



# **CUNYfirst**

## **Bio/Demo Data Standards**

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Business Process Guide  
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## PURPOSE

The effectiveness of a set of standards may be measured in terms of its purpose(s).

The purposes of this set of data entry standards are to:

- reduce duplicate personal identification records through reliable search for existing records,
- promote search capability through uniform data entry, and
- promote reporting efforts based on presentation and retrieval of the data.

## ABBREVIATIONS

The following are used in this document.

### MODULE ABBREVIATIONS

Module	Abbreviation
Academic Structure	AS
Admissions (& Recruiting)	AD
Campus Self-Service	CSS
Campus Solutions	CS
Campus Solutions Warehouse	EPM-CS
Financial Aid	FA
Financials (GL)	FS
Human Resources	HR
Persons / Organizations of Interest (Campus Community)	POI
PeopleSoft	PS
Student Financials	SF
Student Records	SR

### PROCESS ABBREVIATIONS

Process	Abbreviation
Business Process	BP
Configuration	CNF
Conversion	CONV
Conversions, Extensions, Modifications, Localizations, Interfaces	CEMLI

## INTRODUCTION

Individuals and organizations are the foundation of CUNYfirst Campus Solutions. Campus Community is used to create the records for the individuals and organizations that comprise CUNY's community. After records are created, Campus Community is used to update, maintain, and track information about the individuals and organizations associated with CUNY.

Campus Community must be designed and implemented as a first step to Campus Solutions. In the implementation planning phase, careful consideration of how to enter names, addresses, and other basic data into Campus Community must be addressed to ensure consistent use by all Campus Solutions applications and throughout all business processes across CUNY. These design decisions provide the framework for creating all people and organization records in the CUNY database.

With Campus Solutions 9.0, the central repository of core personal data is developed and maintained as the Person model. The Person model provides a common (CS [Campus Solutions] and HRMS [Human Resources]) repository to store information about students, applicants, alumni, employees, donors, and other persons of interest. All Campus Community design decisions have been made in close cooperation with the HRMS and Financials implementation teams. In addition, Continuing Education requirements will also need to be addressed. There are many cross-module items referenced in this document that remain unresolved and need to be discussed and finalized with representatives from the CS, HRMS and Financials pillars, and as part of a larger integration discussion.

To address specific CUNY needs and requirements, several fit/gap sessions were held with CUNY Campus Community stakeholders to identify the common as well as unique data elements required to support business processes across the University. Information gathered from all meetings and other communications were used to analyze CUNY's business requirements to document fits and gaps between the delivered software and the requirements. Conversions, interfaces, extensions, and reports were included as part of the discussion to develop a better understanding of the requirements for the previously identified CEMLI.

# DATA STANDARDS

## PURPOSE

To ensure database integrity and the goals of easy, professional, cost-effective communication for the University, across CUNY and its contacts by:

- Avoiding creation of duplicate records for a person (student, employee, staff, person of interest (POI) in the CUNYfirst database by utilizing the CUNYfirst Data Standards document.
- Providing complete name, address, and other contact information, by dates of applicability, in a timely manner and with an audit trail of changes.
- Using CUNY data entry standards to facilitate consistent reports and searches.
- Providing more complete compliance with tax and regulatory reporting specifications.

University-wide conventions are critical to ensure that shared data, such as address data including the address stored as a particular address type, are entered in a format that meets the needs of all professional offices and entities that access and/or enter such data.

For example, offices with marketing responsibility must be able to produce individualized correspondence conforming to formal address rules and standards. However, offices or entities, such as Financial Aid and Accounts Payable, may have less stringent formatting requirements, but should still adhere to the same CUNYfirst data standards set forth in this document.

Data standards are governed by the following:

- (1) CUNYfirst System Requirements
- (2) Accepted standards for formal communications (CUNYfirst 3C's [Communications, Checklists & Comments] functionality)
- (3) Information required for regulatory reporting
- (4) US Postal Service guidelines ([www.USPS.com](http://www.USPS.com)) & International address requirements
- (5) The foundation upon which things ( e.g.: tables) are built in CUNYfirst, including:
  - (a) codes
  - (b) values

While data may be conditioned or reformatted on output, it is the intention that data be entered into CUNYfirst in the same format that it will print on correspondence, reports, checks, etc.

Before any user creates a new record for a person or organization, **the user must conduct a thorough Search/Match** to ensure that the person (whether student or employee) has not already been created in the CUNYfirst database. Searches, using CUNYfirst delivered functionality of Search / Match, should include a combination of search criteria including but not limited to:

Name (first and last), address data (address types), DOB, gender, etc., to make every effort to assure that duplicate records are not created.

