult Education Program
2025	Early Childhood Education
2030	Sociology
2031	Women's Studies
2035	Gerontology
2040	Economics
2045	International Studies
2050	Geography
2060	History
2070	Political Science
2080	Mexican-American Studies
2085	Criminal Justice
2086	Criminal Just/Police Academy
2088	Accounting
2089	Marketing/Management
2090	Education
2095	Library Services
2490	Fire Administration
2499	Firefighting - Wildland
2500	Science
2510	Biological Sciences
2520	Astronomy
2530	Chemistry
2540	Physics
2550	Geology

Code	Description
2560	Environmental Science
2565	Geographic Information Systems
2570	Physical Sciences
2571	Statistics
2579	Career & Technical Math
2580	Mathematics
2581	Computer Science
2582	Computer Information Systems
2585	EMS Bas Life Support (BLS)/CPR
2586	Health Sciences
2587	Emergency Medical Services
2588	EMS Certificate Programs
2589	EMS (ALS)/Contin Med Ed (CME)
2590	EMS Paramedic
2591	Fire Science
2592	Fire Science/Fire Academy
2593	Fire Seminars/Volunteer
2594	Medical Admin/Clinical Assist
2595	Nurse Aide
2596	Surgical Technology
2597	Practical Nursing
2598	Nursing
2599	Alcanzar Program
2600	Associate Degree Nursing
2610	Med Prep
2611	Phlebotomy
2613	Sterile Processing Technology
3010	Health and Wellness
3020	Physical Education/Dance
3030	Physical Education/Ball

Code	Description
3040	Physical Education/Activities
3060	Physical Education/Fitness
4010	English/College Preparatory
4011	Supervised Study English/Developmental
4020	AAA/Reading
4021	Supervised Study Reading/Developmental
4026	Developmental Ed - Work World
4030	Mathematics/College Preparator
4031	Supervised Study Math/Developmental
4040	Social Studies/Developmental
4041	Supervised Study Soc Study/Developmental
4050	Government/Developmental
4051	Supervised Study Government/Developmental
4060	Science Reading/Developmental
4061	Supervised Study Reading/Developmental
4073	English as a Second Language
4079	Developmental Education
4080	Communications/Developmental
4081	Supervised Study Comm/Developmental
4090	Reading/College Level
4095	International Cultural Enrichment Program
4500	Cosmetology/Manicuring
6010	Aviation Technology
6012	Helicopter
6015	Air Traffic Control
6020	Electronic Technology
6022	Construction Technology
6023	Building/Construction Site Mgt
6030	Engineering Technology
6042	Radiologic Technology

Code	Description
6045	Nuclear Medicine
6050	Process Technology
6060	Oil and Gas Technology
6210	Agriculture Tech/Young Farmer
6211	Agriculture Tech/Home Study
6214	Ag Tech/Farm & Ranch Mgt
6220	Agriculture Department
7020	Graphic Design & Rich Media
7031	Automotive Service Technology
7040	Auto Collision Repair Tech
7060	Welding Technology
9900	Community Non-Credit
9910	Continuing Education
9920	College for Kids
AP	Academic Pathways
AR	Admissions and Records
ART	Art
CDI	Center Diversity & Inclusion
CPD	Ctr for Prof Development (Aims Employees)
DAS	Disability Access Services
ECHS	Early College High Schools Dept
FTLC	Faculty Teaching Learning Ctr
FYE	First Year Experience
IMPT	Impact Programs - ES, CORE, SSS
RECR	Recruiting
SL	Student Leadership and Development
SSC	Student Success Center
SSS	Student Support Services/TRIO
WC	Writers Community/English Dept

APPENDIX VI

This page serves as a historical reference to track changes and approval over the course of the development of the document. Approvals were made by the Institutional Data Governance committee.

Date	Description	Name of Editor(s)	Approved Date
November 2019	Created the Data Standards document.	Jeff Adcock/ Rebecca Stage	
12/2/2019	Added new sections to expand the document.	Rebecca Stage	12/2/2019
1/15/2020	Added Veteran Dependent section.	Rebecca Stage	1/15/2020
2/19/2020	New codes add for military, vendor address type, M visa. Updated: SSN, last name for St., address blank, county code, C/O.	Johanna Koh	2/19/2020
3/11/2020	Rephrased 2ⁿᵈ paragraph under Address Type Standards section: "If an address is not provided, then leave all fields (street lines, city, state and zip code) blank." from "If an address is not provided, then leave all fields blank."	Johanna Koh	
5/7/2020		Johanna Koh	
1/22/2021	Removed "and gender cannot be determined by the name" from Gender Identity N.	Johanna Koh	1/20/2021
2/17/2021	Added SASID section	Johanna Koh	2/17/2021
2/18/2021	Updated Veterans codes	Johanna Koh	4/21/2021
3/30/2021	Removed "CO-" under Address County Code section. **Old**: The standard county "CO - " + <name of county> according to CLEANAddress formatting standard. **New**: The Workday standard county is <name of county>.	Johanna Koh	