### General Layout for External Forms (i.e. external MTSU forms not federal or state forms):

<table>
<thead>
<tr>
<th>Logo</th>
<th>Form Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Body of form)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office Address/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/EEO Statement</td>
</tr>
</tbody>
</table>

### General Layout for Internal Forms:

<table>
<thead>
<tr>
<th>Logo (if desired)</th>
<th>Form Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Body of form)</td>
<td></td>
</tr>
</tbody>
</table>

### Sub-org Template:
Each sub-org will utilize the General Layouts and create templates for your sub-org with your own logo and address for each sub-org.
Exceptions:
Federal or state forms that have required layouts do not have to adhere to the above layouts.

Standard Field Names:

- LName (last name that prepopulates from the username signing in)
- FName (first name that prepopulates from the username signing in)
- MName (middle name that prepopulates from the username signing in)
- FullName
- Parent_LName
- Parent_FName
- Parent_MName
- Type_LName (last name to be typed by form user and not based off username)
- Type_FName (first name to be typed by form user and not based off username)
- Type_MName (middle name to be typed by form user and not based off username)
- BannerID
- UserID
- Home_Phone
- Cell_Phone
- Work_Phone
- Fax
- MTSU_Email
- Personal_Email
- Parent_Email
- Street
- City
- State
- Zip
- DOB
- SSN
- SSN_Last4
- Term (validation table)
- Department
- College
- CRN
- Course_Prefix
- Course_Number
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9/6/19

- Course_Section
- Credit_Hours

Prefill Fields:

Default from NextGen (these prefill field names cannot be changed)
- userId
- firstName
- lastName
- email

Created by MTSU (Prefill Source)
- BannerID
- MName
- MI
- FullName
- Street
- City
- State
- Zip
- DOB
- Age
- User ID
- HR_AppCat
- HR_Contract_End_Date
- HR_Department
- HR_Effective_Date
- HR_Payrate
- HR_Posn
- HR_Posn_Title
- HR_Suff
- HR_T_Org
- HR_Trans_No

API Change of Major Fields
- MNumber
- Name
- Athl
- Vet
- ResCd
- ResDesc
- RegTerm
- DegSeq
- GrTerm
When a new organization or sub-org is created in Dynamic Forms, ITD will add MTSUFORMS@mtsu.edu as the “FROM” email address so that any recipient of that org’s emails will see that it is from MTSU and not be confused by the default “FROM” address of ngwebsolutions@ngwebsolutions.com. Any MTSU
department that creates their own Dynamic Forms and wishes to have a more customized “FROM” email address for their form can request ITD enter the custom “FROM” email address for their org or sub-org. The custom address must reflect that it is from MTSU.