

Macalester College DATA STANDARDS

The purpose of this document is to establish standards for the entry of shared information into Macalester College databases. Offices may have individual guidelines that supplement, but do not supplant or contradict these standards.

It is understood that departments will comply with all laws, regulations and college policies governing collection and dissemination of data, as well as privacy at Macalester College.

Such policies differ for various constituencies at Macalester College.

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NOTE: Any changes recommended for the data standards in use at Macalester College (hereinafter known as the College) must be approved by the Data Standards Committee which consists of representatives from all application areas. Approved changes will be reflected in subsequent versions of this manual.

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General Information

1.1 Introduction

There are three main systems at the College:

- SunGard Banner will be used by the majority of administrative departments once the migration from the CARS system is complete. SunGard Banner has different modules for each functional area which are Student, Finance, Financial Aid, and Human Resources.
- Recruitment PLUS is used by Admissions.
- BSR Advance is used by College Advancement.

The databases that store information are comprised of numerous tables that are highly interconnected. Thus, the changes made to data will affect the data used by.

It is expected that all departments comply with these data standards in the context of their own systems.

This manual is constructed to ensure that shared information is maintained as accurately and completely as possible, and that no duplications of data occur within databases.

1.2 Administrative Responsibility

By law, certain electronic institutional data is confidential and may not be released without proper authorization. Employees will adhere to all applicable federal laws, state laws, and college policies concerning storage, retention, use, release, and destruction of data.

All levels of management will ensure that, for their areas of accountability, each employee knows his/her responsibilities with regard to data management. Every employee who is responsible for data entry (directly or indirectly) must read and understand this document before accessing the system.

Electronic data is owned by the College and is a vital asset. All institutional data, whether maintained in the central database or other data systems (including microcomputers), remains the property of the College. Access to data is not approved for use outside an individual's official employment responsibility.

Institutional data will be used only for the legitimate business of the College. Administrative computing services and facilities will be used only as required in the performance of job functions.

Managers and supervisors must ensure a secure office environment with regard to all institutional information systems. Managers and supervisors must validate the access requirements of their staff according to job functions, before requesting access to administrative computing systems.

Employees must ensure confidentiality and protection of data by either logging completely out of the system or locking their workstation when away from their desk. All users must log out at the end of the day. Employees should protect their usernames and passwords. Usernames and passwords must not be shared with others.

As a general principle of access, college data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information. Although the College must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of

college business. As a practice, data is primarily stored on the College's servers, although other media may be used for secondary storage of data.

1.3 Data Custodians

An employee is a data custodian by virtue of his/her position at the College as outlined in the table below. A data custodian may make data available to others within his or her purview for use and support of the department's functions.

Before granting access to data, the data custodian shall be satisfied that protection requirements have been implemented and that "need to know" is clearly demonstrated. By approving end-user access to institutional data, the data custodian consents to the use of this data within the normal business functions of administrative and academic departments. Query access to institutional data will be broadly available throughout the institution.

Data custodians are responsible for training on data inquiry and maintenance functions within their respective modules, in cooperation with the Information Technology Services office, hereafter referred to as ITS.

Data custodians are responsible for the accuracy and completeness of data in their areas. Misuse or inappropriate use by individuals will result in revocation of the user's access privileges and could result in additional college disciplinary measures. Data custodians are also responsible for the maintenance and control of the administrative information system's validation and rule tables, and the validation and approval of software releases that affect their areas of responsibility. These tables and processes define how business is conducted at the College.

AREA of RESPONSIBILITY	DATA CUSTODIAN
Admissions	Dean of Admissions
Student System	Registrar
Finance Systems	Director of Accounting and Budget Director of Business & Administrative Services
Financial Aid Systems	Director of Financial Aid
General Systems	Database Manager
Human Resources	Director of Human Resources
Advancement	AVP of College Advancement
Accounts Receivable	Student Account Manager and Bursar

1.4 Disclosure of Data

It is each user's responsibility to be aware of and abide by all applicable laws and policies mandated by each department as well as the following:

- Disclosure of information is restricted to data custodians or their representatives. Contact the appropriate department prior to disclosure of information.
- Users must be aware of federal regulations, state laws, and college policies applicable to data under the jurisdiction of their offices. Specific examples include Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA).
- Certain data associated with individuals is private and shall be used only for the legitimate business of the College.

