



BANNER

DATA ENTRY STANDARDS MANUAL

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INTRODUCTION

In 1994, Smith College made an institutional decision to purchase an integrated software package that would be used to maintain data by all areas of the College. The product purchased was BANNER software. The College has implemented the following six BANNER modules:

- Student [STUDENT]
- Advancement [ALUMNI]
- Financial [FINANCE]
- Human Resources [HRS]
- Financial Aid [RESOURCE]
- General [GENERAL]

Issues inherent in integrated databases are data custodianship, shared data, and data entry. This manual was developed for Smith College Banner users to address these issues. It describes in detail the policies and procedures for creating and maintaining a subset of Banner data referred to as General Person, which includes Person and Non-person data. (Non-person data is data that pertain to organizations and companies, and is established and used by various departments). General Person data (excluding non-person data) includes name, address, telephone number, date of birth, gender, and other such data. Since this data is shared across the Banner modules listed above, it is essential that we adhere to the policies and procedures in this manual.

All persons (and their supervisors) who are responsible for providing data entry support and/or maintenance in any of the modules **MUST** be familiar with these standards. All users must strictly follow these standards to ensure the integrity of the data across modules. The success of our work depends on our understanding the intricacies of an integrated database and realizing that shared data affects users in all modules.

The following chapters will provide you with the information you need to maintain General Person data as accurately and consistently as possible. One aspect of this accurate and consistent data entry is ensuring that no duplications of data occur within the Banner database. A duplicate means that one single entity has more than one Banner identification record. Reconciling duplicate records is an extremely time-consuming task. Therefore, it is critical that new entries do not duplicate existing entries in the various Banner modules. **[Chapter 2](#) contains important instructions regarding proper procedures that must be followed in order to avoid creating duplicate records.**

CHAPTER ONE – Data Custodians

Banner data custodians (Table 1.A) have full and final authority for the utilization and access to the data under their jurisdiction. Data custodians authorize access to Banner data and establish the security levels for College employees whose work necessitates their use of the data. In some instances there are multiple custodians for various sets of data.

Data custodians are responsible for enforcing all legal obligations regarding the release of, and access to, data under their jurisdiction. If you have questions about data in any of the modules with which you are working, contact the data custodian. If you're working with data in a module with which you are not fully familiar, you should contact the data custodian to review your plans for use of the data. Changes to the design of data tables or changes in the use of particular data elements may have been implemented; the data custodian will be able to advise you on those matters.

Below is a table of those who have custodianship of data in the various Banner modules. The table also includes information on which departments maintain data in each portion of the modules listed below.

TABLE 1.A –Data Custodians by Banner Module

Module	Data	Custodial Department	Data Custodian Title	Data-Maintaining Departments
ALUMNI	Constituent Data	Advancement	Director of Advancement Services	Advancement
FINANCE	Finance	Controller	Director of Accounting	Controller, Budget, Accounts Payable, Accounts Receivable
FINANCE	Non-Student Accounts Receivable	Controller	Director of Accounting	Controller
GENERAL	General Person	Banner Technical Committee	Chair, Banner Technical Committee	All
HRS	Employee Information	Human Resources	HRIS Administrator	HR, Payroll
HRS	Faculty data on degrees, rank, appointment terms	Provost/DOF	Faculty/Salary Data Analyst	Provost/DOF
RESOURCE	Student Financial Aid	Student Financial Services	Systems Analyst	Student Financial Services
STUDENT	Recruitment	Admission	Enroll. Systems Mgr.	Admission, Graduate Program
STUDENT	SSW Recruitment	Admission	Enroll. Systems Mgr.	SSW
STUDENT	Admissions	Admission	Enroll. Systems Mgr.	Admission, Graduate Program
STUDENT	SSW Admissions	Admission	Enroll. Systems Mgr.	SSW
STUDENT	Undergraduate Student records	Registrar	Registrar	Registrar, Campus School, CECE
STUDENT	SSW Student Records	SSW	SSW Registrar	SSW
STUDENT	CECE Records	Controller	Director of Accounting	Controller, CECE
STUDENT	Campus School Records	Controller	Director of Accounting	Controller, Campus School
STUDENT	Non-SSW Graduate program student records	Registrar	Registrar	Graduate Program
STUDENT	Student Billing	Student Financial Services	Systems Analyst	Student Financial Services, Controller SSW, Campus School, CECE
STUDENT	Location/housing	Student Affairs	Housing Coordinator	Student Affairs

CHAPTER TWO - Record Creation and Maintenance

Various departments on campus are charged with creating records in Banner and maintaining the shared general person data related to those records. **As explained in Chapter One, it is important that all users understand the intricacies of a shared database and adhere to the following policies outlining which office owns the record and is responsible for creating and maintaining general person records.** The chart below identifies the departments that are responsible for updating general person records (ID, name, address, email & phone, etc.) based on the affiliation of the individual to the College. The following conventions govern which offices make changes to ‘shared’ data:

TABLE 2.A – Custodians of Shared Data

Affiliation	Office to update changes	Affiliation Group
Faculty only – Actively employed	Human Resources	Faculty
Faculty and Alumnae/i – Actively employed	Human Resources	Faculty
SSW Faculty only – Actively employed	Human Resources	SSW Faculty
SSW Faculty and Alumnae/i – Actively employed	Human Resources	SSW Faculty
Staff only – Actively employed	Human Resources	Staff
Staff and Alumnae/i – Actively employed	Human Resources	Staff
Staff and Student – Actively employed	Human Resources	Staff
Staff and Vendor – Actively employed	Human Resources	Staff
Staff Retiree (excluding Emeriti)	Human Resources	Retiree
Alumnae/i, parent or friend only	Advancement	Alumnae/i constituent
Advancement related Corp or Foundation	Advancement	Alumnae/i constituent
Emeriti	Advancement	Alumnae/i constituent
Student only – Current undergraduate	Registrar	Undergrad Student
Student only – Current graduate student	Graduate Program	Graduate Student
Student only – Current School for Social Work student	SSW Registrar	SSW Student
Student only - Campus School	Campus School	Campus School Student
Student only – CECE	CECE	CECE Student
Student and Vendor	Refer to above student affiliations	
Vendor	Controller’s Office	Vendor
Prospect/Applicant only - Undergraduate	Admission Office	Undergrad Applicant
Prospect/Applicant only – Graduate level	Graduate Program	Grad Applicant
Prospect/Applicant only - School for Social Work	SSW Admission Office	SSW applicant

Generating ID Numbers and Creating Records using Common Matching

The following departments are authorized to generate an ID and create new records.

