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Introduction

The USM Standards Committee was formed in July of 1999. Its charge is to assess and evaluate data standards as they relate to the PeopleSoft administrative software implementation initiative. The committee includes representatives from all areas either where the software has been implemented or is in the process of being implemented.

Special Note

For ease of understanding, when ALL is used in reference to Table Owner, it means that all areas share the table, but each area has its own data values on the table. The following abbreviations will be used periodically throughout this document when referring to the different departments and campuses.

ADM	Admissions
CR	Contributor Relations
ALL	All areas share the table
FA	Financial Aid
GCRL	Gulf Coast Research Lab
GP	Gulf Park Campus
GA	Graduate Admissions
GS	Graduate School
H'Burg	Hattiesburg Campus
HR	Human Resources
ISSS	International Student and Scholar Services
IR	Institutional Research
RO	Registrar's Office
SF	Student Financials – Business Office

Addresses

A complete address is essential to process all mail accurately and economically. Mail must be arranged in a manner that is easily read by individuals and/or automatic sorting equipment. CASS (Coding Accuracy Support System) and PAVE (Presort Accuracy Validation and Evaluation) certifications are required in order to obtain the best discounts for bulk and non-profit mailings. The cost depends on which vendor is used and the number of records in a mailing list. Bulk rates vary depending on whether or not the records in the mailing list are eligible for the best discount. CASS and PAVE will supply a zip+4 Code and a bar code if not already assigned. The rate could be as high as 26 cents or as low as 8 cents for 1 oz. First class mailings are 32 cents for 1 oz. of a letter size piece. There could be some delay in processing first-class mail with a non-standard address but there will be no cost difference. In all cases, following the USPS address formats will ensure the most efficient delivery of The University of Southern Mississippi’s mail.

NOTE: All Address Types available in SA Self-Service will be available for Display Only to students. (Voted and Approved on 9/11/03.)

Address Types: Definitions & Owners

Table	ADDR_TYPE
Description	Used to define address types. An address type is a type assigned to a physical address, like home, business, etc.
Table owner	ADM, CR, FA, GS, HR (H’burg, GP, & GCRL), ISSS, RO, SF.
Data entry standards	Enter addresses in the format specified in the Address Details Table.
Date values approved	2/24/00
Date values revised	
Billing	The address on file where bills will be sent. This address to be maintained by SF. This address will only be populated at the student’s request if different than their mailing address.
Business	The constituent’s primary business address. In a case where there are two locations for a primary business, the alternate location may be found on the organization’s record. This address to be maintained by CR.

Campus	This will be used for SS Box and campus phone numbers other than dorm rooms. Information will be populated via an electronic interface. This address type to be maintained outside PeopleSoft by the USM Post Office.
Degree	Currently updated by the Registrar's Office. (Originally in the Bull System, the Academic Colleges were also able to update this address type to indicate where students want their diplomas mailed. Until further notice, only the Registrar's Office may update the Degree Address type.)
Dorm	This will store the student's dorm room and phone number for the Registrar's Office use. It will be loaded through an interface with the Residence Life database. See Standards minutes from 06/14/01 and 9/12/02.
Financial Aid	ISIR address loaded into suspense table for comparison and verification. This address to be maintained by Financial Aid. <i>Use of this address type to be determined.</i>
Home	<p>For all modules, home address is the main or primary address. The home address for a student can not be a campus post office box.</p> <p><u>Employees:</u> Home address has significant tax and benefits implications for active employees. This address to be maintained by HR.</p> <p><u>Student employees:</u> Home address has significant tax implications for active student employees. This address to be maintained by RO.</p> <p><u>Students:</u> For traditional students, the home address is typically their parents' address. Nontraditional/graduate students may have different addresses than their parents. This address to be maintained by RO.</p> <p><u>Prospective students (undergraduate, graduate, international):</u> This address to be maintained by the appropriate admissions office -- ADM, GS, and ISSS.</p> <p><u>International students:</u> The home address is the student's country of residence. This address to be maintained by ISSS.</p> <p><u>Other constituent types (alumni, friends, financial prospects, etc.):</u> The given constituent type's home address. This address to be maintained by CR.</p> <p>Contributor Relations will not use or maintain this address.</p> <p>Contributor Relations will enter a HOME address for</p>

	<p>every record that they create, since blank HOME address rows cause fatal errors in Human Resource processes. Preferred is the main address type for alumni. See Standards minutes from 1/18/01. Pinehaven addresses may be entered in Home address if it is the permanent residence.</p>
International	<p>This will be used by International Education to store the local address for their foreign students, i.e. where they live. The foreign address for these students will reside in the HOME address field. Only International Ed should alter these values.</p>
Mailing	<p>The local address designated by the constituent where he/she would like to receive his/her mail if this local address is different from the home address. <u>Employees:</u> This address to be maintained by HR. <u>Student employees:</u> This address to be maintained by RO. <u>Students:</u> This address to be maintained by RO. <u>Prospective students (undergraduate, graduate, international):</u> This address to be maintained by the appropriate admissions office --ADM, GS, and ISSS. <u>International students:</u> This address to be maintained by ISSS. <u>Other constituent types (alumni, friends, financial prospects, etc.):</u> This address type is currently not used by CR.</p>
Preferred	<p>The address designated by the constituent where he/she would like to receive his/her mail. This address type to be used by CR only. This address to be maintained by CR. Pinehaven addresses may be entered in Preferred address if it is the permanent residence. See Address Details (Pinehaven Addresses).</p>
Other	<p>This address type currently not being used.</p>
Joint Communication	<p>This address type currently not being used.</p>

*** REVIEW Residence Life Hall and Room and how information will be shared.*

Address Maintenance: Constituent Definitions

Table	N/A
Description	Definitions of the various constituent types in the system and the area responsible for maintaining addresses associated with these constituent types.
Table owner	N/A
Data entry standards	Enter addresses in the format specified in the Address Details Table.
Date values approved	2/24/00
Date values revised	
Alumni	Defined as anyone holding a degree from USM who is not a current student or employee. Maintained by CR.
Contributor	Defined as any one of any of the listed constituent types that also provides financial assistance to the University but who is not a current student or employee. Maintained by CR.
Employee	A constituent who is currently employed by USM. Maintained by HR (Hattiesburg, GC, and GCRL). See also definition of student.
Friend	All persons who are not classifiable as alumni, parent, student, student employee, or employee. A former student is defined as a student previously enrolled at USM who did not graduate. This definition does not include current students or employees. Maintained by CR.
Parent	Parents or guardians of current or former students at USM. Grandparents also may be included in this category. This definition does not include current students or employees. Undergraduate Admissions is gathering this information. Maintained by CR.

Prospect	1) A constituent who has not yet enrolled in USM. Maintained by the appropriate admissions office --ADM, GS, and ISSS. 2) A potential donor. Maintained by CR. This definition does not include current students or employees.
Student	A constituent who is either 1) currently enrolled as a student at USM or 2) a student employee. Types 1-2 maintained by RO; Type 2 also maintained by GC & GCRL HR offices. Types 1-2 who are international students are maintained by ISSS.

Address Details (U.S. Addresses)

Table	N/A
Description	Data entry standards as determined by the Standards Committee.
Table owner	N/A
Data entry standards	<ul style="list-style-type: none"> • No punctuation should be used in the address. • All addresses will be entered in upper and lower case format. The mixed case addresses can be converted electronically to all upper case at time of data extract for mass mailings. • Spell out city names. Example: New York, Fort Worth • Address Suffixes will be abbreviated. Example: St, Rd, Blvd • Post office boxes will be entered as PO Box • Directionals will be abbreviated. Example: NE, S • ZIP + 4 codes are strongly recommended, and can be found on the USPS web site at http://new.usps.com . Click on the tab labeled Business. In the search dialog box type the keyword Lookups. The hyphen is required for Zip+4 codes. • Two standards are acceptable. An address may have street address and apartment number all on address 1. Example: 2300 Lincoln Rd Apt 108 An address may have apartment number on address 1 and street address on address 2. Example: Apartment 108 2300 Lincoln Rd • Note: CR will use punctuation with the Preferred address type only.

Date values approved	07/13/00
Date values revised	5/13/04

Address Details (International Addresses, excluding Canada)

The International Address Type (INTL) will not require users to input data into the QAS address search page. Addresses can be entered directly onto the PeopleSoft address page.

The completed address should resemble this:

Mr David Lewis
 48 Elizabeth Road
 Summertown
 Oxford OX27 QD
 ENGLAND

Address Details (Canada)

The completed address should resemble this:

Ms Helen Saunders
 1010 Clear Street
 Ottawa ONT K1A 0B1
 CANADA

Address Details (Military addresses)

Country	Select USA from the drop-down list of valid values.
Street Address/City/State/Zip	<p>In the QAS address search page, enter street number in the street address line, then enter the zip code and click search.</p> <p>For overseas mail, enter the APO or FPO designation, the appropriate two-character code, and the Zip or Zip+4 code here.</p> <p>AE = Armed Forces in Europe, the Middle East, Africa, and Canada.</p> <p>AP = Armed Forces in the Pacific.</p>

AA = Armed Forces in the Americas (excluding Canada).

Example: 376 APO AE 09356-9997

Address Details (Campus addresses)

Country	Select USA from the drop-down list of valid values.
Street Address/City/State/Zip	All USM box numbers will be entered as the following: "118 College Dr ####." Do not enter the word "Box," do enter the "#" sign. Example: 118 College Dr #5171

Address Details (Pinehaven addresses)

Country	Select USA from the drop-down list of valid values.
Address 1	Enter the campus box number entirely on line 1. Do not enter "USM" or "Southern Station". After the box, enter "Pinehaven". Example: Box 6161 Pinehaven
Address 2	Leave blank.
City	Enter Hattiesburg.
State	Enter MS.

Address Maintenance: Process (Point of entry or collection into the system)

Admissions	Undergraduate (H/GC); Graduate (H/GC); Continuing Education (H/GC); International Education (H/GC); Culinary Arts; Gulf Coast Research Lab; English Language Institute. <i>**NOTE: REVIEW Residence Life Information in BPP.</i>
Contributor Relations	Alumni Association, Eagle Club, Foundation.

Address Maintenance: Processing Changes Hierarchy

Since USM will have a shared database, necessity warrants the restriction by security access for address changing to preserve the integrity of student, parent, alumni, friend, and employee records. This section primarily deals with the Home and Mailing address types. Other address types are specific to various offices, which will have the responsibility for maintaining those address types in accordance with their procedures.

An individual may qualify for more than one of the types listed. In this case, all applicable types will be indicated on the constituent's record but a hierarchy will determine who has responsibility for the maintenance of any name changes requested. This hierarchy is as follows:

1. All employees (faculty, adjunct faculty, faculty on sabbatical, staff, employees on leave of absence) who want to make changes to their address information in PeopleSoft must go to the Department of Human Resources at the respective campus (H, GC, GCRL). This is true regardless of the other relationships the employee may have with USM (student, friend, and alumni). HR will process from available form.
 2. Current students, former students, and student employees who want to make changes to their address information in PeopleSoft must go to the Registrar's Office. A former student is defined as a student previously enrolled at USM who did not graduate. Students must present their student identification cards in order to have changes made to their records. The Registrar's Office (RO) will process changes from a written request only. The request may be on a RO form, a handwritten or typed request (mail or fax accepted) and a signature provided. Telephone calls are not accepted at the present time.
 3. International students and student employees who want to make changes to their address information in PeopleSoft must go to International Student and Scholar Services (ISSS).
 4. Prospective students who want to make changes to their address information in PeopleSoft must go to the appropriate admissions office (undergraduate, graduate, ELI, ISSS).
 5. Alumni, prospects and friends who want to make changes to their address information in PeopleSoft must go to one of the Contributor Relations areas (Alumni Association, Eagle Club, Foundation).
- For anyone who is not an employee as defined in #1, a bio/demo information change form may be obtained in *any office* on campus. However, changes will be processed in the appropriate office depending upon the individual's relationship with USM (see hierarchy above).
 - Offices seeking to make changes outside their designated area of responsibility must petition and be granted security access via the appropriate data custodian, complete

training, and understand the responsibilities and processes that support the change process.

