

Item Type Naming Conventions

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Applies: CU Denver | CU Anschutz

Introduction

To improve the overall student experience and comprehension of bills, as well as improve reporting ability of item types, the following policy and procedures have been established to ensure uniformity within CU-SIS Student Financials.

Business Process:

All item types will be created/updated to meet the following criteria:

- Item type Descriptions
- Financial Aid (FA) Reporting
- Keywords Classification

Item type Descriptions (Title/Name)

All item types' descriptions will follow the listed naming conventions below:

- Mixed Cases (Book Title Rules)
- Character limit 30 including spaces (these are displayed on student accounts, make it understandable by students)
- Standard University Abbreviations
 - o Examples of abbreviations:
 - Term: Spr = Spring
 - Residency: NRES = Nonresident
 - Student Classifications: PDOC = Post-Doctorate
- No punctuation or special characters
- Specificity requirements

o Guidelines:

- No student name
- No Faculty/Staff Name (unless there is an official scholarship)
- No Speedtype
- No semester/term
- No repetitive names (must be specific to fund or speedtype, if department uses multiple speedtypes)

- Example:

o “Tuition Remission” – needs to be “Tuition Remission Biostatistics”

To Create a New Itemtype

Denver: <https://www.ucdenver.edu/student-finances/billing-payments/interdepartmental-invoice>

Anschutz: <https://www.cuanschutz.edu/student-finances/billing-payments/interdepartmental-invoice>