*There are 5 levels of the Search/Match categories:*

1. *Level 50 = match by Name (first 5 characters of the last name and the first 3 characters of the first name) and Address (first 8 characters of Address1 and first 4 characters of City)*
2. *Level 40 = Like level 50 plus birthdate.*
3. *Level 30 = match by External System ID where EXTERNAL\_SYSTEM = 'LID'.*
4. *Level 35 = Like Level 30 plus Level 50*
5. *Level 34 = Like Level 30 plus Level 50 and Level 40*
6. *Level 20 = match by National ID (SSN)*
7. *Level 25 = Like Level 20 plus Level 50*
8. *Level 24 = Like Level 20 plus Level 50 and Level 40*
9. *Level 23 = Like Level 20 plus Level 50, Level 40, and Level 30*
10. *Level 10 = Match in all levels.*

*Every Student/Employee goes through all the levels of checking.*

- Overall standards will be shared between CS and HR for online data entry.
- Batch processes, such as ISIR or UAPC, will have defined their own criteria for Search/Match and therefore will operate differently from online data entry.
- Users must perform Search/Match before entering another/new record.
- In CUNYfirst, the database will be shared in CS among nineteen (19) institutions as well as HR throughout the University and therefore has greater implications.

The goal is to avoid entering duplicate records into the database by always conducting a Search/Match using predefined bio/demo criteria.

**Only if no record is found should one add a new record.**

**Every effort must be made to ensure that duplicates are not created, to avoid confusion among users across the University and to effectively align all subsequent transactions under a single EMPLID.**



## NEW RECORD CREATION & CUNYfirst ID (EMPLID)

The CUNYfirst system, across all CUNY institutions, generates a unique ID for each new individual in the CUNYfirst database. An individual's (e.g., student or employee) system-generated EMPLID, will be used as that person's only system identifier, **not the Social Security number**.

A change in student or employee CUNY institutional affiliation (students transferring from one CUNY college to another, or employees changing jobs within CUNY institutions) will not generate a new EMPLID. Once an EMPLID has been assigned to an individual, that person will retain their individual EMPLID across the University, regardless of any change in affiliation.

The EMPLID for CUNYfirst is nine (9) digits in length and is generated sequentially across all CUNY institutions. For example, if Queens College assigns 1234567**89**, and the next record is created at Queensborough Community College, it would be 1234567**90**. The counter is not institution specific and is assigned by the system, not the institution.

Valid Social Security numbers (issued by the Social Security Administration) will be stored in CUNYfirst but will no longer be used as the key identifier. It will be stored in the CUNYfirst National ID field. Based on the individual's need to perform his or her job responsibilities, which will be further defined and governed by system security, some employees will be granted view-only access or the ability to view and update the National ID field.

Please note that the National ID is not the EMPLID. National ID in CUNYfirst is an individual's Social Security number, as registered and granted by the Social Security Administration.

Those individuals, who do not have an authentic Social Security number, will not have a number populated in the National ID field. Whether or not, the National ID field will be used in Search/Match remains to be determined.

Since CUNY's legacy systems (i.e. SIMS) do not validate the authenticity of Social Security numbers, the college or University assigned ID numbers (same format as SSN) will be stored in CUNYfirst 'External Id' table.

## IDENTIFICATION NUMBER STANDARDS EMPLID NUMBER

For all persons in the CUNYfirst database, including students and employees, identification numbers (EMPLID's) consist of a unique nine-digit number. This identification number is not the same as the Social Security Number (SSN). The EMPLID is a system generated number used to link together all information pertaining to that person and that person's ONE assigned identification number.

Employees are required to supply their Social Security Number.

Students will be asked, and Financial Aid applicants are required to supply their Social Security Numbers for identification purposes and processing.

When adding a new record to the CUNYfirst database, a user will be required to select the institution, academic career (undergraduate, graduate, law, continuing education) and term.

The ID field will default to 'NEW'. **Numbers MUST not be entered in the ID field.** The system will assign an EMPLID automatically.

## SOCIAL SECURITY NUMBER

Only valid Social Security Numbers should be stored in the CUNYfirst National ID field.

The default for 'country' will be USA (United States) with the National ID Type of SSN.

Please refer to the Social Security Administration for guidelines concerning ranges of SSNs

that are invalid. Using CUNYfirst delivered functionality known as Demographic Data Access (DDA), the first five (5) numbers of the Social Security Number stored in the National ID field will be masked.

### Example:

123-45-6789 will appear as xxx-xx-6789

Social Security Numbers can be entered with or without dashes.

The SSN, though it will be stored in the CUNYfirst database, view and/or update access to the SSN will be granted to very few individuals at each college, or to departments such as Human Resources, Payroll, Financial Aid, Accounts Payable, who need Social Security Numbers in order to comply with government regulations for processing, reporting and tax compliance. This will be a college decision. Please refer to the documents addressing Security for more information and details.

**Please note:** Social Security Number (National ID) is not a required field for creating a record.

As part of data validation, if an invalid SSN is entered in the National ID field, it will be rejected.

## NAME FORMATTING - INDIVIDUALS

Enter the first name, middle name, and last name exactly as the person has indicated, or as it appears on the individual's social security card (HR) or I-9, if required.

If the individual provides a full middle name, enter full middle name, not just the initial.

If the person only provides a middle initial, enter middle initial with no punctuation.