- No notification to other departments is necessary once the appropriate office has made the requested changes.

Duplicate Records

It is up to each person that adds records to the PeopleSoft system at The University of Southern Mississippi to follow the established Search Match processes laid out here, in Standards Committee minutes, and in training documentation. The approved process is to take all steps necessary to verify that a second record is not being added to the system for a single person.

Identifying and Marking Duplicate Records

When a potential duplicate record is found, steps must be taken to ensure that the record is marked correctly. Duplicate records impact a number of areas including Admissions, Student Records, Contributor Relations, and HR/Payroll. Prevention of future duplicate records should be taken seriously and all areas should take appropriate steps before adding a new record.

Search/Match: Before adding a new person in PeopleSoft, a Search/Match must always be conducted to verify this person does not currently exist in PeopleSoft. At minimum, areas should search two times using Search/Match. If a social security number is provided, a search on SSN should be conducted. A search on name should also be conducted, note that areas should try using partial first and last names when searching. This can help identify individuals with misspelled names or with different versions of first or last names. For example, search on Kathy and/or Cathy. Searches using just the first letter of a first or last name can also be used. A person could be entered as Kathleen, yet if a search of “Kathy” is entered, the results will not include Kathleen.

If a duplicate record is found, use the following steps to reference or mark as a duplicate:

1. Conduct a Search/Match
2. Evaluate the Relations with Institution for both IDs and determine which ID is the good one.
 - a. Identify the ID with the most pertinent information and try to determine where the *most* information resides.

Departmental Contacts by Area

Admissions

Primary Contact – Beth Giroir (6-4508)
Backup Contact – Ann Billings (5-4545)
Graduate Admissions – Mary Lowry (6-5139)

Contributor Relations

Primary Contact – Dawn Higdon (6-6569)

Financial Aid

Primary Contact – David Williamson (6-4774)

Foundation

Primary Contact - Dawn Higdon (6-6569)

HR

Primary Contact –

International Student and Scholarship Services

Primary Contact – Gina Barker (65729)

Payroll (office does not reference ids)

Student Financials (office does not reference ids)

Student Records (office does not reference ids, but may be contacted if needed)

Primary Contact – Casey Turnage (6-5006)

Adding Without a Social Security Number

When adding a new record, the National ID is a required field. If you do not have a social security number or national id for the constituent, you must enter something into that field. When you are not supplied the necessary information, you should enter the Empl ID followed by three zeroes. (Ex: 123456000)

Email Addresses

Email addresses are essential to process all email accurately.

NOTE: All Email Address Types available in SA Self-Service will be available for Display Only to students. (Voted and Approved on 9/11/03.)

Email Address Types: Definitions & Owners

Table	EMAIL_ADDRESSES
Table owner	ADM, CR, FA, GS, HR (H'burg, GP, & GCRL), ISSS, RO, SF.
Data entry standards	Enter email addresses in the format provided.
Date values approved	8/21/03
Date values revised	
Business	This email address is to be used by CR.
Campus	This email address is not to be edited manually. It is loaded automatically from SCAMP.
Home	This email address is to be used by HR and the Registrars office.
Preferred	This email address is to be used by Contributor Relations only.

Names

Name Details

Table	N/A
Description	Specifications for entering name data in PeopleSoft. Shared by all areas.
Table owner	All.
Data entry standards	<ul style="list-style-type: none"> • No punctuation should be used except for a comma to separate the surname from the first name. • There should be no space between the comma and the first name. • Name should be entered in mixed case letters Example: Doe,John. • Use full first name. • Use full middle name (if only value supplied is middle initial, enter it without punctuation). • If your department does not use the Suffix field, a suffix may be entered after the last name and before

	the comma. Do not use punctuation, other than the comma before the first name. Example: Doe Jr, John.
Date values approved	10/14/99
Source(s)	N/A

Name Parse (primary & preferred)

Table	Name_Parse_Table
Description	Used to define when or if the system will automatically break names into parts.
Table owner	iTech.
Data entry standards	<ul style="list-style-type: none"> • The system will create both a primary and preferred name on initial entry only. • Everything before the comma is the last name (i.e., De La Garza, LeBlanc, L’Hommediue, Smith-Jones); after the comma until the first space is the first name; everything after the space is the middle name(s)/initial(s). This will work for over 98% of the names, and for the other 2%, the parsed names need to be edited manually under appropriate name type(s). For example: MaryAnn L could be a first name or both a first & middle name.
Date values approved	10/14/99, 2/24/00
Source(s)	N/A

Name Parts

Table	XLATTABLE (Name Parts Table)
Description	Used to define name parts (First, last, middle, prefix, suffix).
Table owner	iTech
Data entry standards	Everything before the comma is the last name (i.e., De La Garza, LeBlanc, L’Hommediue, Smith-Jones, Martin Jr.); after the comma until the first space is the first name; everything after the space is the middle name(s)/initial(s). This will work for over 98% of the

Date values approved	names, and for the other 2%, the parsed names need to be edited manually under appropriate name type(s). 10/14/99
Source(s)	N/A

Name Types: Definitions

NOTE: All Name Types available in SA Self-Service will be available for Display Only to students. (Voted and Approved on 9/11/03.)

Table	Name Parse Table (for name types)
Description	Used to define the various ways an institution can view an individual's set of names. A name type is a label assigned to an individual's name.
Table owner	CR = Contributor Relations, HR = Human Resources, RO = Registrar's Office.
Data entry standards	Enter name in the format specified in the Name Details Table.
Date values approved	10/14/99
Source(s)	N/A
Primary Name	The official name provided by the constituent in whatever manner is required by the responsible department. This name is stored in the Personal Data Table in PS-SAS. This name is displayed in a consistent location on all panels that show information about a particular individual.
Preferred	The name by which the constituent would like to be casually or informally referred (primarily used by CR, although not restricted). The preferred name type may contain punctuation.

Nickname	An alternate first name, usually very informal, by which the constituent would like to be referred (used by CR only).
Maiden	Person’s family name before marriage. Birth name is the more modern name of this field.
Degree	The name that appears on the student’s diploma (maintained by RO). The degree name type may contain punctuation.
Joint Communication Name	Not currently being used.

Name Maintenance

Table	N/A
Description	Definitions of the various constituents in the system and the area responsible for maintaining them.
Table owner	N/A
Data entry standards	<ul style="list-style-type: none"> • Enter name in the format specified in the Name Details Table. • Since USM will have a shared database, necessity warrants the restriction by security access for name changes to preserve the integrity of student, parent, alumni, friend, and employee records. • An individual may qualify for more than one of the definitions listed above. In this case, all applicable definitions will be indicated on the constituent’s record but a hierarchy will determine who has responsibility for the maintenance of any name changes requested. See hierarchy at the end of this table for further information.
Date values approved	2/24/00
Source(s)	N/A
Alumni	Defined as anyone holding a degree from USM who is not a current student or employee. Maintained by CR.

Contributor	Defined as any one of any of the listed constituent types that also provides financial assistance to the University but who is not a current student or employee. Maintained by CR.
Employee	A constituent who is currently employed by USM. Maintained by HR (Hattiesburg, GC, and GCRL). See also definition of student.
Friend	All persons who are not classifiable as alumni, parent, student, student employee, or employee. A former student is defined as a student previously enrolled at USM who did not graduate. This definition does not include current students or employees. Maintained by CR.
Parent	Parents or guardians of current or former students at USM. Grandparents also may be included in this category. This definition does not include current students or employees. Undergraduate Admissions is gathering this information. This information is collected through the Relationships panel. Maintained by CR.
Prospect	1) A constituent who has not yet enrolled in USM. Maintained by the appropriate admissions office --ADM, GS, and ISSS. 2) A potential donor. Maintained by CR. This definition does not include current students or employees.
Student	A constituent who is either 1) currently enrolled as a student at USM or 2) a student employee. Types 1-2 maintained by RO; Type 2 also maintained by GC & GCRL HR offices. Types 1-2 who are international students are maintained by International Student Affairs.

Name Maintenance: Process (point of entry or collection into the system)

Table	N/A
Description	Points of data entry into the PeopleSoft system.
Table owner	N/A
Data entry standards	Enter name in the format specified in the Name Details Table.

Date values approved	10/14/99
Source(s)	N/A
Admissions	Undergraduate (H/GC); Graduate (H/GC); Continuing Education (H/GC); International Education (H/GC); Culinary Arts; Gulf Coast Research Lab; English Language Institute.
Contributor Relations	Alumni Association, Eagle Club, Foundation.
Human Resources	Hattiesburg, Student Employment (H), Gulf Coast, Gulf Coast Research Laboratory.
Other	External organizations cover names of contacts for Business Services and Purchasing. Admissions and Financial Aid modules will accommodate data loads from external sources.

Name Maintenance: Processing Name Changes

Each area has a need to collect documentation from their area that will meet the guidelines set forth by rules, laws, policies, and/or procedures that may be unique in each case. The documentation that will be gathered in each area is defined below.

Admissions and Student Records	<ul style="list-style-type: none"> • A copy of a court order decree will be the required documentation for a legal name change. • A copy of the marriage license will be the required documentation for a marriage. • A copy of the court order divorce decree with the name change information will be the required documentation for a divorce. • Students who completed their original application for Undergraduate or Graduate Admissions using a nickname or some other name, must provide a copy of their birth certificate, if the name they want to change to cannot be verified on some other document in their jackets. • This policy will be in affect beginning September 1, 1999. • During the Fall, 2000, semester the Admissions and Student Records areas will review adding Social Security Card to have a common process with Human Resources (International Admissions will have special needs).
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Contributor Relations

- Students wanting to change their names after completing their first semester of enrollment must provide a birth certificate. International students must start the name change process in ISSS.
- Contributor Relations will specifically process name changes for the constituent types (who are not currently employees or students) of: (1) Alumni, (2) Non-Degreed, (5) Friend, (8) Non-Alum Spouse of Alumni and (9) Other. Additionally, Contributor Relations will have a limited processing role for the constituent types of (4) Parent, (10) Corporation, (11) Corporate Foundation, (12) Foundation, (13) Personal, Family Foundation, (14) Fund Raising Consortia, (15) Association, (16) Religious Organization, (17) Government (18) Government Foundation. The limitations governing these changes will be based on whether these constituent types generally fall under the maintenance of Contributor Relations by the nature of their relationship to the University.
- Those constituents that fall under the maintenance of Contributor Relations will not be required to meet “official” criteria for changing their name. The name change request/notification can be transmitted in person, by mail, by phone, e-mail, fax or from some other source.
- When a Contributor Relations office receives such notification, that office should attempt, if possible to assure that the person making the request is, indeed, the person whose data is being updated. If the person has made the request in person or by phone, this can be accomplished by requesting social security number or some other form of written communication. The person requesting the change should be sent notification from the Contributor Relations area processing the change that a change has been made.
- The notification should include the original name, new name and date of change. It should state that this name change will remain in effect unless the constituent responds with a correction.
- It is assumed that organizational name changes will be from a readily identifiable source such as a company official, new articles, etc.
- This process was effective July 12, 2000.