1.5 Multiple Entries

In any shared database there should be only one record for an individual entity, whether a person or vendor. It is critical that new entries do not duplicate existing records for the same entity—search thoroughly before adding a new entry. If a multiple record is created or identified, the supervisor or manager should be notified immediately.

The existence of multiple identity records for one entity defeats the purpose of a relational database and raises questions as to the integrity of the data stored with these records.

Results of such data integrity problems may include:

- invalid reports
- inaccurate contacts
- a perception of carelessness
- embarrassment to the College
- non-compliance with governing agencies

Each identified duplicate record takes hours to analyze and repair. Be careful!

1.6 Data Change Policies

Whenever a name or address changes, it is necessary to determine which other offices may have an interest in this information.

The following chart summarizes the departments responsible for name and/or address changes:

Person/Vendor	Office Responsible to make change
Employee (faculty or staff)	Human Resources
Student (current)	Registrar
Student (former)	Advancement
Accounts Payable Vendors	Purchasing of Accounts Payable
Admission recruit or applicant	Admissions
Parent (current)	Registrar
Parent (past)	Advancement

1.6.1 Name Change Report

If a name is changed, the record is retained for the purpose of mentoring and reconciling requisite documentation.

1.7 Access to Official College Records

The following outlines the requirements and limitations for all employees to follow in obtaining permission for inquiry and update access to the College's official records. Data security is the responsibility of all and must be impressed upon all employees by training accomplished in conjunction with the use of the College's data systems.

1.7.1 Requests for Information Access

All requests for information access will be coordinated through functional area data custodians. Each person requesting new access, changes to current access or termination of access will make the request through the data custodian for their area. Data custodians will modify requests as necessary. Only those requests submitted to ITS by the data custodians will be put into effect. Data users must have relevant data usage advisories approved through the area data custodian.

Requests from data custodians seeking new user IDs and passwords will ensure that the requested access is commensurate with completion of any required general system training as well as required departmental specific training. Account and password information will be transmitted directly to the user.

Departments should take steps to ensure that they have an alternate person assigned as backup for each office function. This individual must have access to the system functions required to perform these back-up functions.

Each user of administrative information is assigned appropriate combinations of inquiry-only and update access to specific parts of the administrative information system according to job function, need-to-know and need-to-act bases.

1.8 Information Users

Individuals are responsible for understanding all data elements. If the meaning of a data element is not understood, the appropriate data custodian must be contacted. Users must exercise care in using the institution's electronic information systems, both the central institutional database and all departmental systems. Data files must be protected from unauthorized use, disclosure, alteration, or destruction. Each user is responsible for security, privacy, and control of one's own data. Each user is responsible for all transactions occurring during the use of one's login and password. College data is primarily stored on college servers.

All employees who require access to online records must use the user ID and password requested by a functional area data custodian. This will enable electronic actions to be tracked to a specific user ID and therefore, a specific person.

Students and temporary employees who have access (whether to view or update) to data in systems in must be trained so that appropriate levels of security and confidentiality are maintained.

It is the responsibility of the department supervisor or manager to ensure that system access is canceled for employees and students who no longer work in his/her area. This can be accomplished by prompt notification to the functional area data custodian, who will in turn promptly notify ITS.

Human Resources will notify ITS of all terminations to eliminate all access associated with a user ID. This does not eliminate the manager's or supervisor's responsibility to communicate terminations in a timely manner, but provides a back-up system to ensure closure.

2 Name Standards

Full legal names must be recorded. Any changes must be supported by appropriate documentation such as a passport, Social Security card or court order.

Names and addresses must have an appropriately professional appearance. All names must be entered using the upper/lowercase letters, punctuation and spacing as indicated by the individual. Many variations exist in our database and attention to detail is critical.

Draft Revision under discussion

Note: The use of Latin or special characters for foreign names is prohibited in all name fields except in the Student Diploma name field. Special characters may not sort correctly. Special characters also may cause failure errors in electronic data transfers when data is shared with other entities. In rare cases, when not using the Latin characters creates a name that is not complimentary in the English language, translating the name from the original language into English is suggested.

2.1 Prefix or Title

All prefixes or titles are entered into the Prefix field. This field may be left blank.

