

ETHNICITY INSTRUCTIONS

The SCE Application for Admission form has been updated to reflect changes in MIS data collection. There are now two questions related to ethnicity and the SPAPERS form in Banner has been updated to collect this information. Student's selection of more than one race/ethnicity can be entered in Banner. The following instructions describe the correct method for entering race/ethnicity information in Banner:

Oracle Developer Forms Runtime - Web: Open > SPAPERS

File Edit Options Block Item Record Query Tools Help

General Person SPAPERS 7.3A (TEST)

ID: @01263419 Testing, Staff

Biographical

Gender: Male Female Not Available

Birth Date: 01-JAN-19

Age: 44

SSN/SIN/TIN:

Citizenship: 1 US Citizen

Marital Status:

Religion:

Legacy:

Ethnicity: 1 H. Hispanic

New Ethnicity: 2 Hispanic or Latino

3 Ethnicity and Race Confirmed

Confirmed Date: 26-MAY-2009

4 Race

20 Pacific Islander Other

08 Asian Japanese

04 South American

5 **SAVE**

3 ARE YOU HISPANIC OR LATINO? YES NO

5 WHAT IS YOUR RACE/ETHNICITY? (Check one or more)

<input type="checkbox"/> (AI-06) Asian Indian	<input type="checkbox"/> (H-01) Hispanic
<input type="checkbox"/> (AC-07) Chinese	<input type="checkbox"/> (HM-02) Mexican, Mexican-American, Chicano
<input type="checkbox"/> (AJ-08) Japanese	<input type="checkbox"/> (HR-03) Central American
<input type="checkbox"/> (AK-09) Korean	<input type="checkbox"/> (HS-04) South American
<input type="checkbox"/> (AL-10) Laotian	<input type="checkbox"/> (HX-05) Other Hispanic
<input type="checkbox"/> (AM-11) Cambodian	<input type="checkbox"/> (N-16) American Indian/Alaskan Native
<input type="checkbox"/> (AV-12) Vietnamese	<input type="checkbox"/> (PG-17) Guamanian
<input type="checkbox"/> (AX-14) Other Asian	<input type="checkbox"/> (PH-18) Hawaiian
<input type="checkbox"/> (B-15) Black/African American	<input type="checkbox"/> (PS-19) Samoan
<input type="checkbox"/> (F-13) Filipino	<input type="checkbox"/> (PX-20) Other Pacific Islander
<input type="checkbox"/> (W-21) White	

veteran file number:

1. Enter any race/ethnicity code in the Ethnicity field using the Alphabetic code associated with the race/ethnicity.
2. Using the pull-down menu, indicate whether the student has checked Yes or No on the New Ethnicity field.
3. Check the box titled "Ethnicity and Race Confirmed" – the date will automatically populate
4. NEXT BLOCK to the Race area and enter the remaining race/ethnicity codes using the numerical codes associated with the race/ethnicity.
5. SAVE

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>