- ALUMNAE/I Donor - Advancement
- EMPLOYEE - Human Resources
- STUDENT - Admission Office, Registrars Office, Graduate Program, Campus School
- VENDOR – Controller’s Office

What is Common Matching?

Common Matching is a process that creates and manages basic person records. Basic person is a generic term that refers to people (persons) and companies (non-persons). Basic person information includes Name/ID, Address, Telephone, E-mail and Biographical information.

The Common Matching process checks for existing identification records before a new one is added to the database. Common Matching also provides a mechanism to add new records to the Banner database and update existing ones. Common Matching uses rules to determine which Banner records might be a duplicate of the one being entered. There are three possible results:

1. The record is new. No match has been found on the database. The record can be created without any additional processing, and Banner will assign a new PIDM to it.
2. A match is found for the record. Common Matching has found one, and only one, Banner record that matches the record based on the rules. The new Common Matching Entry Form (GOAMTCH) appears with the Match tab highlighted. The user must review the displayed data to see if the matched Banner record is the same as the one they are trying to enter.
 - If the record found on the database is the same as the one being entered, the user can select the person or non-person as a Match, or update the record with additional information, but Banner will not assign a new PIDM.

Note: You can only update fields on an existing Banner record if they are null in the Banner database. If data already exists for those fields, it will not be overwritten.

- If the record found on the database is not the same as the one being entered, the user can create a new record. Banner will assign a new PIDM to the record when it is saved.
3. A potential match is found. Common Matching has found at least one record where some of the fields identified in the rule match the record being entered, but not all. For example, the first name and last name are the same, the mailing address is the same, but the date of birth is different. GOAMTCH then appears with Potential Matches tab highlighted. The number of potential matches found appears on the tab. The potential matches are listed in order by rule priority. The user can review each potential match to determine if one is, in fact, a match. If multiple records meet the matching criteria, they are all displayed on the Potential Matches tab.
 - If one of the potential matches is the same as the one being entered, the user can select the record as a match or update it with additional information. Banner will not assign a new PIDM. If the record is updated, existing data will not be overwritten.
 - If none of the potential matches is the same as the one being entered, the user can create a new record. Banner will assign a new PIDM to the record.

If the new record does not already exist, the new information will be added to Banner. Users do not need to enter the information again.

Generating New ID Numbers

Smith College uses a system-generated ID number. The current ID number is a nine-digit randomly assigned number that begins with “99”.

All alumnae and constituents of the Advancement office are assigned another alternate ID number beginning with “AV”. Students are assigned the “AV” ID just prior to enrollment at the college. As a result, a number of records may carry two or more alternate ID numbers.

Select the appropriate identification form for your module (SPAIDEN – Student Module, PPAIDEN – Human Resources Module, FOAIDEN – Finance Module, and APAIDEN – Advancement Module).

With your cursor in the ID field of the key block, click on the **Generate ID** icon. The GOAMTCH form will open with your cursor in the Matching Source field and the word GENERATED in the ID field. Using the drop down menu for the **Matching Source**, select your departments Matching Source Code.

Next, enter the information about the person in the Data Entry window. This information will be used to check for a match. Select the Duplicate Check icon to initiate the Common Matching process. There are three possible outcomes:

1. **New** - The record does not exist in the database, based on the rules associated with that source code. A pop-up window will appear, asking you if you want to create the record. Select **Yes** or **No**.
2. **Match** - One record matches the data you entered exactly. The record does exist in the database, based on the Common Matching rules. The information on the matched record appears on the **Match** tab. You can now do one of two things;
 - Click on the **Select ID** icon to bring the information on the matched record back to the form where you started.
 - Select the **Update ID** icon if you entered information in GOAMTCH that should be added to the records in the databases. GOAMTCH will attempt to insert or update records in the SPRADDR (address), SPRTELE (telephone), SPBPERS (biographical), and GOREMAL (e-mail) tables. You will then be returned to the form where you started.

Note: You can only update fields on an existing Banner record if they are null in the Banner database. If data already exists for those fields, it will not be overwritten.

3. **Potential Matches** - Based on the rules for that Common Matching source, more than one record matches the data you entered, or there are multiple records where some of the information is matched, but not all of it. For example, it could be that the first name, last name, and address you entered exist in the database but the date of birth is different, or that two records with the same first name, last name, address and date of birth are found. The choices are listed on the Potential Matches tab on GOAMTCH.

Select the **Details** icon to see a list of forms that may be helpful in determining if the highlighted record is a match for the one you're entering. Select the form name from the list to access the form.

If the record you're adding is not listed (none of the potential matches are the same as the record you are creating), select the **Create New** icon to create a new record in Banner. If one of the potential matches is the same as the record you're adding, select the **Select ID** or **Update ID** as described above for the highlighted record on the Potential Matches tab.

Continue entering data on the original form (if needed). Unless you are exempt or your institution has elected not to use Common Matching, you cannot bypass the Common Matching process; if you do not select any of the options after initiating the search for matches, you cannot enter any data after you return to the original form. If the record already exists, it can be updated with information from the new record in the following circumstances and *if the field is null*, but a new PIDM will not be created: SSN/SIN/TIN, Birth Date, Gender, Address, Telephone, and E-mail.

Note: A new sequence number will be created for the address if it already exists in the database with the same type and the address information is different. If an address record is created and an active address already exists for the same Address Type, the original address will be made inactive.

Auto Deleting Records

The purpose of the Auto Delete Process is to remove from within the Banner Forms a Banner Person Id that only contains data in the SPRIDEN Name table. If data is present in any other table besides this Name table, the Auto Delete Process will not delete the Banner Id.

1. End-user checks Banner Form GUASYST and/or Duplicate Detail ID report to verify that there is no data in Banner modules for the Person ID. The Person ID must only have data remaining in the Name table.

Note: The Duplicate ID report is available in the BannerWeb Duplicate PIDM Web Application. For access, please contact ITS.