All information is to be entered using uppercase/lowercase letters using standard capitalization rules. Punctuation is to be used in any prefixes. (See Appendix for a list of many of the prefixes currently used in the database and the standard abbreviations.) Standard abbreviations are preferred, but full titles may sometimes be used in special circumstances (i.e., The Right Honorable John Smith). Foreign language prefixes (i.e., Mademoiselle, Sen̄or) are used only when sending to a foreign address.

- The preference is to use the abbreviated form of the prefix.
- Do not enter prefixes in any other fields other than the prefix field.

2.2 First Name

- 1) All information is to be entered using uppercase and lowercase letters.
- 2) Never use all uppercase or all lowercase letters.
- 3) Hyphens, apostrophes, or periods may be used.
- 4) Periods may be used.

In cases where a single character or initial 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.

Examples:
Marie-Louise
Leigh'R

2.3 Preferred First Name (Nickname)

Preferred first name (or nickname) should be entered. If no preferred first name is given, data in the first name field defaults.

- 1) All information is to be entered using uppercase and lowercase letters.
- 2) Hyphens, apostrophes and periods may be used.
- 3) Spaces are used for double first names, such as Ruth Ann and Billy Joe.
- 4) In the Preferred First Name, enter the name preferred by the individual.

Example:

W. Scott Nobles
enter W. in First Name,
Scott in Middle Name field and
Scott in the Preferred First Name field.

2.4 Middle Name or Initial

- 1) All information is to be entered using uppercase/lowercase letters.
- 2) Never use all uppercase or lowercase letters.
- 3) If no middle name or middle initial exists, leave the field blank.
- 4) Hyphens may be used to separate double names.

Example:

Jean-Marie
Legacy Eyes-of-the-Moon Russell
de la Presa-Pothier

- 5) Apostrophes may be used.
Example: O'Donnell
- 6) Spaces are permitted between multiple names.
Example: Mary Jean
- 7) The period is allowed.
- 8) The middle name can be the same as a person's maiden name.

2.5 Last Name

- 1) All information is to be entered using uppercase/lowercase letters.
- 2) Never use all uppercase or lowercase letters.

Examples of actual last names in database -- all are correct:

DuBois
duPont
van Alstyne
von Zelowitz

- 3) Apostrophes are used in such names as O'Bryan and Holmes a'Court.
- 4) The period is used in names that are written as abbreviations, such as St. Benedict.
- 5) If a person has only one name (i.e., Prince, Cher) then the name is entered in the last name field.

2.6 Suffix

Only suffixes are to be entered in this field. Do not enter a suffix in the Last Name field.

- 1) If there is no suffix, leave the field blank.
- 2) All information is to be entered using uppercase/lowercase letters.
- 3) Use standard capitalization rules. Punctuation is used in some suffixes.
- 4) Acronyms used to indicate degrees, military service branches, medical certifications or to indicate religious orders generally don't have periods.
- 5) Both a prefix and suffix are used when there is an inherited suffix (i.e., Jr., III)

Examples:

Rev. Martin Luther King, Jr.
Gen. Frank L. Smith, USA (Ret.)

Capt. James Miller, USN
Fr. Joseph McCarthy, OD

- 6) A suffix indicating academic or medical degree is not used when the prefix is entered. As a general rule, the College addresses individuals in context where the prefix rather than professional suffix should be used. An entry of Dr. in the prefix field is usually sufficient.

Example: Do not enter Dr. James Taylor, M.D.

- 7) Acronyms used to indicate academic degrees, military service branches, medical certifications or to indicate religious orders generally don't have periods. For guidelines of where periods should be used, see Appendix for most common suffixes currently in use.

3 Vendors

3.1 General

Vendors may include companies, organizations, individuals or entities conducting business with the College in a professional capacity.

3.2 Vendor Names

- 1) Enter all information using upper and lower case and standard capitalization.
- 2) Never use all uppercase or all lowercase letters, except for acronyms.

Vendor names must be entered in the vendor name field as it appears on their W-9, or social security card for individuals. However, when a vendor name begins with an "article" (a, an or the), the article should not be included in the vendor name.