Always enter full first and last names. If the person legally has one name, enter that name as a last name and enter a period (.) in the first name field. Enter punctuation in the first name field only for a single legal name in the empty first name field. Do not enter titles, prefixes (Dr, Mr, Mrs) or suffixes (III, Jr) in this field; this information will be stored in the in a separate prefix and suffix fields. Spaces may be included in double first names (i.e., Mary Ann, Bobbie Jo). Enter both names in the first name field only if it is legally a two-name first name or when the legal first name is one character only. In those cases where a single character is designated as the legal first name and followed by a middle name, place both the single character first name and the middle name in the first name field.

### Examples:

<b><u>Name:</u> If:</b>	<b>Enter: First</b>	<b>Middle</b>	<b>Last</b>
Jonathan Smith	Jonathan		Smith
Mary E Jones	Mary	E	Jones
Edward John Smith-	Edward	John	Smith-
Jackson	.		Jackson
R. Maureen Jones	R Maureen		Jones
F. Robert Smith	F Robert		Smith

### GENERAL GUIDELINES

- Never store percent symbol (%) in a data field.
- Never store the pound sign (#) in a data field.
- Never store the ampersand (&) symbol (except in a business name).
- Do not enter titles, prefixes, or suffixes in the name fields.  
(this information is stored in the prefix and suffix fields).
- Enter all data in mixed case with standard capitalization rules.

## CASE

Enter all information using mixed case, with standard capitalization. Never use all uppercase or all lowercase, even if the person has written in all uppercase or all lowercase. If the person's first, middle and/or last name contains mixed case letters, use the format as indicated by the person.

Use hyphens to separate double names (sometimes used in ethnic names or by persons who wish to use their maiden and married names), when it is indicated by the person that it is part of the legal spelling of their name. Never use commas or the pound sign (#) in a name.

### Examples:

<u>If:</u>	<u>Enter:</u>
Margaret Park	Margaret Park
MARGARET PARK	Margaret Park
Robert duBois	Robert duBois
Barbara DuBois	Barbara DuBois
Francis McHenry	Francis McHenry
Ryan Mcleary	Ryan Mcleary
L. Christine Johnson	L Christine Johnson
Helen Van Husen	Helen Van Husen
Miguel De La Rosa	Miguel De La Rosa
Ian Van der Linden	Ian Van der Linden
Maggie Cooper-Smith	Maggie Cooper-Smith

## PUNCTUATION

Best practice is to use hyphens, apostrophes, or dashes, exactly as the person indicates in writing. Do not add punctuation or spaces where there is none.

Use Apostrophes (') when the symbol is part of the proper, legal name e.g., O'Leary, O'Connor.

Any of the following could represent a valid and correct format for a name.

### Examples:

O'Donnell, Odonnell

D'Angelo, DeAngelo,  
Del Paolo, DelPaolo, del Paolo  
Dell'Acqua, DellAcqua, Dellacqua  
Del La Cruz, De la Cruz, De laCruz  
McCormick, MacCormack  
Mccarthy  
Al-Hassan, AlHassan, al-Hassan, al Hassan  
St.Denis, St Denis, StDenis, St-Denis  
SaintDenis, Saint-Denis, Saint Denis  
Jones-Smith

## PREFIXES & SUFFIXES

Enter prefixes (Dr, Rev) and suffixes (Jr, III), in the prefix and suffix fields using the drop-down menu. Do not enter prefixes and suffixes in the name fields.

### Prefix Table Values:

Dr  
Miss  
Mr  
Mrs  
Ms  
Prof  
Rev

### Suffix Table Values:

EdD  
Esq  
II  
III  
IV  
JD

Jr  
MD  
PhD  
Sr  
V  
VI

## CHANGE OF NAME AND ADDRESSES (RECORD CUSTODIANSHIP)

To ensure that names and addresses are consistent, only certain departments will have initial access to input, change or modify names and addresses.

Current Students	Office of the Registrar
Undergraduate Student Applicant	Undergraduate Admissions
Graduate Student Applicant	Graduate Admissions
Employees	Human Resources
Alumni/Donors	Alumni/Development
Vendors	Purchasing
Corporations or Foundations	Alumni/Development
Agencies	Student Account Receivables
Prospects	Recruitment

Where individuals are both Employee and Current Student the common data update request form will be completed, and all documentation shared between the CS and HCM offices.

## NAME CONFIGURATION

You can enter and maintain different name types for an individual. With effective dating, you can also maintain and review the history of name changes for each type. Departments that need to know when these name changes occurred can determine that by reviewing the history of each name type.

When creating a record, the name that is entered, will be recorded in all the name fields (e.g. primary, preferred). Individuals (e.g. students, employees) can modify the preferred name.

Examples:

**Full Name Entered:**

Nicole Parson

**Appear in as (in CUNYfirst):**

<u>Name Type</u>	<u>Name</u>	
Primary	Nicole Parson	

Individuals can edit the preferred name type. The primary name will be restricted.

