

# PCC Data Entry Standards

This following is a summary of the Data Standards Section of **PCC's Administrative Information Policies and Standards**. Compliance with these rules for data entry will allow you and other users to query the system quickly with a minimum of frustration, and save the time and cost of correcting errors and removing "disallowed" characters from records.

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### Person Name Standards

Type names in **upper/lower case** format, i.e., not all caps or all lower case. (correct = Joe Smith, not JOE SMITH or joe smith) NOTE: Some names *are* correctly spelled beginning with a lower case letter. For example: le France, de la Grousse, del Monte, l'Rouche. In this case, the rules for spaces and apostrophies (below) are applied, and the letter case construction is observed. (correct = leFrance, delaGrousse, delMonte, l'Rouche)

Use **hyphens** to separate double last names if this is the format desired. Do not use hyphens if they are not present in your source information.

Use of **apostrophes** is permitted where appropriate. (O'Leary)

Do not use a period after **initials** . (correct = Joe R Smith not Joe R. Smith or J. R. Smith)

Never use **commas (,)** in name fields.

Omit **spaces** between parts of one name (correct = McDonald, not Mc Donald.) Spaces are permitted between multiple first or middle names. (correct = Mary Ann, not MaryAnn)

Do not enter **titles** into the name field. (titles = Dr, Mrs, Mr)

Do not enter **suffixes** into the name field. (suffixes = Jr, Sr, III.)

If the **first name is shown as a single letter**, enter that letter followed by a space followed by the middle name, in the first name field. Enter nothing in the middle name field. (correct = R John in the first name field with nothing in the middle name field, not R in the first name field and John in the middle name field.)

If the person uses only **one name** (example: Cher), enter a period (.) in the first name field, and the single name in the last name field.

If you have a situation or question which is not covered here, please contact the [Data Custodian](#) for your area.

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### Non-Person Name Standards

Type company or organization names in upper/lower case format, i.e., not all caps or lower case. (correct = Aardvark Printing, not aardvark printing or AARDVARK PRINTING.) Use **hyphens** to separate double names if this is the format desired. Do not use hyphens if they are not present in your source information. (Sicklemeier-Haynes Company would be input as it appears. Do not omit the hyphen. However, don't add a hyphen when it is not part of the official company name)

Use of **apostrophes** is permitted where appropriate. (O'Connor Construction.)

Do not use a period after **initials**. (correct = F Lee Bailey Firm, not F. Lee Bailey Firm.)

Never use **commas (,)** or **pound/number signs (#)** or **ampersands (&)** . (correct = Russel Block and Heaver Co, not Russel, Block, & Heaver, Co.)

Omit **spaces** between parts of one name (correct = McDonald's, not Mc Donald's.) Spaces are permitted between multiple first or middle names. (correct = Sally Lou's Cleaners)

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### Address Standards

Be sure to check that the city automatically defaulted for the zip you enter is that same as the source you are using to create the address.

Do not use **number signs (#)** or the abbreviation **No** (for Number) in any address. Use one of these Post Office approved abbreviations:

Name	<i>Abbreviation</i>	Name	<i>Abbreviation</i>	Name	<i>Abbreviation</i>
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Apartment	<i>Apt</i>		Avenue	<i>Ave</i>		Boulevard	<i>Blvd</i>
Building	<i>Bldg</i>		Center	<i>Ctr</i>		Circle	<i>Cir</i>
Court	<i>Ct</i>		Creek	<i>Crk</i>		Drive	<i>Dr</i>
Lane	<i>Ln</i>		Lower	<i>Lowr</i>		Room	<i>Rm</i>
Slip	<i>Slip</i>		Space	<i>Spc</i>		Street	<i>St</i>
Suite	<i>Ste</i>		Terrace	<i>Ter</i>		Unit	<i>Unit</i>
Upper	<i>Uppr</i>		Way	<i>Wy</i>			