Examples:	If the Organization is....	Enter.....
	The Acme Group	Acme Group

3.3 Doing Business As (DBA)

In the case of a d/b/a (doing business as), the owner ID first must be created for the individual or company name appearing on the W-9. The record is then created for the d/b/a or vendor sharing a tax ID and linked to the owner ID.

Example:
John Doe dba John's Construction
Create John Doe as a vendor.
Create John's Construction as a vendor, and link to John Doe as the owner ID.

3.4 Initials and Punctuation

- 1) Names must be entered with spaces between the words and initials..
- 2) Do not add punctuation where none exists.
- 3) Do not use periods (.).

Examples:	If the Organization is....	Enter.....
	R.J. Reynolds Co.	R J Reynolds Co
	F. & F. Securities	F & F Securities

- 4) A space is used before and after the <ampersand>
- 5) Apostrophes may be used, but do not use spaces before or after the apostrophe.
Example: John's Plumbing Supply
- 6) Commas should not be used between names.

3.5 Acronyms

Acronyms and universally accepted abbreviations must be entered without spaces or periods between the letters.

Examples

If the Organization is...	Enter...
Associated Colleges of the Twin Cities	ACTC

3.6 Connective Words

- 1) Connective words such as and, in, or for, etc. are to be entered in lowercase with the exception of the first word of the organization.
- 2) The use of "and" "or" and "&" should be determined by the organization's preference.
- 3) The ampersand should be only used as part of a formal name.
- 4) "And" should be used in all other cases.

Examples:

If the Organization is...	Enter...
E & I	E & I

3.7 Hyphens and Slashes

Hyphens or slashes may be used to separate names, but spaces before or after the hyphen or slash must not be used.

Example: Padgett-Thompson

3.8 Numerals as Part of a Name

If a numeral is part of an official corporate name, enter the numeral rather than spelling out the number.

Examples:

21st Century Productions
3M National Technology

3.9 Abbreviations

In general, company names should not be abbreviated. However, when space limitation requires the use of abbreviations, common abbreviations may be used. If additional space is still required, abbreviate the last word of the line. Punctuation must not be used (i.e. no periods). For a listing of commonly used abbreviations, please see Appendix.

4 Addresses

College-wide conventions are critical for shared data such as addresses. Remain mindful of the purposes for which the data are entered. These standards must balance four considerations:

- 1) System requirements

- 2) Accepted standards for formal communications
- 3) US Postal Service guidelines
- 4) International address requirements

According to the US Postal Service (USPS) Postal Addressing Standards, a standardized address is fully spelled out or abbreviated using the USPS standard abbreviations. These guidelines are designed to convey the minimum standard requirements to enhance the processing and delivery of mail, reduce instances of 'undeliverable' mail, and position the College to obtain the most advantageous postal rates.

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

- 1) Enter all information using upper and lower case and standard capitalization.
- 2) Never use all uppercase or all lowercase letters, except for acronyms.
- 3) Never use periods after abbreviations in an address.

4.1 Sources for Additional Information

Style manuals exist that indicate formal addressing style, including several USPS publications indicating addressing standards. The most comprehensive and accessible publication is *Postal Addressing Standards, Publication 28*. This publication is available from the USPS, as well as in a portable document format (PDF) on the World Wide Web at:

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

The USPS National Customer Support Center has a very useful web site that provides extensive address and zip code information:

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

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

<http://www.canadapost.ca/tools/pg/manual/b03-e.asp>

4.2 Street Address and PO Box

Banner address formats allow three lines of street address information. If an address contains both a street address and a post office box, the USPS will deliver mail to the first address line listed above the city/state/zip line. In this situation, it is preferred that the post office box be the last part of the address entered before the city/state/zip.

It is important that data be entered in consecutive lines. Data must be entered in the first line of the entry, followed by the next part of the address information in the second line. If there are only two lines of information, then they should be entered on the first two lines rather than leaving the second line empty as in the case of some other databases.

FIELD	DO THIS	DO NOT THIS
Address Line 1	Chanin and Levers Inc	Chanin and Levers Inc
Address Line 2	1600 Martian Blvd Ste 910	
Address Line 3		1600 Martian Blvd Ste 910

- 1) Symbols should never be used in the first position of an address field.
- 2) Periods should never be used.
- 3) The ampersand '&' should never be used.
- 4) The percent symbol '%' should never be used.
- 5) The designation 'in care of' should be abbreviated as 'c/o' and should be entered on the first street address line.
- 6) The underscore character '_' should never be used.