2. After verification that the Person ID only has data in the Name table, the end-user then marks the Person ID for Auto Delete by entering the information below on the applicable **AIDEN form:
 - Enter “AUTODELETE” in the last name field. This should be typed exactly as such.
 - Select the Auto Delete code “AU” in the Name Type field.
3. A script is executed nightly Monday through Friday to check for those Person IDs marked “AUTODELETE” in the last name field AND the Name Type field equal to “AU”. The script verifies if there is only data for the Person ID in the Banner Name table (i.e. SPRIDEN).
4. If the Person ID only has data in the Banner Name table, the Person ID is deleted.
5. If table data is found in other tables, the Person ID is not deleted. The following then happens:
 - The end-user who marked the Person ID for Auto Delete is sent an e-mail. The end-user will receive repeated daily e-mails until the Person ID is reconciled.
 - The e-mail lists the Banner tables and potential Banner Forms that still contain data. Within the list of potential Banner Forms, the end-user selects the Form(s) applicable to their Banner module access.
 - The end-user deletes the applicable data. The nightly script will then pick up this Person ID (as it is still marked for Auto Delete) to be removed from Banner.
 - If the end-user is not able to remove specific table data, ITS should be contacted for assistance.
 - If there is any data in Finance and/or Accounts Receivable tables, this will be clearly highlighted in the e-mail. A message will appear in the e-mail that ITS must be contacted as Finance and/or Accounts Receivable data cannot be removed from Banner. The Auto Delete Process will never remove a Person ID that has Finance and/or Accounts Receivable data.

Note: A log table tracks all Person IDs that are removed from Banner with the Auto Delete process.

Creating an Alternate ID Number

Go to the ***IDEN form for the module that you use (PPAIDEN, SPAIDEN, FOAIDEN, or APAIDEN) and input the ID Number, or search the name, in the key block for the person you want to update.

Click on the tab **Alternate Identifications**. From your keyboard, use your **DOWN** arrow key to move to a blank record, and then use the **UP** arrow key to populate the Last, First and Middle Initial information into the record.

In the **ID** field put in the Alternate ID number and Save the record. The Alternate ID is now saved as a previous ID that can be used in searches.

Changing an ID to a Generated ID Number

Go to the ***IDEN form for the module that you use (PPAIDEN, SPAIDEN, FOAIDEN, or APAIDEN) and input the ID Number, or search the name, in the key block for the person you want to update.

Delete the number in the **ID** field on the “Current Identification” tab. Type “GENERATED” in the ID field and save the record.

Changing an ID Number

In unusual cases, a current or alternate ID number may need to be changed. Please contact the data custodian for your module (table 1A) with questions about the procedure to be followed.

CHAPTER THREE – Name Creation and Procedures

The following standards have been adopted for Banner data entry on general person forms across the various Banner modules. It is vital that you follow these standard practices so that the data remains consistent throughout the system. Data entry must be consistent to avoid duplication of records and to simplify searches.

Banner is case-sensitive. All character data entry MUST be done in upper and lower case.

On some of the identification forms (i.e. SPRIDEN, APAIDEN, PPAIDEN etc.), you can indicate whether the search should be done with or without case sensitivity.

Creating Last Names

Whenever possible spell out the full last name. Last names may **not** exceed the field length of 30 characters.

Last Names with Prefixes - When entering names beginning with a prefix, spell the name as the person does. If that spelling is unclear (as with poor handwriting), capitalize the second part of the name and do not type a space between the two parts of the name.

Example: Mac, Mc

Enter: MacDonald or McDonald

Last Names with spaces between the prefixed last names - When entering names beginning with a prefix, spell the name as the person does. If that spelling is unclear (as with poor handwriting), capitalize the second part of the name and type a space between the two parts of the name.

Example: Von, van, Da, De, Di, St.

Enter: De Martino, von Kronsky, St. John, Van Husen

O' - When entering names beginning with O', always capitalize both parts of the name, and do not type a space between the parts.

Example: O'Leary rather than O' leary

St. John - When entering these names, spell the name as the person does or capitalize both St. and the word that follows and type a space between them.

Example: St. John

Last Names with hyphens - If a constituent indicates a hyphen on their name of record, enter the hyphen as shown. Hyphenated last names are to be entered with no spaces between the hyphens.

Example: Mohammed Al-Khasi

Example: Jewell-Larson

Last Names with multiple parts - Do not use a middle name field for constituents with multi-worded names. Enter all words in first name field with spaces between.

Example: Ho, Chow Cho

Enter as: Last name – Ho

First name - Chow Cho

Middle name – blank

Last Names with suffixes - If a suffix is part of a legal name (as shown on the Social Security Card) it should be entered in the suffix field with no commas or periods as the system inserts them automatically.

Examples: Smith Jr or Jones III

Enter as: Last Name – Smith or Jones

First Name – Harry
Suffix – Jr or III

Creating Prefixes

Prefixes should be entered in the prefix field **only**.

Creating First Names

Whenever possible spell out the full first name. First names may **not** exceed the field length of 15 characters.

Alumni Module Only - When there is no first or middle name available, enter “Unknown” in the first name field and leave the middle name blank.

Creating Vendor Names

Person Names - If the vendor is an individual, always use the last, first, and middle name fields and NOT the corporation non-person field on form FTVVEND. The vendor should provide their legal name for tax reporting purposes. Follow the data entry standards for the name creation above. (Note: “non-Person” and “corporations” are the same. Most modules use the term “non-person” while the Finance module also uses the term “corporation”.

Non-Person or Corporation Names - Vendor Names entered should appear exactly as shown on the IRS Form W-9. If the vendor is generally recognized by initials and uses those initials on invoices and letterhead, use those initials when entering the vendor name. These initials should be entered in upper case. Do not place a space between the initials.

- Example: AT&T, US Steel, IBM

Where abbreviations of non-person or corporation names are necessary due to the length of the name, abbreviate with standard USPS abbreviations. These can be found at <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>.

- Example: AAUP would be entered as American Assn of Univ Professors

A company with initials should not have a space between the initials. Do not use periods or commas.

- Example: JC Penney Co

Use "The" if the vendor name starts with it.

