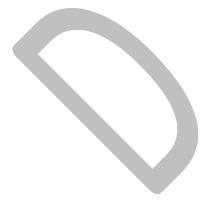
Introduction

The Kentucky State University Data Standards Manual provides requirements for properly entering information into the Banner Enterprise System. This manual is a living document. As such, when changes occur all unit managers will be notified. Unit managers have the responsibility to inform and train their unit employees.











Preferred First Name

If a preferred name exists, enter this name (also known as a nickname) in the Preferred First Name field. This is an optional field.

Examples:

efield.

field.

Middle Name The middle name is not a required field

Definitions of addresses

BI – Billing Address

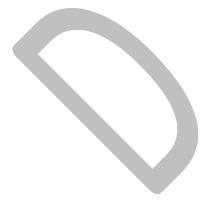
Accounts Payable uses this address when the purchase order address (BU) is not the same as the invoice address. The billing address (BI) is used only by Accounts Payable.

BU - Business Address

The Business address (non-







There are style manuals that deal with formal addressing style. There are several U.S. Postal Service publications dealing with addressing. The most comprehensive and accessible publication is Postal Addressing Standards, Publication 28. This publication is available from the U.S. Postal Service as well as in a portable document format (PDF) on the World Wide Web at:

The US Postal Service National Customer Support Center has a very useful web site that provides extensive address and zip code information: http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://pe.usps.gov/cpim/ftp/pubs/pub28/pub28.pdf http://www.usps.gov/ncsc/ http://www.usps.gov/ncsc/

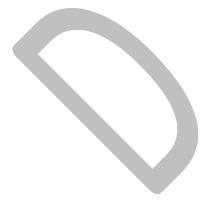
http://www.canadapost.ca/personal/tools/pg/manual/PGaddress-e.asp

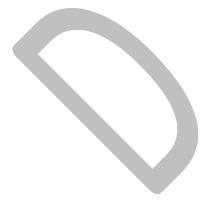
City

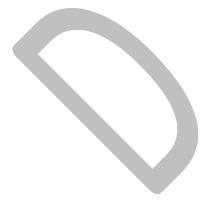


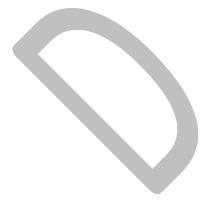
E-Mail

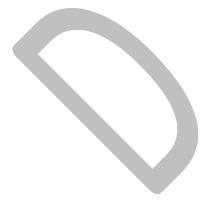
Students, faculty and staff at the University receive internet access and e-mail services. Use of these privileges requires

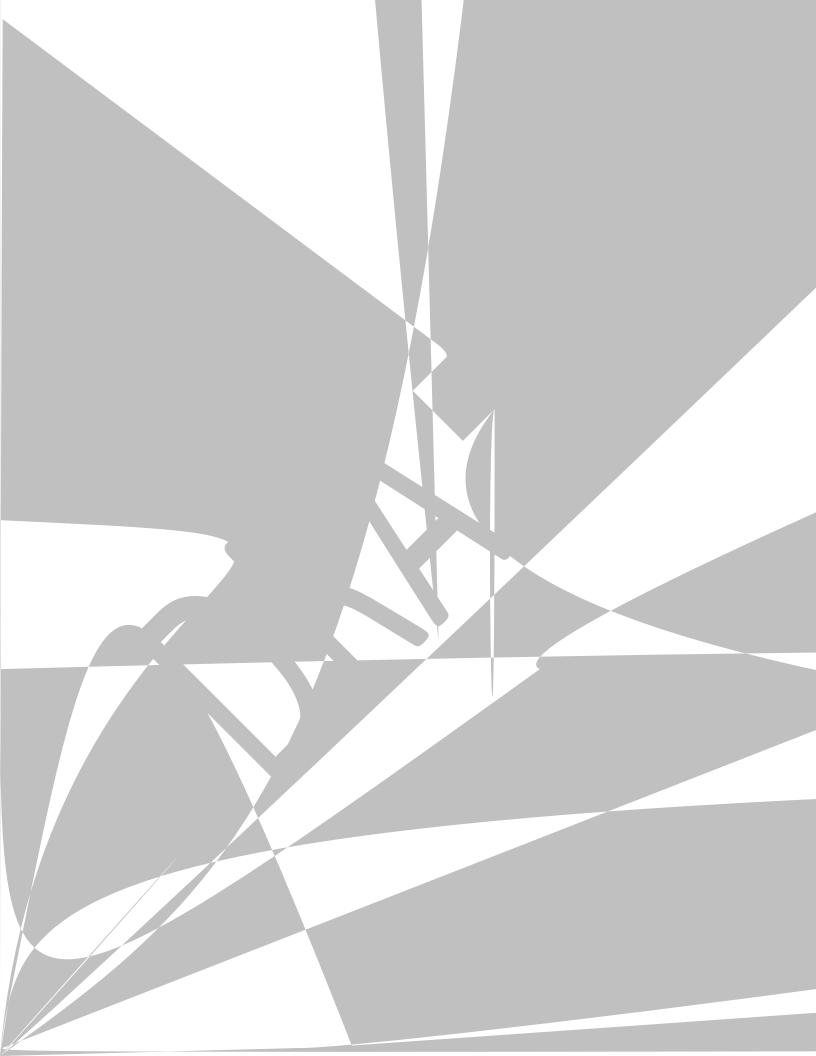












Appendix I Disclosure of Student Information

Kentucky State University complies with the Students Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26. KSU will disclose the following to all current and incoming students: basic institutional information, the completion or graduation rate within 150 percent of normal time for completion of all students in all programs, the number of students who received athletically-related student aid, the completion or graduation rate within 150 percent of normal time for completion of students received athletically-related student aid, campus security policies and campus crime statistics.

http://www.kysu.edu/about/divisions/officeofthepresident/institutionalresearch/Students_Right_to_Know.htm

FERPA Statement

Student Information Booklet, 2009-2010, Pages 6, 7, <u>http://www.kysu.edu/NR/rdonlyres/8383F5CB-C252-4EE7-BEB8-696899975DB8/0/094_103_Info_Booklet.pdf</u>

PRIVACY OF STUDENT RECORDS

University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Kentucky State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605