Human Resources

- The court order verifying that there has been a legal change of name and a social security card reflecting the new name will be the required documentation for a legal name change.
- A marriage certificate and a social security card reflecting the new name will be the required documentation for a name change due to a marriage.
- A divorce decree showing the name change (the entire divorce degree is not necessary) and a social security card reflecting the new name will be the required documentation for a name change due to a divorce.

Name Maintenance: Processing Changes Hierarchy

Since USM will have a shared database, necessity warrants the restriction by security access for name changing to preserve the integrity of student, parent, alumni, friend, and employee records. An individual may qualify for more than one of the types listed. In this case, all applicable types will be indicated on the constituent's record but a hierarchy will determine who has responsibility for the maintenance of any name changes requested. This hierarchy is as follows:

1. All employees (faculty, adjunct faculty, faculty on sabbatical, staff, employees on leave of absence) who want to make changes to their name information in PeopleSoft must go to the Department of Human Resources at the respective campus (H, GC, GCRL). This is true regardless of the other relationships the employee may have with USM (student, friend, and alumni). HR will process from available form.
2. Current students, former students, and student employees who want to make changes to their name information in PeopleSoft must go to the Registrar's Office. A former student is defined as a student previously enrolled at USM who did not graduate. Students must present their student identification cards in order to have changes made to their records. The Registrar's Office (RO) will process changes from a written request only. The request may be on a RO form, a handwritten or typed request (mail or fax accepted) and a signature provided. Telephone calls are not accepted at the present time.
3. International students and student employees who want to make changes to their name information in PeopleSoft must go to International Student and Scholar Services (ISSS).
4. Prospective students who want to make changes to their name information in PeopleSoft must go to the appropriate admissions office (undergraduate, graduate, ELI, ISSS).

5. Alumni, prospects and friends who want to make changes to their name information in PeopleSoft must go to one of the Contributor Relations areas (Alumni Association, Eagle Club, Foundation).
 - For anyone who is not an employee as defined in #1, a bio/demo information change form may be obtained in *any office* on campus. However, changes will be processed in the appropriate office depending upon the individual's relationship with USM (see hierarchy above).
 - Offices seeking to make changes outside their designated area of responsibility must petition and be granted security access via the appropriate data custodian, complete training, and understand the responsibilities and processes that support the change process.
 - No notification to other departments is necessary once the appropriate office has made the requested changes.

National ID Maintenance

The rules stated with regards to Name Maintenance apply also to the National ID, which is the Social Security number for the University of Southern Mississippi.

1. All employees (faculty, adjunct faculty, faculty on sabbatical, staff, employees on leave of absence) who need to make changes to their Social Security number in PeopleSoft must go to the Department of Human Resources at the respective campus (H, GC, GCRL). This is true regardless of the other relationships the employee may have with USM (student, friend, and alumni). This will only be changed with documentation obtained from the Office of Social Security.
2. Current students, former students, and student employees who need to make changes to their Social Security number in PeopleSoft must go to the Registrar's Office. A former student is defined as a student previously enrolled at USM who did not graduate. Students must present their student identification cards in order to have changes made to their records, but changed will only be made with documentation obtained from the Office of Social Security. The request may be on a RO form, a handwritten or typed request (mail or fax accepted) and a signature provided. Telephone calls are not accepted at the present time.
3. International students and student employees who need to make changes to their Social Security information in PeopleSoft must go to the Office of International Student Affairs (ISSS). This will only be changed with documentation obtained from the Office of Social Security.
4. Prospective students who need to make changes to their Social Security information in PeopleSoft must go to the appropriate admissions office (undergraduate, graduate, ELI, ISSS). This will only be changed with documentation obtained from the Office of Social Security.

5. Alumni, prospects and friends who want to make changes to their Social Security information in PeopleSoft must go to one of the Contributor Relations areas (Alumni Association, Eagle Club, Foundation).
- When an ISIR exists for a student whose PeopleSoft record has blank National ID, that field will be populated with the ISIR data by a Financial Aid Office process. See Standards minutes from 1/18/01.
 - When an ISIR exists for an applicant or prospect whose PeopleSoft record has different National ID data, because the information is verified by the Federal Government and Department of Education, that data will be corrected with that ISIR data. See Standards minutes from 1/18/01.

Organization Names

New organization names are entered by Admissions, as well as Contributor Relations. Southern Miss will use the organization’s complete legal name in the system. Entry of legal organization names that begin with “the” will be entered starting with that word, so that the system represents the organization’s legal name.

Phone

Accurate phone numbers are essential for offices to be able to contact students in cases of emergency and other times when students need to be contacted to distribute school-related information.

NOTE: All Phone Types available in SA Self-Service will be available for Display Only to students. (Voted and Approved on 9/11/03.)

Phone Address Types: Definitions & Owners

Table	PHONE_TYPE
Description	Used to define phone types.
Table owner	ADM, ADO, CR, FA, GS, HR (H’burg, GP, & GCRL), ISSS, RO, SF.
Data entry standards	Enter phone types in the format provided.
Date values approved	8/21/03
Date values revised	

Business	This phone type is to be used by CR.
Main	This phone type was originally used for the PeopleSoft conversion, however, it is no longer used.
Campus	This phone type is to be used by the Post Office only.
Home	This phone type may be used by HR, RO, ADO, ISSS, and CR.
International	This phone type is to be used by International Admissions only.
Pager	This phone type is to be used by CR only.
Fax	This phone type is to be used by CR only.
Cell	This phone type is to be used by CR only.
Preferred	This phone type is to be used by CR only.
Other	This phone type is to be used by ADO and ISSS.
Work	This phone type is to be used by HR.

Prefixes/Suffixes

Prefixes

Table	Name_Prefix_Table
Description	Used to define standard name prefix values.
Table owner	Standards Committee.
Data entry standards	<ul style="list-style-type: none"> No punctuation should be used (periods, commas). Prefix should be entered in mixed case letters (Dr). Exception: Enter all military prefixes using uppercase letters. All short descriptions will use punctuation where appropriate. There will be no punctuation in the prefix or suffix code except for Degree Name.
Date values approved	11/12/99
Source(s)	Webster Dictionary, Rinehart Handbook for Writers, Vanderbilt Book of Etiquette, Post Book of Etiquette, USM President’s Office.

Br	Brother
Br. (PRF)	Brother (preferred)
Dr	Doctor (may be used for University President, Dean, Professor if doctoral degree)
Dr. (PRF)	Doctor (preferred)
Fr	Father
Fr. (PRF)	Father (Preferred)
Gov. (PRF)	Governor (Preferred)
Hon	Honorable
Hon. (PRF)	Honorable (Preferred)
Jdg. (PRF)	Judge (Preferred)
Mr	Mister (may be used for Mayor, Lawyer if no additional doctoral degree)
Mr. (PRF)	Mister (Preferred)
Mrs	Mrs
Mrs. (PRF)	Mrs. (Preferred)
Ms	Miss
Ms. (PRF)	Ms. (Preferred)
Miss	Miss
Msgr	Monsignor
Rep. (PRF)	Representative (Preferred)
Rev	Reverend (may use Dr for clergy with doctoral degree, Mr/Ms if not)
Rev. (PRF)	Reverend (Preferred)
Sec. (PRF)	Secretary (Preferred)

Sen. (PRF)	Senator (Preferred)
Sr	Sister
Sr. (PRF)	Sister (Preferred)
GEN	General U.S. Army
MG	Major General U.S. Army
LTG	Lieutenant General U.S. Army
BG	Brigadier General U.S. Army
COL	Colonel U.S. Army
LTC	Lieutenant Colonel U.S. Army
MAJ	Major U.S. Army
CPT	Captain U.S. Army
1LT	First Lieutenant U.S. Army
2LT	Second Lieutenant U.S. Army
CWO	Chief Warrant Officer U.S. Army
WO	Warrant Officer U.S. Army
CSM	Command Sergeant Major U.S. Army
SGM	Sergeant Major U.S. Army
1SG	First Sergeant U.S. Army
MSG	Master Sergeant U.S. Army
SMSt	Senior Master Sergeant U.S. Army
SFC	Sergeant First Class U.S. Army
SSG	Staff Sergeant U.S. Army
SGT	Sergeant U.S. Army
S4	Specialist 4th Class U.S. Army
CPL	Corporal U.S. Army

PFC	Private First Class U.S. Army
PVT	Private U.S. Army
ADM	Admiral U.S. Navy
VADM	Vice Admiral U.S. Navy
RADM	Rear Admiral U.S. Navy
CAPT	Captain U.S. Navy
CDR	Commander U.S. Navy
LCDR	Lieutenant Commander U.S. Navy
LT	Lieutenant U.S. Navy
LTJG	Lieutenant (junior grade) U.S. Navy
ENS	Ensign U.S. Navy
CPO	Chief Petty Officer U.S. Navy
PO	Petty Officer U.S. Navy
S1C	Seaman First Class U.S. Navy
SMN	Seaman U.S. Navy
GEN	General U.S. Air Force
MG	Major General U.S. Air Force
LTG	Lieutenant General U.S. Air Force
BG	Brigadier General U.S. Air Force
COL	Colonel U.S. Air Force
LTC	Lieutenant Colonel U.S. Air Force
MAJ	Major U.S. Air Force
CAPT	Captain U.S. Air Force
1LT	First Lieutenant U.S. Air Force
2LT	Second Lieutenant U.S. Air Force

CWO	Chief Warrant Officer U.S. Air Force
WO	Warrant Officer U.S. Air Force
MSGT	Master Sergeant U.S. Air Force
SSGT	Staff Sergeant U.S. Air Force
TSGT	Technical Sergeant U.S. Air Force
SGT	Sergeant U.S. Air Force
A1C	Airman First Class U.S. Air Force
AMN	Airman U.S. Air Force
AB	Airman basic U.S. Air Force
GEN	General U.S. Marine Corp
MG	Major General U.S. Marine Corp
LTG	Lieutenant General U.S. Marine Corp
BGEN	Brigadier General U.S. Marine Corp
COL	Colonel U.S. Marine Corp
LTC	Lieutenant Colonel U.S. Marine Corp
MAJ	Major U.S. Marine Corp
CAPT	Captain U.S. Marine Corp
1LT	First Lieutenant U.S. Marine Corp
2LT	Second Lieutenant U.S. Marine Corp
SGM	Sergeant Major U.S. Marine Corp
GSGT	Gunnery Sergeant U.S. Marine Corp
LCPL	Lance Corporal U.S. Marine Corp
CPL	Corporal U.S. Marine Corp
PFC	Private First Class U.S. Marine Corp
PVT	Private U.S. Marine Corp

ADM	Admiral U.S. Coast Guard
VADM	Vice Admiral U.S. Coast Guard
RADM	Rear Admiral U.S. Coast Guard
CAPT	Captain U.S. Coast Guard
CDR	Commander U.S. Coast Guard
LCDR	Lieutenant Commander U.S. Coast Guard
LT	Lieutenant U.S. Coast Guard
LTJG	Lieutenant (junior grade) U.S. Coast Guard
ENS	Ensign U.S. Coast Guard
CPO	Chief Petty Officer U.S. Coast Guard
PO	Petty Officer U.S. Coast Guard
S1C	Seaman First Class U.S. Coast Guard
SMN	Seaman U.S. Coast Guard