<u>Name Type</u>	<u>Name</u>	
Primary	Nicole Parson	

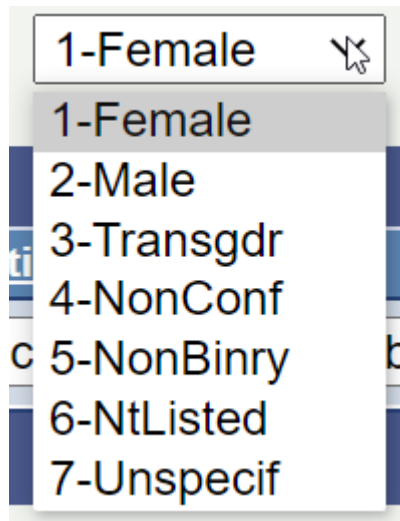
## PERSON'S BIOGRAPHICAL DATA

### BIRTHDATE

Using CUNYfirst delivered functionality known as Demographic Data Access (DDA); parts of the Date of Birth can be masked. DDA will mask parts (mm/dd/yyyy) of DOB only when that data is accessed through CUNYfirst pages, not when accessed via reports and queries. Any data can be excluded from users' access via reports and/or queries using different technical techniques available to us. It is a matter of deciding which data to disclose. (SSN, DOB, etc.)

## GENDER

Specify the individual's gender. CUNYfirst options are:



Gender displays on a person's Biographical Details page. The CUNYfirst system default values are all the above.

## MARITAL STATUS

Specify the individual's marital status and the date, if known, on which the associated marriage or divorce took place. Values for the Marital Status field are delivered with the system as translate values. Do not modify these values in any way. Any modifications to these values could require substantial programming effort.

**Please Note:** If you are changing the individual's marital status, you **must** enter an effective date.

## NAME FORMATTING – EXTERNAL ORGANIZATIONS

External Organization can be companies, schools, vendors, or any other entity or person that does business with CUNY in a professional capacity. Only one (1) record and one (1) identifier (Org ID) should exist for each external organization. Individual organizations can have multiple locations, contacts and vendors associated with them.

It is important to thoroughly search the database before adding a new external organization to the CUNYfirst External Organization table, to ensure that duplicate records/entries are not created.

The minimum information required in CUNYfirst to create a new entity is a name, address, and location.

However, in order to meet data needs for CUNY and to ensure data integrity and accurate record keeping, it is most beneficial, and in some instances, it may be a requirement, to have some of the following components as well:

- Telephone / Fax number
- Social Security Number (SSN) - or -  
Employee Identification Number (EIN)
- Contact Information



On organizations besides name searches you may try searching on the EIN number.

Vendor names should always be created as listed on an invoice or other company document.

Addresses and any other known information should be compared to vendors with similar names to avoid duplication. Short names can be created to reflect common usage.

## SHORT DESCRIPTION

A short description should be created for each external organization. Since a short description is one of the primary identifiers used for external organization searches, it is very important that the following data standards be consistently observed in their creation. The short description for an external organization should be the first unique word in the organization's name, up to ten (10) characters.

The short description will be converted to ALL CAPS or numerals, regardless of which case is used when it is created.

### Examples:

<u>Name:</u>	<u>Short Description:</u>
The Diamond Store	DIAMOND
WW Grainger	GRAINGER
United States Steel	UNITED
Association of Data Technicians	ASSOCIATION
American Payroll Association	AMERICAN
American Veterans Association	AMERICAN

Multiple external organizations may have the same short description, as is seen in the last two examples. A search that is performed on a short description will return ALL the external organization with the same short description.

For company names that begin with a number: Use the number and the first word/ name.

### Examples:

<u>Name:</u>	<u>Short Description:</u>
4 Seasons Bookstore	4 SEASONS

For location names and government entities universally known or commonly accepted acronyms may be used to abbreviate formal word/names.

Examples:

<u>Name:</u>	<u>If entered:</u>	<u>Short Description recorded:</u>
City University of New York	CUNY	CUNY
New York State	NY State	NY STATE
State University of New York	SUNY	SUNY
New Jersey Board of Education	NJ Board	NJ BOARD

USE OF ARTICLES

If an article (*a, an or the*) is used as an adjective within a proper business name, it should be included when entering the name in CUNYfirst. Articles should be entered in all lowercase unless they are the first word of the organization official name. The use of *and* or *'&'* should be determined by the preference of the company.

Examples:

<u>If organization name is:</u>	<u>Enter:</u>
The Exclusive Company	The Exclusive Company
Office of the Attorney General	Office of the Attorney General
C. Brewer and Company	C Brewer and Company
Crate & Barrel	Crate & Barrel
JPMorgan Chase & Co.	JPMorgan Chase & Co

In the case of “doing business as” names, the person’s name should appear in the business name field and the d/b/a name becomes the first line of the address.

Examples:

John Smith d/b/a John’s Construction Company is entered as:  
John Smith (business name field)  
D/b/a John’s Construction (first line of address)

Avoid using an *'attention'* line or *'in care of'*. Reorganization or turnovers make them obsolete quickly. If an *'attention'* or *'in care of'* line is necessary, use only an office or title rather than a name. The required information should be entered on address line 1.

