

Banner 9 Ethnicity and Race Standards

Ethnicity and race information will be collected by:

- A new student's application for admission to the University
- A non-matriculated student's registration through Continuing Education
- An existing student's attempt to register for classes
- The HR department for employees

The collection of this information is a two-part format:

1. Ethnicity – select either “Not Hispanic or Latino” or “Hispanic or Latino”
2. Race – if “Not Hispanic or Latino” is selected for ethnicity, then enter one or more races:
 - 1- American Indian or Alaska Native
 - 2-Asian
 - 3-Black or African American
 - 4-Native Hawaiian or Other Pacific Islander
 - 5-White

Entering the new ethnicity and race standards in Banner:

1. Access the person's record on **SPAIDEN** or **PPAIDEN**.
2. Click on the **Biographical** tab.
3. Click on the down arrow next to **New Ethnicity** and select one:
 - a. Not Hispanic or Latino, or
 - b. Hispanic or Latino
4. Check box: Ethnicity and Race Confirmed. Confirmation Date will populate automatically.
5. If “Not Hispanic or Latino” is selected for New Ethnicity, click in the Race section, then click on Insert. From the new row, click on the Search button (the ellipsis...) and select a race code (or type the race code). If more than one race is indicated by the student or employee, click on the Insert button to add a new record and repeat this step to enter each race on a separate line.

Drop-down for New Ethnicity

Search for Race

Insert Row for Race

Race *	Description
Black or African American	

Record 1 of 1

6. Click on **Save** (lower-right of the screen or Press F10).