Suffixes

Table	Name_Suffix_Table
Description	Used to define standard name suffix values.
Table owner	Standards Committee.
Data entry standards	<ul style="list-style-type: none"> • No punctuation should be used (periods, commas) <i>except</i> in the short description. Short descriptions containing punctuation will be allowed for use on diplomas in order to pull the Diploma Name. • No comma should precede Roman or Arabic numerals. • Suffix should be entered in mixed case letters (Jr). • No suffixes will be used for military personnel. In the description field, the first letter of each part of the title of all suffixes should have a capital letter. • Only generational suffixes may be entered in Primary name type. (Jr, Sr., III, etc.) Any value listed below

Date values approved	may be used in other name types. 11/12/99
Source(s)	Webster's Dictionary.
Jr	Junior
Sr	Senior
II	Second
III	Third
IV	Fourth
V	Fifth
CPA	Certified Public Accountant
DBA	Doctor of Business Administration
DMA	Doctor of Music Arts
DME	Doctor of Music Education
DDS	Doctor of Dental Science
EdD	Doctor of Education
JD	Juris Doctorate
MD	Medical Doctorate
PhD	Doctor of Philosophy
DDS	Doctor of Dental Science
CLU	Charter Life Underwriter
Esq	Esquire
Pres	President
(RET)	Retired
CPA	Certified Public Accountant
EdD	Doctor of Education

Jr, CPA	Junior, Certified Public Accountant
Jr, PhD	Junior, Doctor of Philosophy
Jr, MD	Junior, Medical Doctorate
Jr, DDS	Junior, Doctor of Dental Science
Jr, CLU	Junior, Charter Life Underwriter
Jr, Esq	Junior, Esquire
Sr, CPA	Senior, Certified Public Accountant
Sr, PhD	Senior, Doctor of Philosophy
Sr, MD	Senior, Medical Doctorate
Sr, DDS	Senior, Doctor of Dental Science
Sr, CLU	Senior, Charter Life Underwriter
Sr, Esq	Senior, Esquire
II, CPA	Second, Certified Public Accountant
II, PhD	Second, Doctor of Philosophy
II, MD	Second, Medical Doctorate
II, DDS	Second, Doctor of Dental Science
II, CLU	Second, Charter Life Underwriter
II, Esq	Second, Esquire
III, CPA	Third, Certified Public Accountant
III, PhD	Third, Doctor of Philosophy
III, MD	Third, Medical Doctorate
III, DDS	Third, Doctor of Dental Science
III, CLU	Third, Charter Life Underwriter
III, Esq	Third, Esquire
IV, CPA	Fourth, Certified Public Accountant

IV, PhD	Fourth, Doctor of Philosophy
IV, MD	Fourth, Medical Doctorate
IV, DDS	Fourth, Doctor of Dental Science
IV, CLU	Fourth, Charter Life Underwriter
IV, Esq	Fourth, Esquire
V, CPA	Fifth, Certified Public Accountant
V, PhD	Fifth, Doctor of Philosophy
V, MD	Fifth, Medical Doctorate
V, DDS	Fifth, Doctor of Dental Science
V, CLU	Fifth, Charter Life Underwriter
V, Esq	Fifth, Esquire

Shared Tables

3C Group Table

Table	3C Group Table
Description	Used to define operator groups so that security can be assigned.
Table Owner	Shared ownership by all areas.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Academic Group

Table	ACAD_GROUP_TBL
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Description	Used to group students – generally a college or department.
Table Owner	Institutional Research.
Data entry standards	The Registrar’s office uses this table, but because of the close links to academic plans, it will be maintained by IR.
Date values approved	
Date values revised	2003

Academic Institution

Table	Institution_Tbl
Description	Used to set up some institutional defaults. Shared by all SA areas.
Table Owner	Registrar’s Office.
Data entry standards	The institution default in Specify Operator Defaults has been set to USM.
Date values approved	7/23/99
Date values revised	

Academic Organization

Table	ACAD_ORG_TBL
Description	
Table Owner	Institutional Research
Data entry standards	Due to close links with Academic Plan, this table will be maintained by IR.
Date values approved	
Date values revised	

Academic Plan

Table	ACAD_PLAN_TBL
Description	
Table Owner	Institutional Research
Data entry standards	Due to reporting standards, Institutional Research will maintain this table.
Date values approved	
Date values revised	

Academic Program

Table	ACAD_PROG_TBL
Description	
Table Owner	Institutional Research
Data entry standards	Due to close links with Academic Plan, this table will be maintained by IR.
Date values approved	
Date values revised	

Accommodations

Table	Accom_Type-Tbl
Description	Used to set up values to reflect accommodations that need to be set up for students/employees (e.g. interpreter services). Available for use in all areas except Contributor Relations.
Table Owner	N/A

Data entry standards	This table will not be used.
Date values approved	3/23/00
Date values revised	

Administrative Function

Table	Administrative Function
Description	Used to define groupings of variable data fields within the system. PeopleSoft delivered! Do not modify – programming behind values.
Table Owner	PeopleSoft.
Data entry standards	Do not modify delivered values.
Date values approved	07/13/00
Date values revised	

Audiometric Exam

Table	Audiometric Exam
Description	Use the Audiometric Exam table to store basic information about the hearing tests that individuals at your institution might take. Available for use in all areas except Contributor Relations.
Table Owner	N/A
Data entry standards	This table will not be used.
Date values approved	3/23/00
Date values revised	

Business Unit

Table	HR- Bus_Unit_Tbl_HR
Description	Used to set up multiple business units if institution has campuses with completely independent fiscal systems. It impacts Student Financials - accounting feed and reporting HR - sub division. Separate tables - not really shared, but assigned same code / shared value.
Table Owner	Student Financials - Student Financial Business Unit Panel Group.
Data entry standards	USM01
Date values approved	07/13/00
Date values revised	

Campus

Table	Campus_Tbl
Description	Used to set up multiple campuses for one academic institution. Shared by all SA areas.
Table Owner	Registrar's Office.
Data entry standards	N/A
Date values approved	07/13/00
Date values revised	

Checklist 3 C Groups

Table	Checklist 3 C Groups
Description	Checklist 3C Groups are created and stored in the Checklist 3C Groups Table. Used by SA and Contributor Relations. Not used by HR.

Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Checklist Item Function Table

Table	Chk_Functn_Tbl
Description	The Checklist Function Item Table enables you to store associated Checklist Items with Administrative Functions for prompting on variable data. Used by SA and Contributor Relations. Not used by HR.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Checklist Item Table

Table	Chklst_Item_Tbl
Description	Allows you to store a successfully created Checklist Item Code for the entry Offer Letter generated. Used by SA and Contributor Relations. Not used by HR.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.

Date values approved	11/12/99
Date values revised	

Comment 3C Groups

Table	Comment 3C Groups
Description	Used to assign specific 3C Groups to a particular Comment Category. Shared ownership by all areas.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Comment Category Table

Table	Cmnt_Catg_Tbl
Description	Used to define values for groupings of comments.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Comments Table Policy Statements

Table	Person_Comment
Description	This is a free text field used to add comments to a person's record. Each area that has security to add these comments has adopted a policy for the use of this comment field.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	08/24/00,09/28/00, 11/02/00.
Date values revised	
Admissions Policy Statement	The "Admissions Comments" attached to an admission application is to be used exclusively for recording actions and conversations related to admission decisions and for critical information about reasoning for admission decisions. The undergraduate admissions and graduate admissions 3C group security controls who will have full viewing access to all comments related to all undergraduate admissions and graduate admissions files. Approved 8/24/00.
Academic Advisement	The "Academic Advisement Comments" field attached to a student's academic audit is to be used exclusively for recording actions and conversations related to advisement issues. All faculty will have access to view these comments, but only selected individuals (identified by their department chairs) will have the authority to write them. Comments are indelible and become a permanent part of the student's records; they are subject to legal subpoena. Addenda to existing comments must be dated and signed within the addendum, in the format specified in the BPR.
Contributor Relations	The "Contributor Relations Comments" attached to the personal data of all constituent types belonging to Contributor Relations is to be used for recording miscellaneous information, conversations and other related data that is pertinent to the on-going effort of cultivation of those constituents on behalf of the

	<p>University. Security to create comments and view those comments will be determined by the Contributor Relations office's Core Team and will be based largely on the need-to-know status of each office.</p> <p>Approved 9/28/00</p>
Financial Aid	<p>The USM Financial Aid Office will use anecdotal comments when appropriate in the development of complete and comprehensive student files. All comments will be factual and relate to student financial aid issues. Comments will be brief and written in an easily understood style. Comments will provide insight and serve to enlighten file reviewers. The use of opinion is discouraged. Access to comments will be restricted to personnel in the Financial Aid Office.</p> <p>Approved 9/28/00.</p>
HR/Payroll	<p>The Comments table for Human Resources will not be used at this time.</p> <p>Approved 11/02/00.</p>
Liberal Arts	<p>The "Academic Advisement Comments" field attached to a student's academic audit is to be used exclusively for recording actions and conversations related to advisement issues. All faculty will have access to view these comments, but only selected individuals (identified by their department chairs) will have the authority to write them. Comments are indelible and become a permanent part of the student's records; they are subject to legal subpoena. Addenda to existing comments must be dated and signed within the addendum, in the format specified in the BPR.</p>
Student Financials	<p>The "Student Financials Comments" attached to a student, faculty, staff, or other account is to be used for recording miscellaneous information, actions and conversations that relate to the day-to-day business operations and decisions concerning these accounts. Security to create and view these comments will be determined by the Student Financials' functional lead or designee.</p> <p>Approved 9/28/00.</p>
Student Records	<p>Comments in Student Records will be routed to the office of the University Registrar for input. Only standardized comments will be included, due to potential legal implications. Comments might include information such as, waiver of late fee granted. Issues pertaining to this policy will be reviewed each semester and updated</p>

| accordingly.

Committee Table

Table	Committee_Tbl
Description	Used to define values for any institutional committees; you also define roles for a particular committee. Shared across all SA areas.
Table Owner	SA.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Communication 3C Group

Table	Communication 3C Group
Description	Used to assign specific 3C Groups to a particular Communication Category.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Communication Category Table

Table	Comm_Catg_Tbl
Description	Used to define values for groupings of communications. Shared ownership by all areas.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Communication Context Table

Table	Comm_Ctxt_Tbl
Description	Used to define values for specific communications. Shared ownership by all areas.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Communication Speed Keys

Table	Comm_Spdkey_Tbl
Description	This table stores information gathered during the following process - Communication Speed Keys enable you to create a shorthand method of specifying common communication data to reduce the time it takes to create a communication. Users can select from default Communication Speed Keys in your system and use them as is or customize them. Users can also set up their

	own default Communication Speed Keys in addition to or instead of the base Communication Speed Keys. Shared ownership by all areas.
Table Owner	All.
Data entry standards	Use the same coding structure as was defined for Standard Letter Codes.
Date values approved	11/12/99
Date values revised	

Contact Type Table

Table	Org_Cnt_Typ_Tbl
Description	Used to define organization contact types. Shared by all SA areas and Contributor Relations.
Table Owner	Undergraduate Admissions.
Data entry standards	The number of characters used to create the code does not matter.
Date values approved	8/26/99
Date values revised	

Decedent Data

Table	Decedent Data
Description	Completing the date of death field on either the HRMS Eligibility/Identity panel or the SA Decedent Data panel will trigger a deceased indicator that will appear on panels throughout the system.
Table Owner	Contributor Relations, HR, and Student Records

Data entry standards

Changes that need to be made will be made using the same hierarchy as the Name Change process, which is found under Name Maintenance: Processing Changes Hierarchy in this document.
 Upon receipt of the appropriate documentation (Death Certificate) regarding a deceased employee who also was a student, the Department of Human Resources will notify the Registrar’s Office and the Financial Aid Office.
 Student Records and Contributor Relations modules will use date notification from the source, when the actual date is not known.