- Example: The Book House

Use dashes and slashes only when they are a part of the vendor name. Do not use spaces between dashes and slashes. Never use commas.

- Example: Mail-well Envelope Co
B/B Contractors Supply

Use the ampersand sign (&) instead of the word "and" when appropriate.

- Example: AT&T

Do not capitalize “a”, “an”, “the”, “of”, “for”, “to”, “etc.”, when used in the vendor name.

- Example: Snowy Egret Designs of Vermont

Changing Names

If you have authorization (see Table 2.A) to change or update general person data, please follow the procedures and policies below. When a name is changed the new name will be added to the record but former name(s) will be stored. If a former name is displayed as a result of a General Person search, the search will automatically return the CURRENT name information.

Students and employees must submit documentation of the name change before changes can be made. The only acceptable documentation for an employee name change is the official Social Security Card because of the IRS reporting requirements. An employee name cannot be changed to anything other than what is on the Social Security Card. If the name on the card is incorrect, then the employee is responsible for contacting the Social Security Administration for correction. Once corrected, they can bring the card back to the Payroll or Human Resource Offices. Students must submit legal documentation showing their legal name if they do not have a Social Security card.

To change a name type the NEW name over the old name and following data entry standards as outlined in this manual. The new name will become the current name and an alternate name record will be created to record the previous name.

Changing an Entity Type

“Non-person” (usually companies) and “person” is two entity types. “Non-person” records are established and maintained by various offices that record business with companies. On occasion, a record gets entered into BANNER with an entity type that is incorrect. For example, a person record might be established as a non-person entity type.

Removing Duplicate Records

Special handling is required for the removal of duplicate records. While the procedures in this manual call for a full search of existing records prior to the creation of new records, sometimes duplicate records are identified. For example, an individual who was paid as a honorarium ten years ago may have records in Banner under a professional name (Deedie J. Smith, for instance) with an address that was current several years ago; if, more recently that same individual became an employee of the College under her legal name (Dorothy Jones), it’s possible that an improper search (or an incorrect ID or SSN) would lead to the creation of a second record for the same individual. The existence of the duplicate may subsequently be identified.

If you identify a situation as described above, contact the data custodian who works with the data in your area (see Table 1.A). The data custodian will follow up and work with ITS staff to resolve the situation using a specific process for reviewing the existing records, combining related records, identifying the record that should be used in the future and, when appropriate, deleting duplicate records.

CHAPTER FOUR - Biographic Data

Banner includes fields to record individuals' biographic information. Human Resources will enter this data for employees. Student data is entered by the Offices of Admission and Registrar.

Employees' Biographic Data

For all college employees, their date of birth, ethnicity, race, gender, marital status and citizenship must be entered in Banner in the biographic data section of PPAIDEN. Employment and payroll records cannot be established without this information.

Students' Biographic Data

When an applicant applies to the college, the following data is required on SPAPERS: gender, date of birth, SSN (if available), citizenship code, ethnicity, race, legacy, and marital status.

Alumnae/i Biographic Data

Advancement enters gender, when known, for all constituents on APAIDEN.

The following chart indicates the Ethnic categories used for students and employees.

TABLE 4.A – Ethnic Categories

Ethnicity Category	Ethnicity Category
Asian: Chinese	Hispanic: Central American
Asian: Filipino	Hispanic: Chicana/Mexican Am.
Multiracial: Asian/White	Hispanic: South American
Asian: Indian	Hispanic: not specified/other
Asian: Japanese	Hispanic: Latina
Asian: Korean	Multiracial: Hispanic/Native
Asian: Not Specified/Other	Multiracial: Hispanic/Other
Asian: Pacific Islander	Multiracial: Puerto Rican
Asian: Thai	Multiracial: Hispanic/Asian
Asian: Vietnamese	Multiracial: Hispanic/White
Asian: Taiwanese	Multiracial
Black: African	Native American/Alaskan Native
Black: Caribbean	Multiracial: Native Am./Asian
Multiracial: Black/Hispanic	Multiracial: Native Am./White
Black: U.S. African Amer/Other	White/Caucasian
Multiracial: Black/Native Am.	White/Middle Eastern
Multiracial: Black/Asian	Other
Multiracial: Black/White	Unknown

Deceased Indicators

The deceased indicator in Banner allows an individual's record to be flagged as deceased. This indicator is located on Banner forms PPAIDEN (faculty, staff and retirees), SPAPERS (students) and APAPERS (alumnae/i constituents).

Each office has specific business procedures and data entry standards following a death. The deceased indicator must be checked and the date of death entered, if known. If unknown, follow specific procedures in your department. Inactivate MA address type, except when the deceased has an active HR employee record. In that case, follow specific Human Resources procedures.

Refer to Table 2.A to determine which office makes changes for a deceased record.

CHAPTER FIVE – Addresses: Creating, Changing, and Inactivating

Banner permits multiple addresses to be entered for each record. The use of each address type is strictly defined so that conflicts do not arise among the various functional areas (Admission, Registrar, Payroll, Human Resources, Advancement, etc.) that use Banner data. Since all areas share name and address data, address changes are made by the functional area (office) responsible for the person or non-person data when the use of the address type is universal. Table 5.A indicates which functional area is responsible for the different address/email type records. The “mailing” address type in Banner that is coded as “MA” is universal – it is used by all functional areas. Changes to an individual’s “MA” address should only be made by the functional area (office) designated in table 2.A.

Address Types

In addition to changing only the address records of those persons or persons for whom each office is responsible, each office should know what address types they can and cannot change. The following table describes the address types in use and the offices that maintain those address records. The rules and regulations regarding address standards should be adhered to in ALL cases. Anyone responsible for address changes in any module should use this document as their guide to changing addresses on Banner.