Do not use **periods (.)** in any address. (correct = PO Box 105, Apt 105, SW, NW, NE, SE, not P.O. Box 105, Apt. 105, N.E., S.W., etc)

Do not use **commas (,)** in any address. Separate sections of an address with a single space. (correct = 123 NE Main Apt 6 not 123 NE Main Street, Apt 6)

Always capitalize compass direction without spaces. (correct = SW, not Sw or S W)

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### PCC Campus Addresses

These abbreviations for PCC Campuses and Buildings should be used in all printed or electronic publications including the staff directory (PWASTAF & PPAIDEN) and the printed and online schedules (SSASECT & SWACONT):

<b>CASCADE CAMPUS BUILDING CODES</b>		
Site Code	Banner Bldg Code	Building Description
CA	CAGYM	Cascade Gym
CA	JH	Jackson Hall
CA	MAHB	Moriarty Arts Humanities Bldg
CA	PSEB	Public Service Education Bldg
CA	TH	Terrell Hall
CA	SC	Student Center
CA	SSB	Student Services Bldg
CA	TEB	Technology Education Building
<b>CLIMB CENTER BUILDING CODE</b>		
Site Code	Banner Bldg Code	Building Description
CP	CLIMB	CLIMB Center
<b>DOWNTOWN BUILDING CODE</b>		
Site Code	Banner Bldg Code	Building Description
DC	DC	Downtown Center
<b>HILLSBORO CENTER BUILDING CODE</b>		
Site Code	Banner Bldg Code	Building Description
HC	HC	Hillsboro Center
<b>NEWBERG CENTER BUILDING CODE</b>		
Site Code	Banner Bldg Code	Building Description
NEC	NCC	Newberg Center (at Chehalem Ctr)
(When the new PCC facility is completed in 2011, NCC building code will change to NEC)		
<b>PMWTC BUILDING CODES</b>		
Site Code	Banner Bldg Code	Building Description
PMC	PMWTC1	Portland Metropolitan WTC 1
PMC	PMWTC2	Portland Metropolitan WTC 2

<b>ROCK CREEK CAMPUS BUILDING CODES</b>		
Site Code	Banner Bldg Code	Building Description
RC	BLDG1	BLDG 1
RC	BLDG2	BLDG 2
RC	BLDG3	BLDG 3
RC	BLDG4	BLDG 4
RC	BLDG5	BLDG 5
RC	BLDG6	Aviation Hanger
RC	BLDG7	BLDG7
RC	BLDG9	BLDG 9
<b>SOUTHEAST CENTER BUILDING CODES</b>		
Site Code	Banner Bldg Code	Building Description
SE	SCOTT	Mt Scott Hall
SE	TABOR	Mt Tabor Hall
<b>SYLVANIA CAMPUS BUILDING CODES</b>		
Site Code	Banner Bldg Code	Building Description
SY	AM	Automotive Metals
SY	CC	Amo De Bernardis College Ctr
SY	CT	Communications Technology
SY	HT	Health Technology
SY	LIB	Sylvania Library
SY	PAC	Performing Arts Center
SY	SCB	South Classroom Bldg
SY	SS	Social Science
SY	ST	Science Technology
SY	TCB	Technology Classroom Building
<b>WILLOW CREEK CENTER BUILDING CODE</b>		
Site Code	Banner Bldg Code	Building Description
WCC	WCC	Willow Creek Center

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**Phone Number Standards**

Always enter the **area code** for every phone number even if it is a local phone number.

**Name & ID Change Policy**

The Following conventions govern which office makes ID and Name Changes in Banner™:

If the PERSON is...	THEN...
an employee or employment applicant other than a student employee	Human resources makes the change
a Student and not a "Regular" Employee	Student Records or Registration makes the change
a Student Applicant, not an Active Student or Student Employee	Admissions makes the change

a Financial Aid Applicant and not any of the above	never make that change - must be a Student Applicant first (see above)
a vendor and not an Employee and not a Student	Purchasing makes the change
A report will be run and distributed to the offices above recording name and ID changes made in the prior month.	