

Appendix A - Proposed Data Definitions and Changes

Code	Original Description	Proposed Business Name	Proposed Definition	Reason/Notes	SSB?	Change/Maintain/Inactivate
AS	ASC Preferred Address	Inactivate	n/a	No student addresses have been added since 2014.	n/a	Inactivate
AT	Out of Area Address	Address - Academic Travel	The address for a Graduate or Professional School student while on approved academic travel.	An 'AT' address is required for students who opt in to Yale Health Plan's out of area coverage while doing approved academic travel outside of CT to fulfill a degree requirement.	N	Name Change or Repurpose
BI	Billing	Address - Billing	The address where bills should be sent.	This address is being considered for inactivation. If not selected as the mandatory address type for all students, the committee recommends inactivating it to streamline the choices for students.	Y	Inactivate
BU	Business	Inactivate	n/a	Fewer than 15 'BU' addresses have been added since 2012. There are only 153 total records.	n/a	Inactivate
CK	Refund to an Organization	Address - Refund Organization	Mailing address to which refunds are sent for an organization that has paid tuition on behalf of a student.	This address is used exclusively by Student Financial Services.	N	Maintain
CM	Campus Address	Address - Campus	The physical address for a G&P student living on campus.	G&P students who live in on-campus housing are not allowed to receive mail at their address. However, they are still required to maintain a record of their location.	Y	Name Change or Repurpose
DP	Diploma Address	Address - Diploma	The mailing address where the diploma is sent.	Students enter the 'DP' address in a separate location from all other address updates in SIS. It is used almost exclusively by the Office of the Secretary to mail diplomas to students who do not attend commencement.	Y	Maintain
DR	Dissertation Reader	Inactivate	n/a	Hard copies of the dissertation are no longer mailed to readers; this is now an obsolete address type.	n/a	Inactivate

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HA	Summer Programs Address	Address - Summer Programs	The mailing address for a Yale Summer Program student.	This address code is used exclusively by Yale Summer Programs. The committee recommends inserting a mandatory "end" date when the address is first pushed from Slate.	N	Maintain
HS	High Sch of YC High Sch Student	Address - High School	The high school address of a student in high school who is attending Yale.	This address is used to match HS students too their respective high schools. The committee recommends reevaluating this practice, and also proposes mandating an "end" date anytime a HS address is added to a student's record.	N	Maintain
K1	1st Emergency Contact/Family	Inactivate	n/a	See Appendix B and C for detailed documentation of elimination.	n/a	Inactivate
K2	2nd Emergency Contact/Family	Inactivate	n/a	See Appendix B and C for detailed documentation of elimination.	n/a	Inactivate
K3	3rd Emergency Contact/Family	Inactivate	n/a	See Appendix B and C for detailed documentation of elimination.	n/a	Inactivate
MA	Mailing	Address - Mailing	The mailing address for a student.	MA' is used as the #2 address for financial aid purposes for most schools. Address is typically loaded to Banner from Slate.	Y	Name Change or Repurpose
NU	OISS Foreign Address	Address - OISS - Foreign	The non-U.S. address for international students required by SEVIS.	International students are required to have an international address to meet SEVIS reporting requirements. If the PR address is not an international location, OISS requires students to update the 'NU' with an international address.	Y	Maintain
PA	Parent	Inactivate	n/a	The most recent 'PA' record is from 2006.	n/a	Inactivate
PR	Permanent	Address - Permanent	A student's home address. For many students, this may be the address on a driver's license or voter registration. For incoming freshman, this may be the legal residence of a parent or guardian. Use above	The 'PR' address is used widely across campus as: the international address for many students on an F1 or J1 visa, the mailing address for tax documents, the emergency address for reporting purposes, the financial aid address.	Y	Maintain

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RA	G&P Recruit/Admissions Address	Inactivate	n/a	The most recent 'RA' record is from 2007.	n/a	Inactivate
RL	OISS U.S. Address	Address - OISS - US	An international student's U.S. residence as mandated by SEVIS.	Per SEVIS reporting requirements, all international students must report their US address. When international students arrive on campus, OISS requires them to add an 'RL' address in SIS.	Y	Maintain
SE	Seasonal Address	Inactivate	n/a	Recent 'SE' activity has been extremely sporadic - only 2 'SE' records have been created or modified since 2013.	n/a	Inactivate
TL	Temporary Location	Inactivate	n/a	This address type may be left over from when hard copies of admissions packets were mailed to students. This business need no longer exists. Students can currently enter a 'TL' address in Banner Self-Serve, but no required use cases have been identified.	n/a	Inactivate
UO	Address - UG Off-Campus	Address - Local	A student's local address.	Yale College students who do not live on campus are currently required to enter a 'UO' address before sealing the registration worksheet.	Y	Name Change or Repurpose
XX	Reserved for TGRFEED Use Only	Inactivate	n/a	No use case for this address type has been identified.	n/a	Inactivate
YB	Yale Station Box	Inactivate	n/a	This address type was developed when all Yale College students automatically received a Yale station box. That process was dropped around 2015 so the business need no longer exists.	n/a	Inactivate
ZC	CSS Mailing Address	Inactivate	n/a	The most recent 'ZC' record was entered prior to 2012.	n/a	Inactivate