## CASE

Enter all the information using mixed case with standard capitalization. Never use all uppercase or all lowercase, except for commonly used acronyms. Official names beginning with a lower-case letter should be entered as they appear on official communications from the external organization.

### Examples:

eLearning Institute

Higher Education eLearning Seminars Inc

## MULTIPLE NAMES & INITIALS

Names and initials within a vendor's name should be entered with spaces between the words or initials.

### Examples:

Powers Leavitt Morrison Stanley

A E Roberts Co

David F & Gloria Morris Co

## PUNCTUATION

Do not use unnecessary punctuation.

### Examples:

If organization name is:

J.D. Power and Associates

I.T.T.

N.Y.S. Department of Education NYS Department of Education

IBM

Enter:

J D Power and Associates

ITT

IBM



## HYPHENS & SLASHES

Hyphens and slashes may be used to separate names, but do not use spaces before or after the hyphen or slash. Spaces are permitted between multiple names, according to the preference of the vendor.

### Examples:

Hayes–Albion Corporation

Citicorp/Citibank

Bryan Smith LLP

## NUMERALS AS PART OF NAME

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

### Examples:

Century 21 Department Store

4 Seasons Bookstore

## ABBREVIATIONS & ACRONYMS

External organization names should not be abbreviated, however, if space limitations are exceeded, abbreviate the last word at the end of the name. Punctuation should not be used (i.e. no periods). Acronyms should not be used as organization names, unless the acronym is the only name that the entity uses. Although an entity may be commonly known to an individual or department by an acronym, another department that shares the data may not know the entity by its acronym. When used, acronyms should be entered with no spaces and no periods between the letters.

### Examples:

If organization name is:

Enter:

ADA

American Dental Association

ADA

Americans with Disabilities Act

AMA

American Medical Association

AMA

American Motorcyclist Association

APA	American Payroll Association
APA	American Psychological Association
AFL-CIO	AFL-CIO
	(American Federation of Labor and Congress of Industrial Organizations)
ARCO Cleaning and Maintenance	ARCO Cleaning and Maintenance

## LARGE ORGANIZATIONS/ EDUCATIONAL INSTITUTIONS/ HOSPITALS

Department and agencies of large entities should be entered as separate departments within the same external organizations, not as separate external organization, including the department type (Academic or Administrative Department)

### Examples:

#### **External Organization:**

Columbia University

#### **Department:**

Human Resources

Office of the Registrar

Department of English

#### **External Organization:**

University of Wisconsin Library

Address #1, Line 1..... Library

Address #2, Line 1..... SPT Conference

#### **Enter:**

University of Wisconsin

Library

SPT Conference

#### **External Organization:**

St Luke's Hospital

Address #1, Line 1..... Department of Radiology

Address #2, Line 1..... Office of CME

#### **Enter:**

St Luke's Hospital

Department of Radiology

Office of CME

## ADDRESSES

All addresses must meet the United States Postal Service (USPS) address standards.

A standardized address is one that is spelled out in its entirety or abbreviated by using the US Postal Service standard abbreviations. It uses the proper format for the address style. The guidelines defined herein are designed to convey the minimum standards requirements to enhance the processing and delivery of mail, to reduce the instances of 'undeliverable' returned mail, and to position CUNY to be able to obtain the most advantageous postal bulk rates.

**All information for data entry should be typed in mixed case format. Enter all data using standard capitalization rules. Do not use punctuation in the street address even when abbreviations are used.**

## ADDRESS FORMATTING – COMPANIES/ ORGANIZATIONS/ VENDORS

### SYMBOLS

Symbols should never be used in the first position of an address field.

The ampersand (&) should never be used in place of '*and*' unless '&' is part of the formal street name or address, or business name.

The percent symbol (%) should never be used in the data field.

The designation for '*in the care of*' should be abbreviated as 'c/o' and should be entered on the first street address line.

Never store the pound sign (#) in a data field.

The underscore character '\_' should never be used.

Do not use periods with standard abbreviations (St or Ave).

Hyphens, slashes, and periods may be used when needed for clarity or designated fractions.

#### Examples:

47.2 Road

101 ½ N Main St  
222-05 56 Ave  
289-01 Montgomery Ave

Do not enter data into the second address line until data has been entered into the first address line. Likewise, do not enter data in the third address line until data has been entered into the second line. For most US addresses, only the first two address lines should be used.

## STREET NAMES

Street names are composed of a number, the street name, and a possible unit designator. If the street address contains a secondary unit designator, such as an apartment, suite, building, etc., the preferred location is at the end of the street address. Do not use punctuation in the street address even when abbreviations are used.

### Examples:

102 Main St Apt 47  
1522 Executive Dr Ste 202  
1800 Central Pl Bldg 8  
55 Victory Blvd Rm 108  
1422 E 22 St

If the primary address uses all available characters on the address line, the secondary unit designation should be on the first address line preceding the primary address. The unit designator should never be on the line following the primary address, because US Postal Service delivery standards read from the bottom up in mail sorting.