Date values approved

3/23/00, 8/24/00

Date values revised

Degree Honors Table

Table	Degree Honors Table
Description	Magna, Summa, etc. Shared by all SA areas and Contributor Relations.
Table Owner	Registrar’s Office.
Data entry standards	N/A
Date values approved	2/10/00
Date values revised	

Degree Table

Table	Degree_Tbl
Description	Used to define degrees that a person can earn. Shared by all SA areas and Contributor Relations.

Table Owner	Office of Planning, Evaluation, and Institutional Effectiveness (OPEIE).
Data entry standards	Legacy data from Student Records and Alumni Association will be converted. Information that is entered into the Degree Table should be consistent with the information that is entered by HR into the External Degree Table, therefore these offices should contact each other at the time of entry to make sure the data is consistent. (11/02/00)
Date values approved	9/9/99
Date values revised	

Diagnosis Table

Table	Diagnosis_Tbl
Description	Used to define health diagnosis values. Available for use in all areas except Contributor Relations.
Table Owner	N/A
Data entry standards	This table will not be used.
Date values approved	3/23/00
Date values revised	

Drivers License Data

Table	Driver's License Data
Description	Used to track driver's license data.
Table Owner	Financial Aid

Data entry standards	This table will be populated from ISIR loads to capture the drivers license data so they can originate and transmit loans.
Date values approved	11/12/99, 11/02/00
Date values revised	

Electronic Addresses

Table	E_Addr_Type
Description	Used for collecting and maintaining different email address types. Email Address is not attached to an address type. Email Address is shared by all areas. The valid email address types are Home, Business, Preferred and Campus.
Table Owner	Admissions Office – Students not enrolled Registrars Office – Students after term start date Contributor Relations Office – All Alumni For Alumni that return to school Contributor Relations is to be contacted.
Data entry standards	<ul style="list-style-type: none"> • Only Contributor Relations will enter and maintain the business e-mail address. • Only Contributor Relations will enter and maintain the PREF e-mail address. • Admissions will enter a student’s home email address. If a new home address is on the application, admissions will enter the new home email address and notify Melissa Blackburn in the alumni office about the new email address if the student is an alumnus. • When the student matriculates and registers for classes, iTech will assign the student a “usm.edu” email address that will be entered automatically as the campus email addresses.
Date values approved	4/20/00
Date values revised	5/18/00

Emergency Contact Information

Table	Emergency Contact Information
Description	Used to track emergency contact information (names, telephone numbers, and addresses).
Table Owner	N/A.
Data entry standards	This table will not be used.
Date values approved	11/12/99
Date values revised	

Ethnicity Code Table

Table	Ethnicity_Tbl
Description	Used to define values for ethnicity codes - the codes delivered by PeopleSoft are those recognized by the U.S. Government and modification is not recommended.
Table Owner	N/A Registrar's Office.
Data entry standards	The Ethnicity Code table will not be maintained at this time. <i>NOTE: THIS TABLE IS DIFFERENT THAN THE ETHNIC GROUP TABLE.</i>
Date values approved	8/12/99
Date values revised	2/24/00

Event Template

Table	Mtg_Tmpl
Description	Use the event template table to define specific activities that comprise events, including staff and resources. Shared by all SA areas and Contributor Relations.
Table Owner	ALL

Data entry standards | Use the same coding structure as was defined for Standard Letter Codes.

Date values approved | 2/10/00

Date values revised

Event Type Table

Table | Event_Type_Tbl

Description | Use the Event Type Table to define the general types of events at your institution. Shared by all SA areas and Contributor Relations.

Table Owner | ALL.

Data entry standards | Use the same coding structure as was defined for Standard Letter Codes.

Date values approved | 2/10/00

Date values revised

External Degree Table

Table | Ext_Degree

Description | Used to list the degrees a student has received from external educational institutions.

Table Owner | Human Resources

Data entry standards | Use the same coding structure as was defined for Standard Letter Codes.

Information that is entered into the External Degree Table should be consistent with the information that is entered by OPEIE into the Degree Table, therefore these offices should contact each other at the time of entry to

	make sure the data is consistent. (11/02/00)
Date values approved	11/02/00
Date values revised	

External Org Code Type Table

Table	External_Org_Typ_Tbl
Description	Used to define types of organizations (school, business, etc.) Shared by all SA areas and Contributor Relations.
Table Owner	Undergraduate Admissions for schools (to be loaded from ATP tape). Contributor Relations for all other types.
Data entry standards	<ul style="list-style-type: none"> • Numbering scheme for maintaining contacts, locations, and departments: Contributor Relations (1-99), Financial Aid (200-299), Graduate School (600-699), Gulf Park Admissions (400-499), International Student Affairs (500-599), Student Financials (101-199), Undergraduate Admissions (300-399). • Use the organization’s complete legal name. For example, use National Athletic Collegiate Association rather than NCAA. • Use both upper and lower case letters for legal names. • Use both upper and lower case letters for abbreviations. Exception: Use all caps for acronyms. • Do not use punctuation. • Use the first 10 characters of the long description for the short description (if it makes sense). Avoid duplicating short descriptions.
Date values approved	8/26/99, 9/2/99, 11/23/99
Date values revised	2/10/00

External Subject Table

Table	Ext_Subject_Tbl
Description	Use the External Subject Table to define categories of subjects found at external organizations. These subjects will then be linked to external organizations and the courses they offer. The subject area you enter on the External Subject Table can be defined further into the subjects offered at each school on the School Subject Maintenance panel. Shared by all SA areas and Contributor Relations.
Table Owner	Undergraduate Admissions. Graduate School.
Data entry standards	This table can be used to process transfer credits.
Date values approved	2/10/00
Date values revised	

External System ID

Table	External_System
Description	Used for tracking of identification numbers external to identification numbers in PeopleSoft.
Table Owner	N/A Contributor Relations.
Data entry standards	This table will not be used. Contributor Relations will use this table to track lifetime member numbers and legacy system ID numbers.
Date values approved	11/12/99
Date values revised	2/10/00

External Term Table

Table	Ext_Term_Type
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Description	Use this table to define all External Terms. When tracking information regarding external institutions for a prospect, applicant or student, you may want to know the specific term to which that information is related. For example, if you are entering external transcript or external transfer credit information, you want to record the term to which the transcript information pertains. Because external institutions use various term structures, you use this table to define all External Terms. You can also set up how you would want external terms converted to your term structure. Shared by all SA areas and Contributor Relations.
Table Owner	Undergraduate Admissions. Graduate School.
Data entry standards	
Date values approved	2/10/00
Date values revised	

Eye Exam

Table	Exam_Type_CD
Description	Use the Eye Exam table to store basic information about an individual's exam for visual acuity. Available for use in all areas except Contributor Relations.
Table Owner	N/A.
Data entry standards	This table will not be used.
Date values approved	3/23/00
Date values revised	

FERPA Control

Table	FERPA_Cntl_Rec, FERPA_Cntl_Fld
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Description	Used to define what student information The University of Southern Mississippi may release to the public. Shared by all SA areas.
Table Owner	Registrar’s Office.
Data entry standards	Release all information or no information.
Date values approved	2/10/00
Date values revised	

Health Test Table

Table	Health_Test_Tbl
Description	Used to define values for health tests that may be required. Available for use in all areas except Contributor Relations.
Table Owner	College of Nursing.
Data entry standards	Both the USM Health Services Clinic and the College of Nursing will use this table.
Date values approved	3/23/00
Date values revised	

Holiday Schedule/Calendar

Table	Holiday schedule/Calendar
Description	Used to define and maintain holiday schedules. Shared by HR and SA.
Table Owner	Registrar’s Office.
Data entry standards	
Date values approved	2/24/00

Date values revised

Honors/Awards

Table	Accomp_Tbl
Description	Used to define values for honors and awards. Available for use in all areas. Part of the Accomplishments Table for HR is shared with SA.
Table Owner	Undergraduate Admissions.
Data entry standards	Undergraduate Admissions will perform setup for this table.
Date values approved	11/12/99
Date values revised	6/10/04, 6/17/05

Immunization Table

Table	Immunizatn_Tbl
Description	Used to define values for immunizations. Available for use in all areas except Contributor Relations.
Table Owner	College of Nursing.
Data entry standards	The College of Nursing will use this table.
Date values approved	2/24/00
Date values revised	

Installation

Table	Installation
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Description	Used to set up general defaults throughout the system. It is not a function table.
Table Owner	iTech.
Data entry standards	Anything that needs to be changed on this table needs to go through the Standards Committee.
Date values approved	2/10/00
Date values revised	

Installation SA

Table	Installation_SA
Description	Used to set up auto-numbering parameters throughout SA system (e.g. EmplID). It is not a function table.
Table Owner	iTech.
Data entry standards	Anything that needs to be changed on this table needs to go through the Standards Committee.
Date values approved	2/10/00
Date values revised	

Language Table

Table	Language Table
Description	Used to define values for languages (values are already populated for USM).
Table Owner	N/A.
Data entry standards	N/A.
Date values approved	11/12/99

Date values revised

Legacy Degree Table

Table	Legacy Degree Table
Description	Used to define values for degrees earned outside USM SA. Available for everyone's use. Part of the Accomplishments Table for HR shared with Contributor Relations.
Table Owner	Department of Human Resources
Data entry standards	Both HR and Contributor Relations will use this table.
Date values approved	2/10/00
Date values revised	

License/Certification Table

Table	Accomp_Tbl
Description	Used to define values for any special licenses or certificates such as official credentials, memberships, legal documents, etc that may be of interest. Available for everyone's use. It is part of the Accomplishments Table for HR shared with Contributor Relations.
Table Owner	Graduate School.
Data entry standards	This table will be used. HR will not be affected unless degrees are added to the table (which will not happen).
Date values approved	11/12/99
Date values revised	

Location

Table	Location_Tbl
Description	Used to set up values for physical locations (e.g. other campus locations and buildings). Other areas must contact HR for additional codes.
Table Owner	Department of Human Resources Department of Human Resources & Student Records.
Data entry standards	Registrar’s Office will use to track where classes are taught. HR will use to track where employees work (what campus).
Date values approved	11/23/99
Date values revised	2/24/00; 5/1/06

Location Address

Table	Loc_Addr_Tbl
Description	Used to set up values for campus location addresses (e.g. Administration Building). Shared by all areas, but used primarily by SA.
Table Owner	Registrar’s Office.
Data entry standards	N/A
Date values approved	2/24/00
Date values revised	

Major

Table	MAJOR_TBL
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Description	
Table Owner	
Data entry standards	Only valid CIP codes should be used as Major codes.
Date values approved	
Date values revised	2003

Military Status

Table	Military_Status
Description	Used to indicate an individual’s military status. Shared by all areas.
Table Owner	iTech.
Data entry standards	N/A
Date values approved	3/23/00
Date values revised	

Name Parse Table

Table	Name_Parse_Tbl
Description	Used to define name parts and specify how the system should use those name parts to make up specific name types. Available for everyone’s use.
Table Owner	Standards Committee. iTech.
Data entry standards	Primary and preferred name parse on initial entry only. Other name types assigned to the Bio/Demo Subcommittee.
Date values approved	2/10/00

Date values revised | 2/24/00

Name Prefix Table

Table	Name_Prefix_Tbl
Description	Used to define values for name prefixes. Shared by all areas. See section on prefixes for approved list.
Table Owner	Standards Committee.
Data entry standards	No punctuation is to be used.
Date values approved	11/12/99
Date values revised	

Name Suffix Table

Table	Name Suffix Table
Description	Used to define values for name suffixes. Shared by all areas. See section on suffixes for approved list.
Table Owner	Standards Committee.
Data entry standards	No punctuation is to be used.
Date values approved	11/12/99
Date values revised	

Name Usage Table

Table	Name Usage Table
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Description	Used to define the hierarchy of names (primary, preferred etc.) used. Affects letter processing / generation in all areas.
Table Owner	iTech until Undergraduate Admissions goes live, then Undergraduate Admissions. Undergraduate Admissions
Data entry standards	<u>Recruitment:</u> Address – primary, full; Salutation – preferred first, primary first; Additional – father last, mother last. <u>SA name usage:</u> Address – primary, full; Salutation – same; Additional – same.
Date values approved	4/6/00
Date values revised	

Organization Group Table

Table	Org_Grp_Tbl
Description	Group code for organizations. Shared by all SA areas and Contributor Relations, although this table will not work for Contributor Relations.
Table Owner	Undergraduate Admissions.
Data entry standards	N/A
Date values approved	2/24/00
Date values revised	

Photo

Table	Photo
Description	Used to store student or employee photos.