TABLE 5.A – Address Type Descriptions

Code	Description	Explanation of Use	Maintain History
A1	Alternate Home 1	Alternate address for alumnae/constituents with multiple residences; maintained by the Advancement Office.	yes
A2	Alternate Home 2	Second alternate address for alumnae/constituents with multiple residences; maintained by Advancement Office.	yes
A3	Alternate Home 3	Third alternate address for alumnae/constituents with multiple residences; maintained by Advancement Office.	yes
B1	Business 1	Only for Advancement use; this is a person’s employer or business address.	yes
B2	Business 2	Only for Advancement use; this is a person’s second employer or business address.	yes
BD	Billing 2 nd Duplicate	For Student Financial Services use only; used to store the address to which a duplicate student statement should be sent.	yes
BI	Billing	For Student Financial Services use only; billing address if different from mailing address.	yes
BU	Business Address	Non-Advancement use; this is a person’s employer or business address.	yes
CB	Campus Box	Student campus mailing address; campus box number address.	no
CK	Payroll Check Mailing Address	Only for Payroll Office use; check address if different from mailing address.	yes
CL	Campus Location	The Smith College campus office location for an employee, if different from campus mailing address; maintained by HR.	no

CM	Campus Mailing	The Smith College campus mailing address for an employee. See the Table on pages 2 and 3 for the list of standard values that must be used; maintained by HR.	no
DE	Deceased Estate	Address for receipt mail on deceased Alum's	yes
FC	Five College	Campus address for Five College Students	no
HP	Hometown Newspaper	No longer in use	
LA	Leave Address	A student's address when she is away on leave or off-campus study.	yes
LG	Legal Guardian	Student's legal guardian's address	yes
MA	Mailing	A person's permanent home address; changes to be made by the functional area responsible for maintaining the individual's records as provided in the Table on pages 2 and 3.	yes
O1	Organization 1	Primary address for an organization; maintained by the Corporations & Foundations department of Advancement.	no
O2	Organization 2	Secondary address for an organization; maintained by the Corporations & Foundations department of Advancement.	no
OC	Off Campus	The local address for a student who does not live on campus.	yes
P1	Parents 1	The address for a student's parents if different than the student's MA address.	no
P2	Parents 2	The address for a student's parents if different than the student's MA address.	no
PA	Parents		
PR	Permanent	Legal residence only if different from the mailing address.	yes
SA	School	Used to store a prospect or applicant's address if she is living at a boarding school; used primarily by the Admission Office.	no
SE	Seasonal	A vacation or seasonal address used for <u>recurring</u> seasonal addresses as opposed to temporary address changes; used primarily by the Advancement Office.	no
TA	Temporary	A temporary mailing address that is different from the MA mailing address.	no
TF	Twenty-Five Year Club	This is used to retired members of the Twenty-Five Year Club	no
VO	Vendor Ordering	Address for purchases to be sent to	yes
VR	Vendor Remit To	Only for Accounts Payable department use; a vendor's accounts payable or remittance address; there may be more than one.	yes

VW	Vendor Wire	This is no longer in use.	
VX	Vendor Remit Overflow	Only for Accounts Payable department use; vendor Remittance address when VR maximum is reached.	yes

While there are different address types in use in each functional area across campus, the following data fields apply to each: “**From**” date field, “**To**” date field, and the “**Inactive**” indicator.

From and **To** date fields indicate the dates during which the address/email is active. When you set up a new address, the **From** date should auto-populate with the current date; if the **From** date field is not auto-populated, enter the current date manually.

When changing an address for which history must be retained (prior MA addresses are retained), enter the appropriate **To** date for the address you are changing and check the **Inactive** indicator. Next, enter the new address with a **From** date that does not conflict with the **To** date of the prior address. The **From** date of the new address must be a day or more after the **To** date of the prior address.

Address changes may be entered to take effect in the future. When setting up an address with a future **From** date, check the **Inactive** indicator. A nightly process automatically updates the **Inactive** indicator based on these dates.

When changing an address for which history is not maintained, remove (or overwrite) the prior record and follow the instructions for setting up a new address; update the **From** date and, as appropriate, update or remove the **To** date.

Address history must be retained for the Mailing Address (MA) type; do not remove or overwrite prior MA address type data. Address history is not retained for Campus Mailing Address (CM) and Campus Location Address (CL) types. See table 5.A for a full list of all address types and their descriptions; their use, whether history must be retained, and further restrictions on the use and maintenance of address data.

The MA address type is special because this data is shared across all modules. The most current MA address should be left active – the **To** date should be blank and the **Inactive** indicator should not be checked

Another data field that is common to all addresses is the **Phone Type**. See the descriptions and how each phone type is used in the table below.

TABLE 5.B – Phone Types

Code	Description	Explanation of Use
B1	Business Phone	Used for business phone when the phone is not attached to a business address.
CL	Cell Phone	Cellular phone number.
FX	Fax	Indicates that the number is connected to a fax machine.
PH	Phone	This is used to define the standard telephone and the campus extension of the student, staff, alumnae or donor.
PH2	Phone 2	This is used to define the second standard telephone of the student, staff, alumnae or donor.

The last data field that is common to all addresses is the **Source**. The source information describes who provided the address. Some departments use this field, others do not. Check with your data custodian for data entry procedures.

TABLE 5.C – Address Source Codes

Address Source Code	Description
ADV	Advancement Staff
APCI	PCI alumni Survey 2000
ATL	Admission Tape Load
AVVL	Advancement Volunteer
CALL	Phone call from individual
CLMT	Classmate
CODB	Conversion from Other Databases
EDI	Electronic Data Interchange
FMLY	Family Member
FRND	Friend
INFR	Information from relative
NEWS	Newspaper
OUTS	Outside Service
PHON	Phonathon received change
PO1	Mail returned once
PO2	Mail returned twice
PO3	Mail returned third time
POST	Post Office Change
PTA	PO Temporarily Away
SELF	Self-provided
SMTH	Other Smith Department
SOFK	Parent Roll: Student to Alumni
TLBK	Telephone Book
WEB	World Wide Web
XSMW	self via Smith web email
ZPBK	Zip Code book

Creating Campus Addresses

Depending on the Banner module that you use, go to one of the following forms to create a new campus type address:

- PPAIDEN – Human Resource Module
- SPAIDEN – Student Module
- APAIDEN – Advancement Module

Valid campus address types are:

- CB – Campus Box (Students)
- CL – Campus Location (Faculty office location)
- CM – Campus Mailing Address (all employees)

To add a new address type record, populate the form and click on the **Address** tab.

When creating a new campus address type, you must start in a blank address form. If there are already addresses set up you will need to scroll to the last record (use the down arrow key). In the blank form double click on the **Type** field and choose **Address Types**. This will give you a list to choose from. Select the campus address type that you want to create and click OK. The **Type** of mailing address and the **From** date should now be populated. If the **From** date does not auto-populate fill it in manually with the current date.

