



Race and Ethnicity

Business Practice / User Documentation

University System of Georgia
Office of Information and Instructional Technology

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Introduction

The Office of Research and Policy Analysis (RPA) has identified a need to collect additional race and ethnicity information concerning students. These changes are required by law and are found in the Federal Register (Vol.72, No. 202, p. 59266-59279).

Effective Summer 2009, the Academic Data Mart (ADM) will be enhanced to collect multiple race codes for students, with changes in what those codes are, and to provide the ability of accurately reporting ethnicity separate from race for all students. The new data will be used for System and IPEDS reporting. The ADM will continue collecting the current race and ethnicity codes through Spring 2009.

The information concerning the new IPEDS data collection and reporting guidelines can be viewed on the IPEDS website at

http://nces.ed.gov/IPEDS/news_room/ana_Changes_to_10_25_2007_169.asp.

It may be helpful to consider that until Summer 2009, race and ethnicity data were collected and stored in a single field. Effective Summer 2009, additional ethnicity and race information will be collected and stored in different places. Ethnicity information will be stored in a new field, “New Ethnicity,” and will represent the student’s response to a yes/no question on Hispanic/Non-Hispanic ethnicity. Race will be stored in the “Race” block with the codes for students who chose multiple races entered in separate fields. Students will have values for both “New Ethnicity” and “Race.” A summary follows:

Type of Data	Before Summer 2009	Summer 2009 Forward
Race codes	Combined with ethnicity codes. Stored together in Banner “Ethnicity.”	Race codes stored individually in Banner “Race” fields.
Ethnicity codes	Combined with race codes. Stored together in Banner “Ethnicity.”	Stored in Banner “New Ethnicity.”

Purpose of Document

The purpose of this document is to communicate the plans for collecting the new race codes and the new ethnicity data element and to provide instructions for entering that data into Banner.

Support

For additional OIIT resources and support, contact the OIIT Helpdesk:

- Web support request self-service: http://www.usg.edu/customer_services

E-mail: Helpdesk@usg.ed For emergency, business interruptions, or production down situations, call the OIIT Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

Instructions for Entering Race and Ethnicity Codes

Race/Ethnic Code Validation Form (STVETHN)

Ethnic Code	Description	IPEDS Code	EDI Equivalent	LMS	Institution Race Code	New Ethnicity	Activity Date
A	Asian or Pacific Islander	3	<input type="checkbox"/>	<input type="checkbox"/>		None	30-AUG-1994
B	Black (Non-Hispanic Origin)	1	<input type="checkbox"/>	<input type="checkbox"/>		None	12-OCT-2008
H	Hispanic	4	<input type="checkbox"/>	<input type="checkbox"/>		None	30-AUG-1994
I	Americ Indian or Alaska Native	2	<input type="checkbox"/>	<input type="checkbox"/>		None	12-OCT-2008
M	Multiracial	6	<input type="checkbox"/>	<input type="checkbox"/>		None	30-AUG-1994
N	Unknown / Undeclared		<input type="checkbox"/>	<input type="checkbox"/>		None	12-OCT-2008
W	White (Non-Hispanic Origin)	5	<input type="checkbox"/>	<input type="checkbox"/>		None	30-AUG-1994
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
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			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>	<input type="checkbox"/>			

Confirm the Race/Ethnic codes have been entered on the *Ethnic Code Validation* form (STVETHN).

Standard Race/Ethnic Codes through Spring 2009:

Race/Ethnic Code	Description
A	Asian or Pacific Islander
B	Black (Non-Hispanic Origin)
H	Hispanic
I	American Indian or Alaska Native
W	White (Non-Hispanic Origin)
M	Multiracial
U	Unknown / Undeclared

Note: The above standard codes must be used for ADM reporting purposes through Spring 2009. The retired values should not be deleted from the validation tables.

EDI Verification Label Validation Form (STVXLBL)

EDI Verification Label Validation STVXLBL 7.0 (TW10711)

EDI Label Code	Description	System Required	Activity Date
RGTRACE	Race Codes	<input type="checkbox"/>	08-JAN-2009
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
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		<input type="checkbox"/>	
		<input type="checkbox"/>	

Institutional race codes can be translated to the USG standard race and ethnicity codes. Confirm the cross reference label code ***RGTRACE*** for race codes has been entered on the *EDI Verification Label* form (*STVXLBL*) if non-standard USG race/ethnic codes are used.

EDI Cross-Reference Rules Form (SOAXREF)

Cross-Reference Label: Race Codes

Copy Table:

Label	Qualifier	Value	EDI	Web	XML	Banner Value	Description
<input type="text" value="RGTRACE"/>	<input type="text" value=""/>	<input type="text" value="I"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Q"/>	<input type="text" value="American Indian"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Translate institution specific race codes listed on the *Race Code Rules* form (**GORRACE**) on the *EDI Cross-Reference Rules* form (**SOAXREF**) using the label code **RGTRACE**.