Table Owner	N/A
Data entry standards	This table will not be used.
Date values approved	11/12/99
Date values revised	

Pin

Table	PIN (personal identification number).
Description	Used to store pin numbers for students or employees.
Data entry standards	PIN numbers will be used. An SQR will be written to regenerate the PIN numbers each semester.
Table Owner	iTech.
Date values approved	11/12/99
Date values revised	

Publications

Table	Publications
Description	Used to track publications produced by an individual.
Table Owner	Graduate School.
Data entry standards	N/A.
Date values approved	11/12/99
Date values revised	

Relations with Institution

Table	Relations with Institution
Description	Used to indicate various relationships an individual may have with the institution (e.g. staff, student, alumni). Definitions of alumni and employees have been established for Contributor Relations and HR. Definitions need to be established for other constituent types.
Table Owner	iTech.
Data entry standards	Employee: Anybody with a current effective dated row in the job code table whose employment status is not T (terminated). Alumni: Anybody with a current effective dated row in table av_cnst_typ_tbl with one of the following values: 1, 2, 4, 5, 8, 9.
Date values approved	1/20/00
Date values revised	

Relationships

Table	Relationships
Description	Used to define values for reciprocal relationships like spouse, daughter, etc. The delivered values are translate values that can be modified if necessary. Required for Financial Aid for loan processing. Relationship information for parent type will be captured. Undergraduate Admissions will collect this information on the admissions application. Financial Aid will maintain this information as needed throughout the student matriculation process. Contributor Relations will maintain as needed after graduation, and will capture what they need for constituents other than students.
Table Owner	Contributor Relations. Financial Aid.
Data entry standards	This table will be used.
Date values approved	11/12/99

Date values revised | 3/23/00

Religious Preference Table

Table	Rel_Pref_Tbl
Description	Used to define values for religious preferences.
Table Owner	N/A
Data entry standards	Legal counsel has advised against collecting this information. This table will not be used. Legacy data will not be converted.
Date values approved	2/24/00
Date values revised	

Residency Table

Table	Residency_Tbl
Description	Residency codes indicate an individual's residency. The residency codes can be set up to be general or specific depending on the residency rules of the institution.
Table Owner	Entered by Admissions. Maintained by Admissions until term start date. Maintained by Registrar's Office after term start date. When a student is readmitted, residency changes will be made based on address on student application.
Data entry standards	Admissions (Undergraduate, Graduate, International) and Student Records own the residency table. Admissions will maintain this table until term start date. Registrar's Office will maintain this table after term start date.
Date values approved	07/13/00

Date values revised | 6/17/05

Resource Code Table

Table	Resource Code Table
Description	Use the Resource Code Table to create and store codes for any resources that might be required during an event at your institution. For example, chairs, microphones, and data/video projectors. Shared by all SA areas and Contributor Relations.
Table Owner	Registrar’s Office.
Data entry standards	
Date values approved	07/13/00
Date values revised	

Respiratory Exam

Table	Respiratory Exam
Description	Use the Respiratory Exam table to store basic information about an individual's respiratory exam, including exam dates and types, who administered the exam, and the next exam date. Respiratory exam results also can be recorded. Available for use in all areas except Contributor Relations.
Table Owner	N/A.
Data entry standards	This table will not be used.
Date values approved	3/23/00
Date values revised	

Salutation Table

Table	Salutation Table
Description	Used to define values for salutations.
Table Owner	N/A.
Data entry standards	This table is not used anywhere. It will not be used by USM.
Date values approved	2/24/00
Date values revised	

School Table

Table	School Table
Description	For HR: Use the School Table to designate codes for the schools you will use when profiling your workforce’s educational accomplishments. Used also for tracking faculty. For SA: School data applies only to the organizations you are adding which offer courses. HR & SA share school codes.
Table Owner	Undergraduate Admissions.
Data entry standards	This table was populated with FICE codes when HR/Payroll was implemented. It is maintained through tape loads. It consists of higher education institutions only.
Date values approved	3/23/00
Date values revised	

Search/Match Criteria

Table	Search/ Match Criteria
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Description	Used to define criteria by which records are searched for in the database as a method to identify potential duplicate records.
Table Owner	Undergraduate Admissions iTech
Data entry standards	1) 1) The Standards Committee adopted a policy stating that all individuals must conduct the Search/Match process before entering new records in PeopleSoft. 2) Table ownership. 3) The addition of a search/match criterion line for name and address. 4) The addition of a search/match criterion line for social security number, first name and last name 5) The deletion of a search/match criterion line for address, city, name, date of birth, gender, and social security number. 6) The placement of #17 being moved to #55, searching on all characters of first and last names, and changing the table that the name is searched on from SM_NAME_HIST_VW to SM_PERSONAL_VW.
Date values approved	1) 8/12/99. 2) 9/23/99. 3) 12/9/99. 4) 5/18/00. 5) 6/20/00
Date values revised	6) 6/17/05

Seasonal Address

Table	Seasonal Address
Description	Used to set up seasonal addresses. Used by SA only.
Table Owner	N/A
Data entry standards	This table will not be used. Its use will be reviewed after Phase 1 of the SA implementation.
Date values approved	3/23/00
Date values revised	

Service Indicators

Table	Service Indicators
Description	Used to create values for service indicators. Shared by all SA areas.
Table Owner	Registrar’s Office.
Data entry standards	1) The Standards Committee agreed to create service indicators that can be used both campus-wide and on a department-by-department basis. 2) List of service indicators approved. 3) List of service indicators approved. 4) ISSUE: 3 SIs STILL UNRESOLVED: REG, MIN, NDG . 5) Additional SIs approved. 6) Additional SIs approved and the Committee agreed that all of the Service Indicators should be incorporated into this document along with specific information about them. Please refer to Appendix A for this information.
Date values approved	1) 8/12/99. 2) 10/14/99. 3) 10/28/99. 4) 2/24/00. 5) 2/24/00, 3/23/00. 6) 09/28/00
Date values revised	

Service Table

Table	Service Table
Description	Used to create service impacts – what services can be restricted or provided to students. Shared by all SA areas.
Table Owner	Registrar’s Office.
Data entry standards	1) The Standards Committee agreed to create service indicators that can be used both campus-wide and on a department-by-department basis. 2) List of service indicators approved. 3) List of service indicators approved.
Date values approved	1) 8/12/99. 2) 10/14/99. 3) 10/28/99.

Date values revised

Staff Code Table

Table	Staff Code Table
Description	Use the Staff Codes Table to identify and store all types of staff that may be necessary for an event (speakers, tour guides, cooks, etc). Shared by all SA areas and Contributor Relations.
Table Owner	Registrar's Office.
Data entry standards	
Date values approved	07/13/00
Date values revised	

Standard Industry Table

Table	Standard Industry Table
Description	Used to define or edit values for the US Department of Labor.
Table Owner	N/A
Data entry standards	This table will not be used.
Date values approved	07/13/00
Date values revised	

Standard Letter Code

Table	Standard Letter Code
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Description	The standard letter code determines what standard letter is selected for printing. A standard letter fulfills a particular function (an iterative process) even if the letter is modified occasionally.
Table Owner	Shared ownership by all areas.
Data entry standards	A - Alumni. B - Business Services (Student Financials). C - Gulf Coast. D - Development (Foundation). E - Eagle Club. F - Financial Aid. G - Graduate School. H - Human Resources. I - International Student Affairs & Continuing Education. O - Grants and Contracts R - Registrar's Office. U - Undergraduate Admissions.
Date values approved	8/5/99
Date values revised	

Standard Occupation Codes

Table	Standard Occupation Codes
Description	Used to define or edit values for the US Department of Labor.
Table Owner	Contributor Relations.
Data entry standards	1) Contributor Relations will use this table. 2) A vote was approved to accept the 54 career codes with minor modifications as determined by Mark Boyles.
Date values approved	1) 9/2/99. 2) 9/9/99.
Date values revised	

Supporting Documents Table

Table	Supporting Documents Table
Description	Used to define values for supporting immigration documents. Used by SA & HR.
Table Owner	Human Resources.
Data entry standards	N/A
Date values approved	4/6/00
Date values revised	

Tracking Group Table

Table	Tracking Group Table
Description	Tracking Groups combines several checklists with the same Administrative Function into one monitoring unit. It provides a logical connection between the checklists attached to an individual. You may have several checklists for the same student in the undergraduate applications function, but only some of those checklists are related to the student’s loan requirements. Let us say you want to monitor the status of this student’s loan documents to determine when his loan document requirements are complete. When you create the checklist and assign a checklist code, you also assign each of the desired checklists to a loan documents tracking group code so you can inquire against a group of checklists rather than one at a time or according to Administrative Function. Used by SA and Contributor Relations. Not used by HR.
Table Owner	ALL.
Data entry standards	Use assigned standard letter codes.
Date values approved	4/6/00

Date values revised

Visa /Permit Table

Table	Visa/Permit Table
Description	Used to define values for required visa/permits. Used by SA & HR.
Table Owner	Department of Human Resources (Hattiesburg campus).
Data entry standards	1) Accept the federally regulated list as delivered from PeopleSoft as well as adding additional types based on information provided by International Student Affairs. 2) International Student and Scholar Services and HR both will use this table.
Date values approved	8/12/99, 11/12/99
Date values revised	

Work Experience

Table	Work Experience
Description	Used to track work experience of individuals in the system.
Table Owner	Contributor Relations and the Graduate School
Data entry standards	1) The Graduate School will use this table. 2) Contributor Relations also will use this table. 3) The Graduate School will not use this table. 4) The Graduate School will use this table, specifically the College of Education and Nursing.
Date values approved	1) 11/12/99. 2) 2/10/00. 3) 4/20/00 4) 5/18/00
Date values revised	4/20/00

Appendix A (Service Indicator Details)

This section gives details about each Service Indicator that has been setup in the PeopleSoft system. The heading will give the abbreviation followed by the full name of each Service Indicator (SI). The following information will accompany each Service Indicator.