Never use the pound sign (#) in Banner. The pound sign is a reserved ORACLE character and can cause problems with queries and report generation. Use upper and lower case in all addresses. Include such punctuation as hyphens and dashes when an address uses them. Banner stores addresses and phone numbers according to type.

Use the following standards for the type of campus address that you are creating:

TYPE **CB – Campus Box**
ADDRESS LINE 1 Box 500

TYPE **CM – Campus Mailing Address**
ADDRESS LINE 1 Department Name (see Appendix A for list of departments standards)
ADDRESS LINE 2 Campus Address (see Appendix A for list of campus address standards)

TYPE **CL – Campus Location – Office (if different from CM)**
ADDRESS LINE 1 Department Name (see Appendix A for list of departments standards)
ADDRESS LINE 2 Campus Address (see Appendix A for list of campus address standards)

If there is a room number associated with the Campus Address, put the number directly after the campus address without a comma (e.g. Wright Hall 220). Do not use No., Rm. or the # sign.

Campus Addresses City, State and Zip Codes

All Campus Mail address types must have the City, State and Zip populated as follows:

- Example: CITY LINE CAMPUS ADDRESS
 STATE LINE ***
 ZIP CODE *****
- Enter: ***** (9 character *'s) in the Zip Code field or click on the Search icon and choose CAMPUS ADDRESS on the first line of the validation table. Either data entry option will auto-populate the City, State and Zip with the required information.

Creating Campus Telephone Information

PHONE FIELD 1 Area Code (3 digits)
PHONE FIELD 2 Phone Number (ex. 5852267)
PHONE FIELD 3 Phone Extension (last 4 digits of the phone number)
PHONE TYPE PH

When you have completed creating a new campus address type, be sure to SAVE.

Creating Domestic Mailing Addresses

Depending on the Banner module that you use, go to one of the following forms to create a new off-campus type mailing address:

- PPAIDEN – Human Resource Module
- SPAIDEN – Student Module

- APAIDEN – Advancement Module

To add a new address type record, populate the form and click on the **Address** tab.

When creating a new mailing address type, you must start in a blank address form. If there are already addresses set up you will need to scroll to the last record (use the down arrow key). In the blank form double click on the **Type** field and choose **Address Types**. This will give you a list to choose from. Select the mailing address type that you want to create and click OK. The **Type** of campus address and the **From Date** should now be populated. If the **From Date** does not auto-populate, manually fill it in with the current date.

Never use the pound sign (#) in Banner. The pound sign is a reserved ORACLE character and can cause problems with queries and report generation. Use upper and lower case in all addresses. Include such punctuation as hyphens and dashes when an address uses them. Banner stores addresses and phone numbers according to type.

Use the following standards to create mailing address.

TYPE:	Address Type (see Table 5.A)
Address Line 1	Spell out the mailing address in full.
Address Line 2	This line is to be used for PO Box information
Address Line 3	
Address Line 4	This line is NEVER used in domestic addresses.

Example – 2 address lines used

- 123 Steady Lane
- PO Box 546

Example – 3 address lines use

c/o my mom
123 Steady Lane
PO Box 546

Compass Directions – When it is a single compass direction use only the first letter with a period.

- Example: 50 South Bond Street 10
- Enter: 50 S. Bond Street 10

Compound Directions - Data enter as two capital letters with periods, without a space.

- Example: 17 Northeast Bail Road
- Enter: 17 N.E. Bail Road

When a compass direction follows the street name, abbreviate and capitalize two syllable directions and use a comma after the street name.

- Example: 40 State Street, Northwest, Suite 500
- Enter: 40 State Street, N.W., Ste. 500

In Care Of - Abbreviate “In Care of” as c/o in lower case. Place it on the first address line.

- Example: In Care of Elvis Presley
- Enter: ADDRESS LINE 1: c/o Elvis Presley
ADDRESS LINE 2: 123 Graceland Boulevard

Box Numbers - Abbreviate Post Office with periods, without a space.

- Example: Post Office Box 535
- Enter: P.O. Box 535

Rural Route (R.R.) – Rural Route and a box number on the same line.

- Example: Rural Route 2, Box 77
- Enter: R.R. 2, Box 77

If an address includes both a P.O. Box and a street address, put the P.O. Box on the line below the street address.

- Example: 23 Damon Runyon Road, P.O. Box 535
- Enter: ADDRESS LINE 1: 23 Damon Runyon Road
ADDRESS LINE 2: P.O. Box 535

There are different standards for domestic and international addresses for city, state, zip and nation codes in Banner. However, both domestic and foreign addresses use the same TYPE and ADDRESS LINES 1, 2, and 3 for their standards.

Domestic Addresses City, State and Zip Codes

Tab directly to the Zip Code Field. Enter all zip code digits, or click on the Search icon to pull the code from the validation table. All domestic zip codes have been loaded into this table (including Puerto Rico and other US territories).

United States Zip codes MUST be entered for all US addresses. A hyphen must be entered when the entire nine-digit Zip code is available. If the last four digits are unavailable, enter the first five without a hyphen (i.e., 12604 or 12604-0014).

If a zip code is not listed in the validation table you can refer to the US Postal Service website for information on current postal zip codes and standards. The web address is <http://www.usps.com>; choose the tab marked “Find Zip Codes”. Put in the mailing address then choose proceed. This will return the full mailing address with the correct zip code included.

City, State and County are automatically populated when you enter the 5 digit zip code. Be sure to double-check for accuracy. See Appendix C for City reference and Appendix D for State reference.

Do not make an entry in the nation code field for domestic addresses.

Creating Standard Telephone Information

PHONE TYPE	PH
AREA CODE FIELD:	Area Code (3 digits)
PHONE NUMBER FIELD:	Phone Number (7 digits, no spaces or dashes (-))
EXTENSION FIELD:	Phone Extension (4 digits, if available)

Other types of telephone numbers may be entered using the same format as the Standard Telephone Information. See Table 5.B for the corresponding phone types.

Creating International Addresses

Do not input any information into the State or Zip Code fields. Enter the appropriate code for the country in the Nation Code field.