### Examples:

Mr M Jonas	-OR-	Mrs J Smith
Apt 4C		Ste 202
5800 Green Gardens Cir		1356 Executive Dr
Allentown PA 19829-1058		

Standard abbreviations for common unit designations are (mixed case and no characters):

Apartment	Apt
-----------	-----



Basement	Bsmt*
Building	Bldg
Department	Dept
Floor	Fl
Front	Frnt*
Hangar	Hngr
Lobby	Lbby*
Lot	Lot
Lower	Lowr*
Office	Ofc*
Number	No
Penthouse	Ph*
Pier	Pier
Rear	Rear*
Room	Rm
Side	Side*
Slip	Slip
Space	Spc
Stop	Stop
Suite	Ste
Trailer	Trlr
Unit	Unit
Upper	Uppr*

\* Does not require secondary range number to follow

## STREET ADDRESS & POST OFFICE (PO) BOX

If an address contains both a street address and a Post Office Box, the US Post Office will deliver mail to the first address line listed above the city/state/zip line. Therefore, it is preferred that the Post Office Box be the last of the address entered before the city/state/zip line.

Standard abbreviations for street designations are:

**A**

Avenue	Ave
--------	-----

**B**

Boulevard	Blvd
-----------	------

Beach	Bch
-------	-----

Branch	Br
--------	----

**C**

Canyon	Cyn
--------	-----

Center	Ctr
--------	-----

Circle	Cir
--------	-----

Court	Ct
-------	----

Creek	Crk
-------	-----

Crossing	Xing
----------	------

**D**

Divide	Dv
--------	----

Drive	Dr
-------	----

**E**

Estate	Est
--------	-----

Expressway	Expy
------------	------

Extension	Ext
-----------	-----

**F**

Falls	Fls
-------	-----

Ferry	Fry
-------	-----

Field	Fld
-------	-----

Ford	Frd
------	-----

Forest	Frst
--------	------

Forge	Frg
-------	-----

Fort	Ft
------	----

Freeway	Fwy
---------	-----

**G**

Garden	Gdn
--------	-----

Gateway	Gtwy
---------	------

Glen	Gln
Green	Grn
Grove	Grv

## H

Harbor	Hbr	
Harbors	Hrbrs	
Haven	Hvn	
Hights	Hts	
Highway		Hwy
Hill	HI	
Hills	Hls	
Hollow	Holw	

## I

Inlet	Inlt
Island	Is
Islands	Iss
Isle	Isle

## J

Junction	Jct
Junctions	Jtcs

## K

Key	Ky
Keys	Kys
Knoll	KnI
Knolls	Knls

## L

Lake	Lk
Lakes	Lks
Land	Land
Landing	Ldng
Lane	Ln
Light	Lgt
Lights	Lghts

Loaf	Lf
Lock	Lck
Locks	Lcks
Lodge	Ldg
Loop	Loop

## M

Mall	Mall
Manor	Mnr
Manors	Mnrs
Meadow	Mdw
Meadows	Mdws
Mill	MI
Mills	MI
Mission	Msn
Motorway	Mtwy
Mount	Mt
Mountain	Mtn
Mountains	Mtns

## N

Neck	Nck
------	-----

## O

Orchard	Orch
Oval	Oval
Overpass	Opas

## P

Park	Park
Parks	Park
Parkway	Pkwy
Pass	Pass
Passage	Psge
Path	Path
Pike	Pike
Pine	Pne

Pines	Pnes
Place	Pl
Plain	Pln
Plains	Plns
Plaza	Plz
Point	Pt
Port	Prt
Ports	Prts
Prairie	Pr

## R

Radial	Radl
Ramp	Ramp
Ranch	Rnch
Rapid	Rpd
Rest	Rst
Ridge	Rdg
River	Riv
Road	Rd
Route	Rte
Row	Row
Rue	Rue
Run	Run

## S

Shoal	Shl
Shore	Shr
Skyway	Skwy
Spring	Spg
Springs	Spgs
Spur	Spur
Square	Sq
Station	Sta
Stravenue	Stra
Stream	Strm

Street	St
Summit	Smt

## **T**

Terrace	Ter
Throughway	Trwy
Trace	Trce
Track	Trak
Trail	Trl
Tunnel	Tunl
Turnpike	Tpke

## **U**

Underpass	Upas
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Union	Un
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## **V**

Valley	Vly
Viaduct	Via
View	Vw
Village	Vlg
Ville	VI
Vista	Vis

## **W**

Walk	Walk
Wall	Wall
Way	Way
Ways	Ways
Well	WI
Wells	Wls

## MILITARY MAIL

You must show the full name with a middle name or initial and PSC number, unit number or ship name. Replace the city name with “APO” or “FPO,” and the state with “AA,” “AE,” or “AP” and use a special ZIP Code.

