

Western Carolina University Address Policy
Approved December 2009

For person records in Banner, each address type should represent a unique address for that person. Multiple addresses can be entered for a person using different address types; however, every effort should be taken not to key the same address into different address types unless a valid purpose exists to do so. There should also be only one active address per address type; however, exceptions exist for areas such as finance, purchasing, and advancement. Old addresses should never be deleted; maintain the address history by entering an end date and setting the inactive flag; then enter the new address. Addresses may also be inactivated due to undeliverable mail returned to the university, in which case an address may become inactive without a new address in the system.

<p>“Permanent Mailing Address”</p>	<p>The “Permanent Mailing Address” (MA) is required for all students and employees, and must represent an address at which a person receives mail from the USPS. This address is used for communication and legal documents for all employees and students. For employees, this is the default address used by Human Resources and Payroll for all pay and benefits records. For students, this is the default address for Admissions and Financial Aid tape loads, and for matching by financial aid lenders and insurance providers. If no active MA address exists, current students will have a records/registration hold put on their records until an active address is received. The permanent mailing address for current students and employees should never be inactivated by system users unless undeliverable mail is returned to campus.</p> <p>Changes to this address may be made by the student or employee through MyCat.</p>
<p>“Physical Residence”</p>	<p>The “Physical Residence” (PR) address type should be entered for all students and employees, if the address is different than the ‘MA’ address, and should represent the physical address of the person’s home - such as the address at which UPS or FedEx shipments would be received. For students, this address is usually where the student can be reached when school is not in session such as a parent address, and should be a different address than their ‘MA’ and ‘LO’ addresses.</p> <p>Changes to this address may be made by the student or employee through MyCat.</p>
<p>“Student Off-Campus Address”</p>	<p>For students only. This address type (LO) should only be used if their local, off-campus mailing address is different than their ‘MA’ or ‘PR’ addresses and is where the student wishes to receive mail while attending the university</p> <p>Changes to this address may be made through MyCat.</p>
<p>“Residence Hall”</p>	<p>Student “Residence Hall” (RH) address for the current term; system-maintained.</p>
<p>“Campus-employee”</p>	<p>Employee campus address (CA); system-maintained.</p>
<p>“Hometown Address”</p>	<p>Student “Hometown Address” (HM) used by Registrar’s office for publications put out by Public Info (dean’s lists, etc.). Registrar’s office checks with students at each graduation and asks for the hometown address to be updated by the student.</p>

“Military Address”	“Military Address” (MI) is used by Military Education to identify the duty station of military students. Changes to this address may be made through MyCat.
“Business”	“Business” (BU) address used by Advancement. This address may be updated by the Advancement Office.
“Business/Secondary”	Secondary business address (B2) used by Advancement. This address may be updated by the Advancement Office.
“Seasonal”	“Seasonal” (SE) address is used by Advancement to identify a seasonal address for constituents. This address may be updated by the Advancement Office.
“Accounts Payable”	“Accounts Payable” (AP) address used by Administration and Finance. This address is maintained through Administration and Finance.
“Purchase Order”	“Purchase Order” (PO) address used by Administration and Finance. This address is maintained by the Purchasing Office as needed.
“Contracts & Grants”	“Contracts & Grants” (CG) is used by Administration and Finance to identify addresses specifically for contracts and grants. This address is maintained by Administration and Finance.
SEVIS addresses	For use by International Programs and can only be updated by this office. Three SEVIS address types exist: S1 - US Address; S2 - dependent address; S3 - foreign address
“Alternate Home”	“Alternate Home” (XM) address is primarily used by Advancement as a secondary address type. May be used by other offices, however, care must be taken not to modify an XM address maintained by Advancement. Changes to this address made within the Advancement office or others as needed.
“Diploma Mailing Address”	The “Diploma Mailing Address” (DP) is currently used and maintained by the Registrar’s office for mailing of diplomas. This address type is planned for deletion in the near future.

The following codes were removed from use with descriptions updated to indicate these are discontinued address types and not to be used. The original descriptions are given in parentheses.

P1	“Z-DO NOT USE: Parent 1”	(Parent 1)
P2	“Z-DO NOT USE: Parent 2”	(Parent 2)
PA	“Z-DO NOT USE: Parents”	(Parents)
E1	“Z-DO NOT USE: Emerg1”	(Emergency Contact 1)
E2	“Z-DO NOT USE: Emerg2”	(Emergency Contact 2)
N1	“Z-DO NOT USE: NOK1”	(NOK/Guardian 1)
N2	“Z-DO NOT USE: NOK2”	(NOK/Guardian 2)
EP	“Z-DO NOT USE: Employee”	(Employee)
TE	“Z-DO NOT USE: Temporary”	(Temporary)
TX	“Z-DO NOT USE: Tax”	(Tax Address)
MG	“Z-DO NOT USE: Matching Gift”	(Matching Gift Address)
PV	“Z-DO NOT USE: Previous”	(Previous Address)
SP	“Z-DO NOT USE: Special”	(Special)
BI	“Z-DO NOT USE: Billing”	(Billing Address)
HQ	“Z-DO NOT USE: Corp Hdqtrs”	(Corporate Headquarters)