Nation codes are validated against the Nation Code validation table (STVNATN). If you need to enter a nation code that is not found in the table, contact your data custodian as identified in Table 1.A.

NOTE: England, Northern Ireland, Scotland and Wales should all be listed under the Nation Code of “United Kingdom. Hong Kong is to be listed as China.

When the city related data (city, county, foreign postal code) is non-conforming, the following data entry standards apply:

- Example: University of NSW - Kensington Colleges
PO Box 24
Kensington NSW 2033
AUSTRALIA
- Enter: ADDRESS LINE 1: University of NSW - Kensington Colleges
ADDRESS LINE 2: PO Box 24
ADDRESS LINE 3:
ADDRESS LINE 4: This line to be used only if additional space is needed for City information
CITY LINE: Kensington NSW 2033
NATION CODE: AS

City data must be entered in the City field. If additional space is needed, use Address Line 4.

- Example: Kensington NSW
- Enter: CITY LINE: Kensington NSW

Postal Codes should be entered according to the address standards of the foreign country. Most codes are entered after the city on the city line, but some are before the city on the city line (e.g. before: Germany, Switzerland; after: England, Australia).

- Example: Kensington NSW 2033
- Enter: CITY LINE: Kensington NSW 2033

City, county and postal code data should all be entered on the city line when possible. If these elements will not fit into the city line, enter the city on address line 4 and the county and postal code in the city field.

- Example: Kensington New South Wales 2033
- Enter: ADDRESS LINE 4: Kensington
CITY LINE: New South Wales 2033

Foreign addresses printed by Banner will be formatted as follows:

- ADDRESS LINE 1
- ADDRESS LINE 2
- ADDRESS LINE 3
- ADDRESS LINE 4
- ADDRESS CITY LINE
- NATION DESCRIPTION

Creating International Telephone Information

PHONE TYPE: PH

COUNTRY CODE FIELD: “+” country code (1 to 3 digits)

AREA CODE FIELD: City code, if applicable. Otherwise, leave blank.

PHONE NUMBER FIELD: Remaining digits, no spaces or dashes (-)

Example: +33 01 30549913 (an example of a phone number for Paris, France)

Country Code: +33
 Area Code: 01
 Phone Number: 30549913

Do not enter the United States access code “011”. This code is specific to outgoing international calls being made from within the United States. Replace 011 at the beginning of any international phone number with the plus (+) sign.

Changing Address Information

Depending on the Banner module that you use, go to one of the following forms to create a new campus type address:

- PPAIDEN – Human Resource Module
- SPAIDEN – Student Module
- APAIDEN – Advancement Module

To add a new address type record, populate the form and click on the **Address** tab. Using the up and down arrow keys, find the address you need to change.

When an employee asks that their MA address type be a campus mailing address **do not** set up the MA address as you would a regular campus address. The ADDRESS LINES of the MA address information should be the same as the campus mailing; however, the city, state, zip and nation codes should be populated with standard mailing information as outlined above for the Domestic Mailing Address.

When changing a Mailing address that is already in Banner it is important to maintain a history. Go to the address type that is changing and put in a “**TO**” date (date that the address would no longer be valid), check the “**Inactive**” box and put in a “**Source**” (double click in this field to get a list of values); this provides documented history as to why the address changed. **SAVE**.

This will deactivate the address but maintain a history when you put in a new address.

Terminating/Inactivating Address Information

Each address type has its own standards for termination/inactivation and the data custodian should be contacted for specifics. The MA address type, however, is one that is utilized by all modules and needs to be maintained appropriately. The MA address should not be terminated unless an active employee has deceased (see standards in Chapter 4), or unless the criteria for terminating Alum’s have been met (see Advancement data custodian for those standards).

E-mail Types

In addition to changing only the email records of those persons or persons for whom each office is responsible, each office should know what email types they can and cannot change. The following table describes the email types in use and the offices that maintain those email records. The rules and regulations regarding email standards should be adhered to in ALL cases. Anyone responsible for email changes in any module should use this document as their guide to changing emails on Banner.

TABLE 5.D – E-mail Type Descriptions

Code	Description	Explanation of Use	Maintain History
AL	Alumnae Email forwarding	Used for permanent email forwarding for alumnae.	Yes
E1	Smith Email	The Smith College email address for employees and students; MAINTAINED BY ITS.	Yes
E2	Parent Email	Address for students’ parents.	No
EB	Business Email	A business email address; not a Smith email address.	No

EH	Home Email	A home email address; not a Smith email address.	No
EL	Leave Email	A student's email address when she is away on leave or off-campus study.	No
EU	Email Unspecified	An unspecified email address; not a Smith email address.	No
EV	Vendor Email	For vendor direct deposit notification. AP only.	Yes
FB	Facebook	Facebook Personal URL	No
FC	Five College	A Five College student's email address.	No
LG	Legal Guardian	Address for students' legal guardian.	No
LI	LinkedIn	LinkedIn Personal URL	No
P1	Parent 1 Email	Address for students' parents.	No
P2	Parent 2 Email	Address for students' parents.	No
SO	Social – other	Social Media personal URL, not Facebook, not LinkedIn	No
TM	Text Messaging	An unspecified text address.	No
TW	Twitter	Twitter Handle	No
WS	Web Site Address	Address for web sites.	No

The E1 E-mail type is the official email of Smith College and is maintained by Information Technology Services **ONLY**. ITS will keep the Novell and E1 information in Banner synchronized; any employee terminating will have their E1 remain active for 30 days after their last day; E1 accounts may be forwarded for up to 4 months if requested; ITS may deactivate E1 addresses in Banner but will NOT delete; student E1 accounts will continue to be deleted when the student graduates

Creating Email Addresses

Depending on the Banner module that you use, go to one of the following forms to create a new E-mail address:

- PPAIDEN – Human Resource Module
- SPAIDEN – Student Module
- APAIDEN – Advancement Module

To add a new email type record, populate the form and click on the **E-mail** tab. When creating a new email address type, you must start in a blank email form. If there are already emails set up you will need to scroll to the last record (use the down arrow key). In the blank form double click on the **Type** field and select the email type that you want to create and click OK.

Use the following standards to create email addresses.

