Common SIRIS Errors and Reminders to Prevent

Address Errors

The following guidelines should be followed in creating/updating Banner records.

1. All individuals should only be created in Banner with their legal name (i.e. – records should never be created using nicknames or preferred names).

2. Addresses must be entered following the approved Postal Standards – that is the last two lines must contain the delivery address and the city, state and zip code. (No apartments, floors etc. on the line above the city, state and zip). Put as much on one line as possible.

3. New York State addresses **must contain the county of residence** – enter the 5 digit zip code in the zip code field (and nothing in the city or state field) and it will fill in from the GTVZIPC table. If multiple cities exist for a zip code, use the list function to select the correct one.

4. Social Security numbers should be obtained from all US citizens.

5. Date of Birth should always be entered (for students this is their initial PIN).

To enter address information on the SPAIDEN (or SAAQUIK, SRAQUIK) form click on the address tab.

Enter "PR" for address type and fill in the street address, city, state, zip code and phone number(also enter "PR" in the phone type field). If you are entering a New York State address for a student or potential student leave out the city and state and just enter the zip code. Click the "Save" button and exit the form by clicking the "X" on the menu item bar.

Reminders:
All enrolled students must have an **active PR address for the duration of the term.**
> NYS residents – there PR address **must** contain the county of residence.
> International Students – PR address **must** be foreign (not within US).
> US citizens - cannot have a PR address outside the US.

Address Types
PR - **Permanent Address:** This is used for the initial address at the time of first entry in Banner and is their legal address (on official government documents). Every student, faculty, staff, employee applicant, in Banner must have a "PR" address.
MA - **Mailing Address:** A local address or address in community while attending college. (May be a U.S. address for international students)
LC - **Campus Address:** Campus post office or Housing units.

Biographic Information

For all student records: Gender, Date of Birth, Social Security number, citizenship and race/ethnicity are required fields.
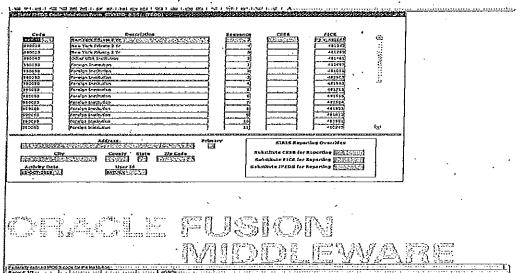
For International Students -

For non-citizens you must enter either a VISA type or if the student is a permanent resident enter PR in the "Visa Type" box of GOAINTL. If entering a VISA/PR type you must also enter the start and end date of the Visa or permanent residence status. Start date of the VISA/PR must be prior to the first day of classes of the semester and end date must be after the last day of classes of the semester. You must also enter a nation of birth and nation of citizenship on the Nationality tab.

CEEB/FICE Codes

All transfer students must have a prior college entered on the SOAPCOL form. The 'Prior College' CEEB/FICE code must be entered (**NO 48XXXX CODES**). Non-matriculated students can have the unknown code of 990099 entered for prior college. Enter an 'Admissions Request' and check the 'Prior Institution (SDS)' box. For matriculated students you must also enter Degree Details which includes 'Degree', 'Transfer Hours', 'GPA' and one of the prior institutions must have the 'Primary Degree Indicator' checked.

NOTE: SUNYIT graduates (bachelor's degree) who return for graduate degrees must have SUNYIT entered on SOAPCOL with all the above information entered.

If entering 48XXXX codes (SUNYIT made up codes) for foreign institutions on an international students record, those codes must also be on STVYIPD as 990050 for CODE, the next sequence number (currently 175) and the 48XXXX code as the FICE code.

Note – the institution can only be on STVYIPD once, so search before entering it in the table.

Residency

All students, to be properly billed must have the appropriate residency code entered on SGASTDN (or SFAREGS) at the time of creation. Students who are US citizens (or permanent residents) but have not lived in New York State for 12 or more months are coded as 'O' (Out-of-State) residents. Students who are not US citizens and not permanent residents are coded as 'F' (Foreign). Students who are US citizens or permanent residents and have lived in New York State for 12 or more months are code as 'R' (In-State Residents). NOTE: A student living in New York State while attending college does not establish residency in NYS. Dependent students are residents of the state that their parents reside in.

Student Type

All students must have the appropriate "Student Type" on their term record(SGASTDN or SFAREGS) for each semester enrolled at SUNYIT (required for state reporting). The following codes can only be used one time per level in a student's record:

Undergraduate:
    F - New Freshman
    A – Transfer Student
Graduate:
    D – New Grad- Orientation Fee
    G – Graduate

The following can be used more than once, regardless of level

    B – Continuing Student
    C – Returning Student

Majors and Departments

Programs, majors, degrees, departments must be on all students matriculation records. There must not be a conflict between a student's matriculation record and the program records on SOACURR and SMARPLE.