Place the USG standard codes in the Electronic Value field and the institutional equivalents in the Banner value field.

Note: The ‘Electronic Qualifier’ is required when multiple Banner values are translated to one ‘Electronic Value’.

General Person Form (SPAPERS)

Beginning Summer 2009, students’ race code will no longer be stored in the “Ethnicity” field on the *General Person* form (SPAPERS). The appropriate race code(s) should be entered in the Race block. The existing codes should be entered in the Ethnicity field through Spring 2009.

Beginning in Summer 2009, the New Ethnicity field will be used to store the student’s response to a yes/no question on Hispanic ethnicity.

The Race block on SPAPERS will be used to store all race code values. The following Race codes will be valid effective Summer 2009:

Race Code	Description
I	American Indian or Alaska Native
Z	Asian
B	Black or African American
P	Native Hawaiian or Other Pacific Islander
W	White

General Person Form (SPAPERS) continued

Effective Summer 2009, race codes will no longer be stored in the Ethnicity field. One or more race codes should be entered in the Race block. The term Multiracial will no longer be reported to IPEDS or used as a category for official USG reporting

Effective Summer 2009, the Hispanic ethnicity code will no longer be used in the fields for race and this information will be collected through the field labeled “New Ethnicity”.

General Person Form (SPAPERS) continued

General Person SPAPERS 7.3 (ADM)

ID: 333000002 Census2, S2

Biographical

Gender: Male Female Not Available

Birth Date: 18-JAN-1974

Age: 34

SSN/SIN/TIN: 219923174

Deceased Date:

Citizenship: C Born U.S. Citizen

Marital Status: S Single

Religion:

Legacy:

Ethnicity:

New Ethnicity: **firmed**

Confirmed Date:

Veteran File Number:

Veteran Category: None

Active Duty Separation Date:

Confidential Deceased Special Disabled Veteran

Last Update

User: JPOSTELL

Activity Date: 19-JUL-2008

Race	User	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

The appropriate category for the New Ethnicity field should be selected for students enrolled. The New Ethnicity category will be collected in the ADM beginning Summer 2009.

New Ethnicity categories:

Not Hispanic or Latino

Hispanic or Latino

None

Race Code Rules Form (GORRACE)

Institution Race	Description	Regulatory Race	Description	EDI Equivalent	LMS Equivalent	User ID	Activity Date
B	Black	3	Black or African American	<input type="checkbox"/>	<input type="checkbox"/>	JPOSTELL	05-SEP-2008
P	Native Hawaiian or Pacific Islander	4	Native Hawaiian and Other Pacific Islai	<input type="checkbox"/>	<input type="checkbox"/>	JPOSTELL	29-JUL-2008
W	White	5	White	<input type="checkbox"/>	<input type="checkbox"/>	JPOSTELL	05-SEP-2008
Z	Asian	2	Asian	<input type="checkbox"/>	<input type="checkbox"/>	JPOSTELL	29-JUL-2008
I	American Indian or Alaskan Native	1	American Indian or Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>		05-SEP-2008
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
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				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

Multiple race codes will be collected in ADM beginning Summer 2009. The valid race codes must be populated on the *Race Code Rules Form (GORRACE)* prior to entry of the race codes on the *General Person Form (SPAPERS)*.

Standard Race Codes effective Summer 2009

Race Code	Description
I	American Indian or Alaska Native
Z	Asian
B	Black or African American
P	Native Hawaiian or Other Pacific Islander
W	White

Note: For retired codes, the description should be changed to reflect the codes are no longer used. Example – (Do Not Use).

General Person Form (SPAPERS) continued

General Person SPAPERS 7.3 (ADM)

ID: 333000002 CensusII, Two

Biographical

Gender: Male Female Not Available

Birth Date: 18-JAN-1974

Age: 34

SSN/SIN/TIN: 219923174

Deceased Date:

Confidential Deceased

Citizenship: C Born U.S. Citizen

Marital Status: S Single

Religion:

Legacy:

Ethnicity:

New Ethnicity: Hispanic or Latino

Ethnicity and Race Confirmed

Confirmed Date:

Veteran File Number:

Veteran Category: None

Active Duty Separation Date:

Special Disabled Veteran

Last Update

User: JPOSTELL

Activity Date: 12-OCT-2008

Race	User	Activity Date
<input type="checkbox"/> B Black	JPOSTELL	29-JUL-2008
<input type="checkbox"/> W White	JPOSTELL	29-JUL-2008
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the valid race code for students in the Race block on the *General Person* form (SPAPERS). Race codes should no longer be entered in the Ethnicity field.

Valid Race Codes effective Summer 2009

Race Code	Description
I	American Indian or Alaska Native
Z	Asian
B	Black or African American
P	Native Hawaiian or Other Pacific Islander
W	White