<b><u>Military “City”</u></b>	<b><u>Abbreviation</u></b>
Army Post Office	APO
Fleet Post Office	FPO

<b><u>Military “State”</u></b>	<b><u>Abbreviation</u></b>
Armed Forces Africa	AE
Armed Forces Americas (except Canada)	AA
Armed Forces Canada	AE
Armed Forces Europe	AE
Armed Forces Middle East	AE
Asian Forces Pacific	AP

## COMPASS DIRECTIONS

Compass directions that are used to identify the geographic areas of a city are always abbreviated.

### Examples:

<b><u>For:</u></b>	<b><u>Enter:</u></b>
East	E
West	W
North	N
South	S
Northeast	NE
Northwest	NW
Southeast	SE
Southwest	SW

If appropriate, compass directional words may be abbreviated at the beginning and/or end of the street name. Since a directional word could be confused with the street name, apparent directional words in the middle of the address line should be spelled out; the second directional word must always be spelled out if space will not allow both to be spelled out.

Examples:

102 N Main St SW

678 Main Dr S

106 North South St

101 N Bay Dr (pre-directional)

201 Bay Blvd SW

Bay Dr W (post-directional)

Do not use abbreviated compass directions in city or state names if you have enough space to enter the entire city name spelled out (i.e.: North Blanding – not N Blanding)

## PUNCTUATION

Except for the hyphen in the ZIP + 4, punctuation should be omitted in the delivery address block.

Example:

Mr Peter M Anderson Jr

MGM Grand Inc

2800 S Main St

Wilkes Barre PA 18910-1211

## SPELLING OF CITY NAMES

All information should be entered in mixed case (uppercase and lowercase) format.

Spell out city name in its entirety (except for names like St Louis).

Examples:



<b><u>For:</u></b>	<b><u>Enter:</u></b>
Pt Washington	Port Washington
Mt Vernon	Mount Vernon
N Fond du Lac	North Fond du Lac

If it is necessary to abbreviate city names to fit within the number of characters allowed by CUNYfirst, see abbreviations described herein.

**Examples:**

<b><u>Preferred:</u></b>	<b><u>Acceptable:</u></b>
West Stockbridge	W Stockbridge
Newberry Springs	Newberry Spgs

## FORMAT

Format the last line with at least one space between the city name and two-character state abbreviation, and ZIP + 4 code (four-digit carrier route).

State codes must be entered for all US and Canadian addresses. Use the standard two letters of the state code for all state addresses.

**Example:**

Miami FL 33580-9998

(Two spaces are preferred between the state abbreviation and ZIP + 4 code)

US ZIP codes must be entered for all US addresses. A hyphen should be entered when the entire ZIP code is available (five (5) digits for the Zip code and four (4) for the carrier route)

## INTERNATIONAL ADDRESSES

When accessing the address page in CUNYfirst (*Personal Information/ Addresses*) to enter an international address, select the appropriate country first from the 'country' menu. The address format will automatically adjust in accordance with that country's postal standards. The default will be USA (United States).

Enter an international address exactly as provided, including punctuation. Try to avoid commas, however, as much as possible.

Do not abbreviate words that are spelled out

Except for Canadian addresses, address line three (3) should contain the full name of the province or state for a foreign address.

## ADDRESS CONFIGURATION

### CAMPUS SOLUTIONS – Address Type Table

The following are delivered CUNYfirst **Campus Solutions** Address Types:

Home	Billing
Mailing	Other 2
Business	Permanent
Check	Preferred
Dormitory	Veteran
Legal	International
Campus	
Other	

Addresses stored in SIMS will be converted into the following CUNYfirst CS address types:

- (a) Home
- (b) Mailing
- (c) Billing
- (d) Permanent

*Students will have the ability to change or update Home, Mailing, Billing, and Permanent address type in student self-service (Student Center)*

(e) Dormitory

Dormitory address type will not be populated for Wave I colleges. If populated during conversion in subsequent waves or if populated by individual colleges post go-live and conversion for colleges that have dormitories, this address type will be restricted. Students will not be able to modify, update or change this address type via self-service (CUNYfirst *Student Center*)

(f) Other

a. 'Other' address type will ultimately be used to store the Financial Aid address from the

(g) ISIR. This is a post wave I conversion. This address type will be restricted. Students will not be able to modify, update or change this address type via self-service (CUNYfirst *Student Center*)

'Dormitory' and 'Other' address types will be left blank for wave I conversion.

Both address types will not be available for update in the student self-service (CUNYfirst *Student Center*)

## HUMAN RESOURCES – Address Type Table

The following are delivered CUNYfirst **Campus Solutions** Address Types:

Home

Mailing

Business

Check

Dormitory

Legal

Campus

Other

Billing

Other 2

## CS & HR INTEGRATION

Since the table that stores all address types in CUNYfirst for both pillars are shared, the usage and audit ability of address changes made in both pillars is a serious consideration. This is especially important for individuals who have more than one role at CUNY – student and employee.