REMINDER: It is imperative that you review their Service Indicators! Any time you see that one or more negative Service Indicators have been placed on a record, you should look to see what they are before you continue.

SI Reason	Who places and removes the SI and how.	How the SI impacts other areas.	Why the SI is placed on someone's record.
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AFD (Annual Fund Donor)

AFD Annual Fund Donor	Placed: Manually by CR Removed: Manually by CR	This is placed as a positive indicator and has no impact on other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
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AID (Financial Aid Hold)

AID Financial Aid Hold	Placed: Manually by FA staff Removed: Manually by FA staff	The biggest impact is on the SF side because it will show anticipated aid. If you see it, you must know that there is a hold on their aid and they owe this money because the aid shown will not be given. If other departments have a question about a student with this indicator, they are to contact the FA office.	Placed if there is a discrepancy in the student's aid reporting. It could be because they find some discrepancy in what the student has reported, problems with the bank processing a loan or waiting on something from the student. This SI won't be on the account very long. It could be there after disbursement, which is why it causes a refund hold.
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ALL (All Services Hold)

<p>COLL Collection Agency</p>	<p>Placed: Automatically by a program by SF</p> <p>Removed: Manually by SF</p>	<p>Has impact on award, refund, enrollment, and transcript. Basically it means that all services are cut off. If there is a question, contact the Student Financials office.</p> <p>Impact does affect graduate students.</p> <p>Unless RO overrides it, the student cannot enroll in classes and a refund check will not occur.</p> <p>Before anything is done with a student, you must look at the service indicators to determine what the impact is.</p>	<p>Because they have been turned into collections. An outside collection agency will be assigned to collect the debt instead of the Student Financials office.</p>
<p>PERK Perkins Loan Hold</p>	<p>Placed: Manually by SF</p> <p>Removed: Manually by SF</p>	<p>Same as COLL</p>	<p>Because they are in default of a Perkins loan.</p>
<p>WROFF Write Off Account</p>	<p>Placed: Automatically by a program by SF</p> <p>Removed: Manually by SF</p>	<p>Same as COLL</p>	<p>Because their account has been written off (account past due more than a year).</p>

ATH (Athlete)

<p>ATH Athlete</p>	<p>Placed: Athletics Department (manually)</p> <p>Removed: Athletics Department</p>	<p>No Impact.</p>	<p>Added to prevent student athletes from adding and dropping their own courses.</p>
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	(manually)		
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BCT (Block Current Term)

Non-admitted students that are allowed to take classes, but are not allowed to enroll themselves in classes have this Service Indicator placed on their record.

This does block Financial Aid. The Financial Aid will not be packaged so shouldn't even show up, however if it accidentally happens that you see anticipated aid in the Student Financials office, contact the Financial Aid office. It is important to remember that this aid will not be awarded when you are looking at a student's account.

C9 C9 Admission	Placed: Manually by ADM Removed: Manually by ADM	Blocks enrollment forever, current term and future terms. Through disbursement rules in Financial Aid, it will block financial aid.	Placed to on any undergraduate student that is not admitted at the University but is enrolled in a class.
GND Graduate Non-Degree Admission	Placed: Manually by ADM Removed: Manually by ADM	Blocks enrollment forever, current term and future terms. Through disbursement rules in Financial Aid, it will block financial aid.	Placed on any graduate student who applied, but is not working toward a degree, therefore they are enrolled, but not through quick admit.
GQA Graduate Quick Admit	Placed: Manually by ADM Removed: Manually by ADM	Blocks enrollment forever, current term and future terms. Through disbursement rules in Financial Aid, it will block financial aid.	Placed on those that are considered graduate quick admits, such as continuing education or study abroad. They are non-degree seeking.
P Provisional/ Accuplacer	Placed: Manually by ADM Removed: Manually by ADM	Blocks enrollment forever, current term and future terms. Through disbursement rules in Financial Aid, it will block financial aid.	Placed on any undergraduate student waiting to be screened for admissions and is not yet admitted.
UQA	Placed:	Blocks enrollment	Placed on any under

Undergrd Quick Admit	Manually by ADM Removed: Manually by ADM	forever, current term and future terms. Through disbursement rules in Financial Aid, it will block financial aid.	graduate quick admit, such as Continuing Education or Study Abroad. They are non-degree seeking.
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BNT (Block Next Term)

A student is allowed to freely enroll in the current term, but is being blocked in the next term and future terms.

8 Dual Enrollment / 8	Placed: Manually by ADM Removed: Manually by ADM only	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	This person is still a high school student, but they are admitted for the current term only. This is typically because they have excelled in academics and we want to secure them as a student.
BADAD Bad Address	Placed: Manually by RO. If another area notices the bad address, they should contact RO to place it Removed: Manually by RO	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Placed because all addresses that have been given by the student are not good addresses. This is determined because mail has been returned to the department by the post office. It is placed to deny the student from future enrollment in an attempt to get them to provide a valid address.
BAL Outstanding Balance	Placed: Automatically by SF Removed: Manually by SF	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Placed because the student has an outstanding balance with the Business Office.
GCND	Placed:	Blocks enrollment	Graduate who does

Graduate Conditional Admit	Manually by GA only Removed: Manually by GA only	for the next term, but student is still allowed to enroll for the current term.	not meet requirements for regular admission, but is admitted by regular department. They are “NOT” a non-degreed student.
GPRB Graduate Probation	Manually by GA only Removed: Manually by GA only	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Graduate on probation for a low GPA.
GRCL Graduate Reclassified	Placed: Manually by Graduate School Removed: Manually by Graduate School	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Graduate is being dismissed from a department due to low GPA.
GUNCL Graduate Admissions Unclear	Manually by GA only Removed: Manually by GA only	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Graduate who has been admitted, although not all documentation has been received.
IMM Immunization	Placed: By an automated process related to ADM Removed: By the health clinic, with the exception of Gulf Park where it is removed by ADM	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Required before admission to the University is allowed.
INS International Hold	Placed: By the International Admissions office Removed: By the International Admissions office	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	International – graduate or undergraduate is waiting on documentation.
IUNCL	Placed:	Blocks enrollment	Unclear

<p>Unclear International</p>	<p>By International Admissions office</p> <p>Removed: By the International Admissions office</p>	<p>for the next term, but student is still allowed to enroll for the current term.</p>	<p>International means they are waiting on something. Typically a transcript evaluation or other documentation.</p>
<p>SDEV Summer Development</p>	<p>Placed: Manually by Admissions</p> <p>Removed: Manually by Admissions</p>	<p>Blocks enrollment for the next term, but student is still allowed to enroll for the current term.</p>	<p>Students in Summer Development will be stopped from registering until they have received clearance.</p>
<p>SSN No Soc Sec Number</p>	<p>Placed: By International Admissions office</p> <p>Removed: By the International Admissions office</p>	<p>Blocks enrollment for the next term, but student is still allowed to enroll for the current term.</p>	<p>Students don't have a social security number. Under current USM policy, these individuals should not receive any payment or have final disbursement of any financial aid until we have a SSN on file with FA.</p>
<p>TAX No Non-res Tax Analysis</p>	<p>Placed: By International Admissions office</p> <p>Removed: By the International Admissions office</p>	<p>Blocks enrollment for the next term, but student is still allowed to enroll for the current term.</p>	<p>Indicates that a student does not have a tax analysis. According to relatively recent changes in non-resident tax policies, these individuals may not be paid or receive disbursement of financial aid funds until the analysis has been completed.</p>
<p>TRANS Transient Students</p>	<p>Placed: Manually by Undergraduate Admissions office</p> <p>Removed:</p>	<p>Blocks enrollment for the next term, but student is still allowed to enroll for the current term.</p>	<p>Transient students are people that are only admitted for one semester.</p>

	Manually by Undergraduate Admissions office		
UNCLU Unclear Undergraduate	Placed: Manually by Undergraduate Admissions office Removed: Manually by Undergraduate Admissions office	Blocks enrollment for the next term, but student is still allowed to enroll for the current term.	Student won't be able to enroll in classes because they are missing transcript. This is based on the checklist.

COC (Circle of Champions)

COC Circle of Champions	Placed: Manually by Contributor Relations	Has no impact on other areas of the system.	Placed to mark constituents who have made a significant contribution to athletic facilities.
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CHK (Bad Check-Do Not Accept Checks)

CHK Bad Check	Placed: Automatically by SF via a mass change Removed: Automatically by SF after one year of it being placed on their account via a mass change	Has no impact on other areas of the system.	Placed because a student has written a bad check. It is recommended that all other offices should not take a check if they see this indicator on a person's record.
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DAP (Delete Application)

DAP Delete Application	Placed: Manually by Admissions Removed: Manually by Admissions	Does not impact on any other areas.	Placed when a student does not enroll within a year from their application.
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DIS (Disciplinary Suspension)

DIS Disciplinary Suspension	Placed: Identified by the dean of students but	This stops the student from enrolling and they	Placed when the student has done something such as
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	placed manually by RO Removed: Manually by RO	will be prevented from receiving any awards. Student will typically get WP or WF when classes are cancelled.	committing a crime and they are being disciplined.
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DNB (Do Not Bill)

COLL Collections	Placed: Automatically by SF by mass change Removed: Automatically by SF by mass change	Does not impact on any other areas.	Placed on a student that has gone into collections. This is a valid reason, but is not in HEPRD as of 01/11/01.
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DNC (Do Not Contact)

ALUM Do Not Contact Alumni	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.
ATH Do Not Contact Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.
DEC Deceased	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.
E-ALU	Placed: Manually by Alum Removed: Manually by Alum	Does not impact on any other areas.	Used to mark a person that does not wish to receive any email from Alumni Assoc.
E-ATH	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to mark a person that does not wish to receive any email from Athletics.
E-FND	Placed: Manually by CR	Does not impact on any other areas.	Used to mark a person that does not wish to receive any

	Removed: Manually by CR		email from Foundation.
EMAIL	Placed: Manually by CR Removed: Manually by CR	Does not impact other areas.	Used to mark a person that does not wish to receive any email from any CR dept.
FOUND Do Not Contact – Foundation	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.
LOST Lost/displaced	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.
REM	Placed: Manually by CR Removed: Manually by CR	Does not impact any other areas.	Used to alert CR offices to not contact anyone with this Service Indicator.

DND (Do Not Drop)

CURPD Currently Paid	Placed: Student Financials Removed: Student Financials	Does not impact on any other areas	Placed on students who have currently paid their balance.
NOPRI No Prior Balance	Placed: Student Financials Removed: Student Financials	Does not impact on any other areas	Placed on students who have no prior balance.

DNE (Do Not Email)

ADMG Do Not Email Graduate Admissions	Placed: Manually by Graduate Admissions Removed: Manually by Graduate Admissions	Does not impact on any other areas.	Used to alert the Graduate Admissions offices to not email anyone with this Service Indicator.
ADMI Do Not Email	Placed: Manually by	Does not impact on any other areas.	Used to alert the International

International Admissions	International Admissions Removed: Manually by International Admissions		Admissions offices to not email anyone with this Service Indicator.
ADMU Do Not Email Undergraduate Admissions	Placed: Manually by Undergraduate Admissions Removed: Manually by Undergraduate Admissions	Does not impact on any other areas.	Used to alert the Undergraduate Admissions offices to not email anyone with this Service Indicator.
ALUM Do Not Email Alumni	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not email anyone with this Service Indicator.
ATH Do Not Email Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not email anyone with this Service Indicator.
FOUND Do Not Email – Foundation	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not email anyone with this Service Indicator.