EMAIL TYPE: **Email Type** (see Table 5.D)
EMAIL ADDRESS: Type in the email address that has been provided to you.

- Example: susiesmith@yahoo.com

APPENDIX A: Default Campus Mailing Address Information

The following are Campus Mailing address departments and locations. When creating a Campus Mail address refer to [Creating Campus Addresses](#) earlier in this document. If there is no default information listed for a CM Address, contact your [data custodian](#).

CM Address Line 1	CM Address Line 2	CM Address Extension
Admission	Admission Building	2500
Afro-American Studies	Wright Hall	3572
Alumnae Relations	Alumnae House	2040
American Studies	Wright Hall	3582
Anthropology	Wright Hall	3500
Archeology	Seelye Hall	3390
Art Department	Fine Arts Center, Hillyer	3100
Art and Technology	Seelye Hall	3435
Associated Kyoto Program	Gables 101	3566
Astronomy	Burton Hall	3805
Athletics	Ainsworth Gymnasium	2706
Biochemistry	Ford Hall	4324
Biological Sciences	Burton Hall	3806
Board of Trustees Office	College Hall 205	2151
Botanic Garden	Lyman Plant House	2742
Building Services	126 West Street	2400
Office of Student Engagement	Campus Center 106	2639
Campus Operations & Facilities	126 West Street	2400
Campus School	Gill Hall	3271
Career Development	Drew Hall	2582
Cent./Study of Soc & Pol Change	Gables Basement	3546
Center Community Collaboration	51 College Lane	7004
Center for Early Childhood Edu	Fort Hill, CECE	3290
CFLAC	Stoddard Hall	2618
Chapel	Helen Hills Hills Chapel	2753
Chemistry	Ford Hall	4324
Clark Sci Ctr Administration	Burton Hall	3800
Class Deans Office	College Hall 101	4920
Classics	Dewey House	3480
College Archives	Alumnae Gym	2974
College Relations	Garrison Hall	2172
Community College Connections	Seelye Hall 307	3034
Community Service Office	Helen Hills Hills Chapel	2753
Comparative Literature	Pierce Hall	3382
Computer Science	Ford Hall	3804
Copy & Print Services	126 West Street	2600
Controller's Office	College Hall 204	2200
Counseling Services	Schacht Center for Health and Wellness	2806
Dance	Mendenhall CPA, Berenson 1	3293

Dean of the College Office	College Hall 203	4900
Development	Alumnae House	2020
Dining Services	30 Belmont Avenue	2300
Disability Services	College Hall 9	2701
East Asian Languages & Lit.	Wright Hall	3350
East Asian Studies	8 College Lane	3320
Economics	Wright Hall	3600
Education & Child Study	Morgan Hall	3250
Engineering	Ford Hall	7000
English Language & Literature	Pierce Hall	3302
Environmental Science & Policy	Bass Hall	3332
Executive Education	42 Green Street	2583
Exercise & Sport Studies	Scott Gym	3970
Facilities Management	126 West Street	2400
Film Studies	Wright Hall	4890
French Studies	Wright Hall	3360
General Literature	Pierce Hall	3302
Geosciences	Burton Hall	3805
German	Hatfield Hall	3402
Government	Wright Hall	3510
Graduate Programs	College Hall 307	3050
Health Services	Schacht Center for Health and Wellness	2806
History	Wright Hall	3702
History of the Sciences	Ford Hall	3804
Human Resources	30 Belmont Avenue	2270
Information Technology Svcs	Stoddard Hall	2618
Institutional Diversity	College Hall 103	2141
Inst Research/Edu Assessment	College Hall 305	3024
Interdisciplinary Studies	Seelye Hall 207B	3390
International Relations	Wright Hall	3510
International Study	Wright Hall	4905
Italian Language & Literature	Hatfield Hall	3402
Jacobson Center	Seelye Hall 307	3034
Jewish Studies	Seelye Hall	3390
Junior Year Abroad - France	Neilson Library, Archway	4905
Junior Year Abroad - Geneva	Neilson Library, Archway	4905
Junior Year Abroad - Germany	Neilson Library, Archway	4905
Junior Year Abroad - Italy	Neilson Library, Archway	4905
Kahn Institute	Neilson Library	3721
Landscape Studies	Wright Hall	3572
Latin American Studies	Seelye Hall	3591
Libraries - Hillyer Art	Fine Arts Center, Hillyer	2940
Libraries - Josten	Mendenhall CPA	2930
Libraries - Neilson	Neilson Library	2902
Libraries - Special Collection	Alumnae Gym	2973
Libraries - Young Science	Bass Hall	2950
Logic	Dewey House	3679
Mail Services	Campus Center	4156

Mathematics & Statistics	Burton Hall	3803
Meridians	51 College Lane	3479
Middle East Studies	Wright Hall	3602
Multicultural Affairs	Clark Hall	4940
Museum of Art	Fine Arts Center, Tryon	2762
Music	Sage Hall	3150
Neuroscience	Burton Hall	3806
Philosophy	Dewey House	3679
Physics	Burton Hall	3805
Poetry Center	Wright Hall	4891
Political Economy	Seelye Hall	3390
President's House	8 Paradise Road	2110
President's Office	College Hall 201	2106
Provost/Dean of Faculty	College Hall 206	3000
Psychology	Bass Hall	4399
Public Policy Program	Seelye Hall	3390
Public Safety	Tilly Hall	2940
Purchasing	126 West Street	2232
Quantitative Learning Center	Neilson Library	3091
Registrar's Office	College Hall 102	2555
Religion	Green Street Annex	3662
Russian	Hatfield Hall	3402
School for Social Work	Lilly Hall	7974
Smith-Northampton Summer Sch	Morgan Hall	3250
Social Sciences	Wright Hall	3510
Sociology	Wright Hall	3520
Spanish & Portuguese	Hatfield Hall	3402
Student Affairs	Clark Hall	4927
Student Affairs-Res Coordinator	Clark Hall	4927
Student Financial Services	College Hall 106	2530
Summer Programs	Garrison Hall	2170
Theatre	Mendenhall CPA	3202
VP/Finance & Administration	College Hall 204	2200
Women & Financial Independence	52 Green Street	3654
Women & Social Change	Seelye Hall	3591
Study of Women & Gender	Seelye Hall	3390