Title: Modification to SIS Address Extraction and Upload Batch Jobs

Sector: Lexington Campus, IS  
Dept: Registrar

Requested By: Don Witt, Jayna Cheesman  
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SectorUnitAffected: All units on campus that need accurate student addresses.

System: SIS  
SubSystem:  
Type: IV

Mandates
<table>
<thead>
<tr>
<th>Regulatory/Statutory</th>
<th>No</th>
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<tbody>
<tr>
<td>UK Strategic Indicator(s)</td>
<td>No</td>
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<tr>
<td>University-Wide Needs</td>
<td>Yes</td>
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<tr>
<td>Accreditation Requirements</td>
<td>No</td>
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<td>Other</td>
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Description: Data Administration has purchased a software tool (Mailer+4) to cleanse address data in our systems. 

1. The Pinnacle batch job (ABA180) used to extract the student addresses in SIS needs to be modified to exclude the on-campus addresses. Since UK has a post office, the US Postal Services database used by the address cleansing software does not recognize any of the on-campus addresses. Consequently, the addresses associated with the student residence halls and apartments will continue to be kicked out as invalid during the address cleansing process. 

2. The batch job also needs to be modified to allow us to extract any number and combination of the student addresses at the same time, rather than the current limit of two addresses. 

3. The batch job and cleansing software should continue to update the student addresses in mixed case. The batch job to upload the cleansed address data (ABA185) should also be modified as required to accommodate the above changes.

Completion of this project will significantly reduce the staff effort to review and correct the errors identified by the address cleansing software, and improve the quality of the student address data.

Costs: IDMS applications programming time.

AvailableFunding: IS personnel budget.

Funding Requirements: None.

Benefits: The benefits will be more efficient cleansing of the student address data which will reduce the amount of returned mail and improve the service to our students.

Deadline: This request needs to be done as soon as possible, as we cannot start the address cleansing until it is completed. Our goal is to cleanse the addresses for the students enrolled in Fall 2001 prior to the first of the term.

Risk: A delay in the project will mean a delay in the address cleansing.

Policy/Procedure: None.

Suggested Priority: Witt, Don

StewardApproval: 7/18/2001  
Dir IRM 1st Review: 7/27/2001