DNM (Do Not Mail)

ADMG Do Not Mail Graduate Admissions	Placed: Manually by Graduate Admissions Removed: Manually by Graduate Admissions	Does not impact on any other areas.	Used to alert GA offices to not mail anyone with this Service Indicator.
ADMI Do Not Mail International Admissions	Placed: Manually by International Admissions	Does not impact on any other areas.	Used to alert the International Admissions offices to not mail anyone

	Removed: Manually by International Admissions		with this Service Indicator.
ADMU Do Not Mail Undergraduate Admissions	Placed: Manually by Undergraduate Admissions Removed: Manually by Undergraduate Admissions	Does not impact on any other areas.	Used to alert the Undergraduate Admissions offices to not mail anyone with this Service Indicator.
ALUM Do Not Mail Alumni	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not mail anyone with this Service Indicator.
ANNUL Do Not Mail Annual Fund	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not mail anyone with this Service Indicator.
ATH Do Not Mail Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not mail anyone with this Service Indicator.
DUPL Duplicate Record	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not mail anyone with this Service Indicator because it is a duplicate record.
FOUND Do Not Mail Foundation	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not mail anyone with this Service Indicator.

DNP (Do Not Publish)

UNVUO Do Not Publish – University use only	Placed: Manually by CR Removed:	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.
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	Manually by CR		
FOUND Do Not Publish – Development	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.
ATHLE Do Not Publish – Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.

DNS (Do Not Solicit)

ALUM Do Not Solicit – Alumni	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.
ATH Do Not Solicit – Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.
FOUND Do Not Solicit – Foundation	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR- Alumni, Eagle Club and/or Foundation.

DNT (Do Not Telephone)

ALUM Do Not Phone Alumni	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not telephone anyone with this Service Indicator.
ANNUL Annual Fund	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not telephone anyone with this Service Indicator.
ATH Do Not Phone – Athletics	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not telephone anyone with this Service Indicator.

FOUND Do Not Phone – Foundation	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used to alert CR offices to not telephone anyone with this Service Indicator.
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DPN (Degree Pending)

DPN Degree Pending USM	Placed: Graduate School Removed: Graduate School	No Impact	To identify graduate students who have graduated, to make sure they did.
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DTC (Dissertation/Thesis Committee)

DTC Dissertation/Thesis Committee	Placed: Graduate School Removed: Graduate School	No Impact	To identify people in the database who are not employees, but have been entered in order to be placed on a student’s dissertation or thesis committee.
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FAB (Financial Aid Block Award)

ADM – No Financial Aid	Placed: Admissions Removed: Admissions	Impacts Financial Aid award only.	Identifies students who have been admitted without Financial Aid.
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FME (Fin Aid MESG SAP)

AID Fin Aid MESG SAP	Placed: Automatically by FA Removed: Automatically by FA	Does not impact on any other areas.	Used to prevent the awarding of MESG- Mississippi Eminent Scholars Grant because the student has failed to maintain satisfactory progress.
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FMT (Fin Aid MTAG SAT)

AID Fin Aid MTAG	Placed: Automatically by	Does not impact on any other areas.	Used to prevent the awarding of MTAG
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SAP	FA Removed: Manually by FA		-Mississippi Tuition Assistance Grant because the student has failed to maintain satisfactory progress.
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FNR (Fin Aid Non-Resident)

AID Fin Aid Non-Resident	Placed: Manually by FA Removed: Manually by FA	Does not impact on any other areas.	Will identify all students who are non-residents because they are not eligible for the MTAG/MESG awards.
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FOH (Fin Aid Over Hours)

AID Fin Aid Scholarship Max Level	Placed: Automatically by FA Removed: Never removed until another degree is sought	Does not impact on any other areas.	Placed to identify financial aid applicants who have earned 160 hours of work at USM and Other Institutions because they are not eligible for Federal Title IV Financial Aid.
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FSC (Fin Aid Scholarship Max Level)

AID Fin Aid Scholarship Max Level	Placed: Manually by FA Removed: Manually by FA	Does not impact on any other areas.	Placed to identify scholarship recipients who have reached the maximum award level because they are no longer eligible for further scholarship consideration. Renewable scholarships carry a maximum of four years or eight semesters of eligibility.
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FSP (Fin Aid Federal SAP)

<p>AID Fin Aid Federal SAP</p>	<p>Placed: Automatically by FA</p> <p>Removed: Automatically by FA</p>	<p>Does not impact on any other areas.</p>	<p>Placed to identify all students who fail to maintain satisfactory progress for the receipt of Federal financial aid. This service indicator applies only to Federal Pell, SEOG, Perkins, Stafford and Work- Study. It prevents the awarding of all Federal Title IV aid.</p>
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HCM (Honor Club Member)

<p>AE Associate for Excellence</p>	<p>Placed: Manually by CR</p> <p>Removed: Manually by CR</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>
<p>CAE Corporate Associates for Excel</p>	<p>Placed: Manually by CR</p> <p>Removed: Manually by CR</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>
<p>CHS Corporate Heritage Society</p>	<p>Placed: Manually by CR</p> <p>Removed: Manually by CR</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>
<p>CPC Corporate President's Circle</p>	<p>Placed: Manually by CR</p> <p>Removed: Manually by CR</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>
<p>HS Heritage Society</p>	<p>Placed: Manually by CR</p> <p>Removed: Manually by CR</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>
<p>PC President's Circle</p>	<p>Placed: Manually by CR</p> <p>Removed:</p>	<p>Does not impact on any other areas.</p>	<p>Used only by CR- Alumni, Eagle Club and/or Foundation.</p>

	Manually by CR		
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KMP (KMP – Contributor Relations Use Only)

KKP KKP – Contributor Relations Use Only	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
MMP MMP – Contributor Relations Use Only	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.

MDP (Major Donor Prospect)

ATH Athletics Use Only	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
CCP Comprehensive Campaign Prosp	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
HCP Honor Club Prospect	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.

MEM (Membership)

LIFE Alumni Life Member	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
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NDP (Do Not Release Diploma)

BAL Balance Overdue	Placed: Removed:		This Code should be deactivated, but it is still active in HEPRD76 as of 01/11/01.
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NLF (No Late Fee)

NLF	Placed:	Does not impact on	Placed on a
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No Late Fee	Manually by SF Removed: Manually by SF	any other areas.	student's record so no late fees will be assessed. This is mainly for special circumstances.
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NRF (Do Not Refund)

BCHK Retd Check Awaiting Processing	Placed: Manually by SF Removed: Manually by SF	Does not impact on any other areas.	A bad check is being processed, but has not been returned by the bank yet. Holding refund until check comes back to us.
NRF Do Not Refund	Placed: Manually by SF Removed: Manually by SF	Does not impact on any other areas.	Placed because this person is not entitled to get a refund.

NTR (Do Not Release Transcript)

BAL Outstanding Balance	Placed: By a mass change through SF Removed: Manually by SF	Wont' be able to receive a transcript, so advisement will be affected.	A student owes money at the end of the term from the previous term. This is a valid Reason, but is not in HEPRD76 as of 01/11/01.
TRANS Do Not Release Transcript	Placed: Automatically by SF Removed: Manually by SF	Wont' be able to receive a transcript, so advisement will be affected.	This is a valid Reason, but is not in HESTU76 as of 01/11/01.

PAH (Post Academic History)

PAH Post Academic History	Placed: Manually by Undergrad & Grad Admissions Removed: Manually by Registrars Office	Does not impact on any other areas.	Placed to identify students who reapply or come to graduate school as new applicant but have former degrees or coursework from USM. Identifies students who have
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			prior academic work that needs to be pulled by Admissions.
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PGP (Planned Giving Participant)

FSM Founder's Society Member	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
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PRC (Academic Probation Continued)

ACPRC Academic Probation Continued	Placed: Automatically by a process in the Registrars office Removed: Manually by the Deans office	This will block enrollment.	Placed on a student when they are continued on probation by academic rule.
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RAD (Readmitted Students)

Term Code	Placed: Undergrad and Graduate Admissions Removed: Undergrad and Graduate Admissions	No impact, Positive Service Indicator	Identifies students who reenroll so registrar can update transcript.
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SNC (Suspended No Credit)

SNC Suspended no Credit	Placed: Registrar's Office Removed: This will never be removed.	No Impact.	This code will identify for the Reapp Clerks those students who took courses while suspended.
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SPF (Special Fee)

ARTS College of the Arts	Placed: College of the Arts Removed: College of the Arts	No Impact	ARTS Special Fee
BA Business	Placed: Business Administration	No Impact	BA Special Fee

Administration	Removed: Business Administration		
CICE Continuing and International Education	Placed: Continuing and International Education Removed: Continuing and International Education	No Impact	CICE Special Fee
EDPSY Education and Psychology	Placed: Education and Psychology Removed: Education and Psychology	No Impact	EDPSY Special Fee
HHS Health and Human Sciences	Placed: Health and Human Sciences Removed: Health and Human Sciences	No Impact	HHS Special Fee
LA Liberal Arts	Placed: Liberal Arts Removed: Liberal Arts	No Impact	LA Special Fee
LIB Library	Placed: Library Removed: Library	No Impact	Library Special Fee
NSG College of Nursing	Placed: College of Nursing Removed: College of Nursing	No Impact	NSG Special Fee
ODA Office of Disability	Placed: Office of Disability Removed: Office of Disability	No Impact	Office of Disability Ac Fee
SCT Science and Technology	Placed: Science and Technology Removed: Science and Technology	No Impact	SCT Special Fee
GRAD Graduate School	Placed: Graduate School Removed: Graduate School	No Impact	Graduate School Special Fee
CNED Continuing Education	Placed: Continuing Education Removed: Continuing	No Impact	Continuing Education Special Fee

	Education		
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SUS (Academic Suspension)

SUS Academic Suspension	Manually, Registrar's Office	Prevents all suspended students from any enrollment activity	Placed for students who have been suspended to block their enrollment.
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SVC (Service)

DHR Department of Human Resources	Placed: Human Resources Removed: Human Resources	No Impact	To include non- employees and non students in the SCAMP Process to generate email accounts.
ILR Institution for Learning and Retirement	Placed Continuing Education Removed: Continuing Education	No Impact	To include non- employees and non students in the SCAMP Process to generate email accounts.

TCR (Tuition Credit from Chg Sched)

CGSCH Change of Schedule	Placed: Removed:		This Code is to be deactivated, but as of 01/11/01 it has not been. It is still active in HEPRD76.
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TRG (Transcript Needed to Graduate)

GRAD Transcript Needed For Grad Sch	Placed: Manually by RO Removed: Manually by Ro	This does not impact other areas; it just prevents the student from graduating.	Placed for informational reasons only when the student has an outstanding transcript from another school that is required prior to graduation.
UNDGR Transcript Needed for UNDRG	Placed: Manually by RO Removed: Manually by Ro	This does not impact other areas; it just prevents the student from graduating.	Placed for informational reasons only when the student has an outstanding transcript from another school that is required prior to

			graduation.
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TTT (Contributor Relations Use Only)

TTC TTC – Contributor Relations Use Only	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.
TTS TTS – Contributor Relations Use Only	Placed: Manually by CR Removed: Manually by CR	Does not impact on any other areas.	Used only by CR-Alumni, Eagle Club and/or Foundation.