*Please note most of HR delivered reporting has the 'home' address type hard-coded.*

## PERSONAL INFORMATION

### DEMOGRAPHIC INFORMATION CONFIGURATION

#### PHONE

Convert the phone number stored in SIMS into both of the following CUNYfirst phone types:

(a) Home \*

(b) Main

\* 'Home' phone type will be marked '*preferred*' during conversion

#### EMAIL

For each e-Mail address type, students can have only one email address. Hence, during conversion if the email address ends with "...cuny.edu" – it will be converted as email type of 'Campus', regardless of the campus affiliation. Similarly, all email addresses stored in the legacy system other than "...cuny.edu, will be converted as email type 'Other'. Such examples include, but are not limited to:

...@gmail.com

...@yahoo.com

...@hotmail.com

'Campus' email type will be marked as '*preferred*' during conversion. Students will not have the liberty to change, modify or update the 'Campus' email type. Access to this email type will be restricted in self-service (CUNYfirst Student Center).

## TERM NOMENCLATURE

The terms in CUNY*first* have been defined in the following matter:

Example: **1089** is equivalent to **Fall 2008**

- First digit “**1**” in **1089** signifies the century
- The second and third digits “**0**” and “**8**” in **1089** signify the last two (2) digits of the calendar year “08” (as in 2008)
- The fourth, and last digit “**9**” in **1089** signifies the term
- Hence **1+08+9** would comprise Fall 2008
- **9** = Fall, **2** = Spring, **6** = Summer

Please see additional examples below:

**TERM:      DESCRIPTION:      SHORT DESCRIPTION:**

1109	2010 Fall Term	2010FA
1106	2010 Summer Term	2010SU
1102	2010 Spring Term	2010SP
1099	2009 Fall Term	2009FA
1096	2009 Summer Term	2009SU
1092	2009 Spring Term	2009SP
1089	2008 Fall Term	2008FA
1086	2008 Summer Term	2008SU
1082	2008 Spring Term	2008SP
.....		
1209	2020 Fall Term	2020FA
1212	2021 Spring Term	2021SP

**\*Winter is a session within the Spring Term**

## APPENDIX A STANDARD WORD ABBREVIATIONS

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
And	&	Education	Educ	Memorial	Meml
Tenth	10 <sup>th</sup>	Electric	Elect	Manufacturing	Mfg
Eleventh	11 <sup>th</sup>	Electrical	Elect	Management	Mgt
Fourteenth	14 <sup>th</sup>	Emergency	Emer	MidAmerica	Midamer
First	1 <sup>st</sup>	Employment	Empl	Midwest	Midw
Second	2 <sup>nd</sup>	Engineering	Engrg	Midwestern	Midwstrn
Third	3 <sup>rd</sup>	Environment	Envir	Molecular	Molec
Fourth	4 <sup>th</sup>	Environmental	Envir	Multiple	Multi
Sixth	6 <sup>th</sup>	Equipment	Equip	Museum	Mus
Seventh	7 <sup>th</sup>	Executive	Exec	North	N
Eighth	8 <sup>th</sup>	Federal	Fed	National	Natl
Ninth	9 <sup>th</sup>	Family	Fmly	Northern	Nthrn
Account	Acct	Foundation	Fndtn	Network	Ntwrk
Administration	Admin	Freight	Frt	Office	Ofc
Advertisement	Advert	General	Gen	Organization	Org
Agency	Agcy	Government	Govt	PACIFIC	Pac
America	Amer	Greater	Grtr	Publishing	Pblshing
Architectural	Arch	Handling	Hdlg	Pharmacy	Pharm
Airport	Arprt	Holiday	Hldy	Psychology	Psych
Association	Assn	Health	Hlth	Public	Pub
Automation	Auto	Hospital	Hosp	Publisher	Publr
Biological	Bio	Headquarters	Hq	Quality	Qty
Biology	Bio	Heartland	Hrtlnd	Rental	Rent
Chamber	Chmbr	Hotel	Htl	South	S
Computer	Cmptr	Incorporated	Inc	School	Schl
Company	Co	Independent	Ind	Science	Sci
College	Colg	Industry	Indust	Security	Sec
Construction	Const	Industrial	Indust	Software	Sftwr
Cooperate	Coop	Innovative	Innov	Shipping	Shipg
Corporation	Corp	Institute	Inst	Society	Soc
Council	Coun	Integrated	Integ	Saint	St
County	Cnty	International	Intl	Southern	Sthurn
Custom	Cstm	Journal	Jrnl	Supply	Supl
Center	Ctr	Laboratory	Lab	Service	Svc
Central	Ctrl	Learning	Learn	Technology	Tech
Department	Dept	Library	Lib	United States	US
Development	Dev	Limited	Ltd	United States of America	USA
Digital	Dgtl	Machine	Mach	University	Univ
Distributor	Distr	Magazine	Mag	West	W
Distribution	Distrib	Maintenance	Maint	Western	Wstrn
East	E	Medical	Med		
Eastern	Estrn	Marketing	Mktg		
Ecology	Eco				