4.3 Multiple Line Addresses

If the street address contains a secondary unit designator (such as an apartment, suite, building, etc.) the preferred location is at the end of the street address. PO Box is not considered a secondary address unit designator.

Examples:

102 Main St Apt 101
 1356 Executive Dr Ste 202
 1600 Central Pl Bldg 14
 55 Sylvan Blvd Rm 18

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

Examples:

Ste 202
 1356 S Executive Dr

Recommended abbreviations for common unit designators are:

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

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

4.4 Street Names

Street names should be abbreviated when possible.

Examples:

First St NW
 E St Clair

Street suffixes should be abbreviated using the standards in the table below.

STREET SUFFIX	ABBREVIATION
Avenue	Ave
Boulevard	Blvd
Branch	Br
Center	Ctr
Court	Ct

Circle	Cir
Drive	Dr
Estate	Est
Highway	Hwy
Lane	Ln
Parkway	Pkwy
Place	Pl
Road	Rd
Square	Sq
Station	Sta
Street	St
Terrace	Ter
Trail	Trl
Way	Way

4.5 Punctuation

Punctuation in the street number and name is normally limited to slashes and hyphens and should be avoided if possible. With the exception of the hyphen in the zip-plus-4 configuration, punctuation in the address does not conform to postal standards

Examples:

Slashes (fractional addresses): 101 1/2 Main St

Hyphens (hyphenated address): 289-01 Montgomery Ave

4.6 Compass Directions

Compass directional words should be abbreviated at the beginning or end of the street name. The only time a directional word should be spelled out is when it is the street name.

Examples:

102 N Main St SW

160 N South St

1624 N South Blvd

Compass directional words should be abbreviated as follows:

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

4.7 City

Spell out city names in their entirety. If it is necessary to abbreviate city names to fit in the data field, use abbreviation standards described herein or in the USPS *Postal Addressing Standards*.

Examples:

Saint Paul

Mount Pleasant

4.8 State and Province

State codes must be entered for all US and Canadian addresses. For additional information, refer to the *Postal Service Addressing Standards* publication.

Canadian addresses must include the City in the City field, the Province in the State field, and the code for Canada in the Country field.

4.9 Zip or Postal Code

Zip or postal codes must be entered for all U.S. and Canadian addresses. If available, it should also be entered for other international addresses.

4.9.1 United States

A hyphen must be entered when the entire 9 digit zip code is available. If the last four digits are unavailable, enter the first five digits in the first five positions of the field without the hyphen.

Examples:

97203

97203-5798

4.9.2 Canada

All characters in the postal code must be in uppercase lettering. Include the appropriate space in the postal code and do not use hyphens.

Enter the six-character postal code first entering in 3 characters, a space, then the last 3 characters.

Examples:

T2T 2Y5

R2L 1N4

4.10 Country

A country code is required for all non-US addresses. Do not enter a country code for US addresses.

4.11 International Addresses

City is entered into the City Field.

State/Province Field must be blank.

Country is entered into the Nation Field.

DO NOT use hyphens.

Addresses should be fully spelled out if possible. Use standardized abbreviations when necessary.

Example:

Name:	Nicholas D Graham
Address Line 1:	75 Eaton Terrace
City:	London SW1 W8TN
State:	
Zip:	
Country:	GB

Name: Alma Wolfe
Address Line 1: 815 Half Way Pond
Address Line 2: Georgetown
City: Grand Cayman
State:
Zip:
Country: KY

Name: Bob Marley
Address Line 1: PO Box 9239
City: Kingstown
State:
Zip:
Country: JM

4.12 Military Address

4.12.1 Overseas Locations

Overseas military addresses must contain the APO (Army Post Office) or FPO (Fleet Post Office) designation along with a two-character "state" abbreviation of AA, AE, or AP and the zip code.

AA for mail in the Americas other than Canada (340)

AE for mail going to Europe, the Middle East, Africa and Canada (090 through 098)

AP for mail destined to the Pacific (962 through 966)

Enter the zip code in the zip code field

The APO or FPO code should be entered in the City field

The military 'State' code (AA, AE or AP) should also be entered in the State field.

