

BG@100

Bowling Green State University

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Table of Contents

Contacts.....	3
MDMC Decisions	4
NAME TYPE.....	4
ADDRESS TYPE	5
PHONE TYPE.....	6
E-MAIL TYPE.....	7

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MDMC Decisions

NAME TYPE

Four **name types** will be utilized:

Primary (PRI)
Preferred (PRF)
Former (FRM)
Diploma (DEG)

Primary name: the name (First Name, Full Middle Name, Last Name) provided by an individual to the University at the time of application to become a student or an employee. If necessary, the individual's primary name shall be updated to reflect the legal name appearing on the person's Social Security Card normally collected when the individual applies for federal or state student financial aid or is offered employment with the University.

The primary name may be changed by any point of entry office as long as the individual has the relationship of prospect or an applicant. Once the individual has a relationship of Financial Aid, Employee or Student, the rules change. If the individual has a relationship of Financial Aid and not Student nor Employee, only Financial Aid may change the Primary Name with the appropriate documentation. If the individual has a relationship of Student or Employee, then the Primary Name may only be changed by Human Resources for Employees and Registration and Records for Students and then only with the appropriate documentation.

SIS 'NAME' is the conversion source for Primary name.

Preferred name: the name by which an individual would rather be known. The preferred name may or may not be identical to the primary name. The upkeep of the Preferred Name is the responsibility of the individual.

SIS 'AKAN' PF is the conversion source for Preferred name.

Former name: any name, legal or otherwise, previously used by an individual that is different than any of the individual's primary names at BGSU. After conversion the former name shall be sponsored and maintained by Undergraduate and Graduate Admissions, which includes Firelands and Continuing Education.

SIS 'AKAN' FN is the conversion source for Former name.

Diploma name: a form of the student's primary name the student wishes to appear on his/her BGSU diploma. After conversion the diploma name shall be sponsored and maintained by Registration and Records.

SIS 'AKAN' DI is the conversion source for Diploma name.

BOWLING GREEN STATE UNIVERSITY

ADDRESS TYPE

Six (6) **address types** will be utilized:

Home	(HOME)	Residence Hall	(RESH)
Mailing	(MAIL)	SEVIS	(SEVS)
Business	(BUSN)	Billing	(BILL)

Home: A permanent address provided to the University at the time of application or employment, which could subsequently be updated separately and distinctly from the others. It is the address to which W-2 forms are mailed. The upkeep of the Home address is the responsibility of the individual, although it may be updated by any point of entry office with appropriate authorization and security

SIS 'ADDR' PM is the conversion source for Home address.

Mailing: An address to which the individual would prefer to receive all mail and could subsequently be updated separately and distinctly from the others. The upkeep of the Mailing address is the responsibility of the individual, although it may be updated by any point of entry office with appropriate authorization and security.

SIS 'ADDR' LO is the conversion source for Mailing address.

Billing: An alternate address to which BGSU students' bills or invoices shall be sent. The upkeep of the Billing address is the responsibility of the individual, although it may be updated by any point of entry office with appropriate authorization and security.

SIS 'ADDR' BL is the conversion source for Billing address.

Business: The BGSU employment address of record for faculty, staff and graduate students. Business address will be the source for directory purposes and to which campus mail should be sent. The Office of Human Resources (HR) will maintain the address for faculty and staff and the Graduate College will maintain the address for graduate students. This address is currently not being maintained for student employees. This address will be the source for the online web directory.

Residence Hall: The BGSU Residence life address. The Residence Hall address will be sponsored and maintained by the Office of Residence Life via the RMS Housing system. The source of the data will be the interface between RMS and Campus Solutions System. There will be no conversion of the ON address from SIS.

SEVIS: The International Students permanent address in the student's country of citizenship or permanent residence. The SEVIS address type is sponsored and maintained by the Center for International Programs.

BOWLING GREEN STATE UNIVERSITY

PHONE TYPE

Eight (8) **phone types** will be utilized:

Home	(HOME)	Business FAX	(BUSF)
International	(INTR)	Cellular	(CELL)
Residence Hall	(RESH)	Business	(BUSN)
Fax	(FAX)	Other	(OTR)

Home: The phone number provided to the University at the time of application or employment, which could subsequently be updated separately and distinctly from the others. The upkeep of the Home phone number is the responsibility of the individual, although it may be updated by any point of entry office with the appropriate security.

Cellular: The phone number provided to the University at the time of application or employment, which could subsequently be updated separately and distinctly from the others. The upkeep of the Cellular phone number is the responsibility of the individual, although it may be updated by any point of entry office with the appropriate security.

Business: The BGSU employment phone number and the phone number of record for directory purposes. This phone number will be maintained by The Office of Human Resources (HR) for faculty and staff and by the Graduate College for graduate assistants. This phone number is currently not being maintained for student employees.

Business Fax: The BGSU employment fax phone number. This phone number will be maintained by The Office of Human Resources (HR) for faculty and staff, and by the Graduate College for graduate assistants. This phone number is currently not being maintained for student employees.

Residence Hall: The BGSU students' residence hall phone number. The Residence Hall phone number is sponsored and maintained by the Office of Residence Life. The source of the data will be the interface between RMS and Campus Solutions System.

FAX: This is a non BGSU Fax number. The upkeep of the Fax number is the responsibility of the individual although it may be updated by any point of entry office with the appropriate security. This phone type will primarily be used to record Fax numbers for external candidates and external organizations, such as vendors, high schools and post secondary institutions.

International: The International Students phone number outside of the United States. The International Phone Type is sponsored and maintained by the Center for International Programs.

Other: This is a non BGSU phone number. The upkeep of the Other phone number is the responsibility of the individual although it may be updated by any point of entry office with the appropriate security.

E-MAIL TYPE

Three (3) **eMail types** will be utilized:

Campus (CAMP)
Personal (PERS)
Personal 2 (PRS2)

Campus: This is the official eMail of record for active faculty, staff, BGSU students and retired BGSU employees. The Campus eMail is sponsored and maintained by Information Technology Services.

SIS 'ADDR' EM is the conversion source.

Personal: This is a non BGSU eMail provided to the University at the time of application, which could subsequently be updated separately and distinctly from the others. The Personal eMail is the responsibility of the individual although it may be updated by any point of entry office with the appropriate security.

SIS 'ADDR'QM is the conversion source for Personal eMail.

Personal 2: This is a non BGSU eMail provided to the University at the time of application, which could subsequently be updated separately and distinctly from the others. The Personal 2 eMail is the responsibility of the individual although it may be updated by any point of entry office with the appropriate security.