Examples:

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

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

SSGT Mario Martian
Unit 2050 Box 4190
APO AP 96522-1215

4.12.2 Domestic Locations

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

Examples:

Col Margaret Henry
Lowery Air Force Base

8205 E 6th Ave 405
Denver CO 80234

Capt Jack Harris
2314 Barracks St
Minot AFB ND 58705

4.13 Punctuation

Punctuation in the street number and name is normally limited to slashes and hyphens and must be avoided. With the exception of the hyphen in the zip-plus-4 configuration, punctuation in the address does not conform to USPS standards

Slashes (fractional addresses): 101 1/2 Main St
Hyphens (hyphenated address): 289-01 Montgomery Ave

4.14 Address Change Sources

Sources for address information may be tracked to reflect the reason for the change. Address change codes may vary by department.

5 Telephone Numbers

An entity may have multiple telephone numbers. Telephone numbers must be accurate and reflect the most recent data received.

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

6 Email

An entity may have multiple email addresses. However, the College email address will be used for all official correspondence.

Email accounts for College faculty, administrators, staff, and official organizations will have the suffix @macalester.edu

Email addresses should be accurate and reflect the most recent data received.

7 Gender

The U.S. Department of Education requires that the College reports gender information. Once an individual becomes an employee or student, they must be classified as a male or female.

7.1 Standards

Code	Description	Explanation
M	Male	A male person, man or boy
F	Female	A female person, woman or girl
N	Other	The gender cannot be determined

8 Taxpayer Identification Number (TIN)

8.1 Social Security Number (SSN)

The College's policy is that only a SSN will be entered in this field.

A U.S. SSN is required for all employees, students and independent contractors. Social Security numbers are not required for international students unless they are employees or receive any type of financial aid or 1099 income.

Enter the entire 9-digit U.S. SSN.

A person must present an original Social Security card in order to their SSN changed. Professional judgment must be used when making corrections to SSNs based on error at initial entry.

If a person is a faculty or staff member, Human Resources will make the change. Students will direct SSN change requests to the Registrar.

8.2 Employer Identification Number (EIN)

The College's policy is that only an EIN will be entered into this field.

A U.S. EIN is required for all vendors that have one.

Enter the entire EIN.

A vendor must present a copy of a W-9 in order to have their EIN number changed. Professional judgment should be used when making corrections to EINs based on error at initial entry.

For a vendor, the EIN should be changed by Purchasing/Accounts Payable.

9 Date of Birth

Date of birth is required for employees and those applying for admission to the College. Date of birth should be entered in the format MMDDYY.

10 Marital Status Code

Marital status is maintained for all College employees and financial aid applicants.

Additional status codes may be tracked in certain areas for internal use.

Code	Description	Explanation
M	Married	Married
S	Single	Unmarried
D	Domestic Partner	Registered Domestic Partner
O	Other	Marital Status is unknown

11 Ethnic Codes

Ethnicity is tracked for purposes of federal and state reporting requirements, as well as to support event programming. Codes may vary by system depending on needs, and will be mapped among systems.

12 Deceased Information

Due to the sensitivity of this issue, prompt attention is important for future mailings from college offices to be discontinued. Deceased status must be verified information, not just perceived information.

When making population selections for communication purposes, you must search for, and exclude, deceased persons from your selection.

If notification that a person has passed away is received, be sure that is reported to the appropriate contact person for each application that is tracking the person.

13 Citizenship and Visa Information

Citizenship is required information for students and employees at the College. Additional information, such as country of citizenship and visa status, is required for any person who is not a citizen of the United States.

Citizenship and related information is maintained by the following offices:

Admissions	For prospective students
Human Resources	For staff and faculty
International Center and Registrar	For international students after enrollment (Registrar enters?)

Any changes to citizenship or visa information must be coordinated through Human Resources, Registrar or the International Center.

14 Legacy Relationship Information

A legacy code identifies a relative or friend with whom the College has or had a relationship. For example, if a mother of a student is an alumna of the College, the legacy would be the mother.

Legacy data are collected by the Admissions Office and entered by the Advancement Office.

15 Religious Preference

The College collects religious preference data for new students on a voluntary basis. The data for students is maintained in the Registrar's Office.