DATA DICTIONARY

YRQ CONVERT 1.3
Revisions

<table>
<thead>
<tr>
<th>Change reference</th>
<th>Date</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original</td>
<td>12/30/14</td>
<td>1.0</td>
</tr>
<tr>
<td>Updated format</td>
<td>5/29/18</td>
<td>1.1</td>
</tr>
<tr>
<td>Revised format</td>
<td>4/29/2020</td>
<td>1.2</td>
</tr>
<tr>
<td>Cleaned up some formatting</td>
<td>5/20/2020</td>
<td>1.3</td>
</tr>
</tbody>
</table>

Contacts

Data Services
dataservices@sbctc.edu
# Table of Contents

Revisions................................................................................................................................. 2
Contacts...................................................................................................................................... 2
Table of Contents......................................................................................................................... 3
Table Description .......................................................................................................................... 4
Data Elements ................................................................................................................................ 4
  YEAR (PK)................................................................................................................................. 4
  QUARTER (PK) ......................................................................................................................... 4
  CAL_YEAR ................................................................................................................................. 5
  2DIGIT_CAL_YEAR .................................................................................................................. 5
  CAL_QTR ................................................................................................................................. 5
  ACAD_YEAR ............................................................................................................................ 5
  EXPANDED_YEAR ................................................................................................................... 6
  YRQ ........................................................................................................................................... 6
  YRQ_CODE ............................................................................................................................. 6
  HEYEAR ................................................................................................................................... 6
  HEQTR .................................................................................................................................... 6
  HEYRQ ..................................................................................................................................... 7
  QUARTER_ TEXT .................................................................................................................... 7
  FIRST_DATE ............................................................................................................................ 7
  LAST_DATE ............................................................................................................................. 7
  PS_STRM ................................................................................................................................... 7
  PS_YEAR .................................................................................................................................. 7
  PS_TERM .................................................................................................................................. 8
Appendix: Data Classification Appendix ......................................................................................... 9
Table Description

The YRQ_CONVERT table provides crosswalks to the different year and quarter data elements present in the Data Warehouse. There is one record per the legacy YEAR and QUARTER combination.

Data Elements

YEAR (PK)

Data Type: Text

Size: 3

Definition: A three-character field identifying the academic year. The academic year begins with summer quarter and ends with spring quarter.

Data Classification: Category 2

Legacy Source: SMIS.YEAR

PeopleSoft Source: Derived from first three characters of CS.STRM and converted to the legacy year code.

Lookup/Crosswalk: DLOOKUP.DW_REF_ENR.YRQ_CONVERT or dataLink WAREHOUSE_LOOKUP.YRQ_CONVERT

Examples of Valid Values:

<table>
<thead>
<tr>
<th>Values</th>
<th>Value Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>990</td>
<td>1999-2000</td>
</tr>
<tr>
<td>A01</td>
<td>2000-2001</td>
</tr>
<tr>
<td>B01</td>
<td>2010-2011</td>
</tr>
<tr>
<td>C01</td>
<td>2020-2021</td>
</tr>
</tbody>
</table>

QUARTER (PK)

Data Type: Text

Size: 1

Definition: A one-character code identifying the academic quarter. The academic year begins with summer quarter and ends with spring quarter.

Data Classification: Category 2

Legacy Source: SMIS.QUARTER

PeopleSoft Source: Derived from the fourth character of CS.STRM and converted to the legacy quarter code.

Lookup/Crosswalk: LOOKUP.DW_REF_ENR.YRQ_CONVERT or dataLink WAREHOUSE_LOOKUP.YRQ_CONVERT

Valid Values:

<table>
<thead>
<tr>
<th>Values</th>
<th>Value Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Summer</td>
</tr>
<tr>
<td>2</td>
<td>Fall</td>
</tr>
</tbody>
</table>
### Values

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Winter</td>
</tr>
<tr>
<td>4</td>
<td>Spring</td>
</tr>
</tbody>
</table>

#### CAL_YEAR
**Data Type:** Text  
**Size:** 4  
**Definition:** The calendar year associated to the academic year and quarter.  
**Data Classification:** Category 2  
**Examples of Valid Values:**

<table>
<thead>
<tr>
<th>Legacy YRQ</th>
<th>Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>B012</td>
<td>2010</td>
</tr>
<tr>
<td>B013</td>
<td>2011</td>
</tr>
<tr>
<td>B892</td>
<td>2018</td>
</tr>
</tbody>
</table>

#### 2DIGIT_CAL_YEAR
**Data Type:** Text  
**Size:** 2  
**Definition:** The right two characters of the calendar year in which the quarter starts and ends.  
**Data Classification:** Category 2

#### CAL_QTR
**Data Type:** Text  
**Size:** 1  
**Definition:** The calendar quarter associated to the academic year and quarter.  
**Data Classification:** Category 2  
**Examples of Valid Values:**

<table>
<thead>
<tr>
<th>Calendar Quarter</th>
<th>Calendar Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January thru March</td>
</tr>
<tr>
<td>2</td>
<td>April thru June</td>
</tr>
<tr>
<td>3</td>
<td>July thru August</td>
</tr>
<tr>
<td>4</td>
<td>September thru December</td>
</tr>
</tbody>
</table>

#### ACAD_YEAR
**Data Type:** Text  
**Size:** 7  
**Definition:** The calendar years associated to a single academic year.  
**Data Classification:** Category 2
Examples of Valid Values:

<table>
<thead>
<tr>
<th>Legacy Year</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>990</td>
<td>1999-00</td>
</tr>
<tr>
<td>A01</td>
<td>2000-01</td>
</tr>
<tr>
<td>B78</td>
<td>2017-18</td>
</tr>
<tr>
<td>C78</td>
<td>2027-28</td>
</tr>
</tbody>
</table>

**EXPANDED_YEAR**

Data Type: Text  
Size: 7  
Definition: The academic year value without the hyphen.  
Data Classification: Category 2

**YRQ**

Data Type: Text  
Size: 4  
Definition: The concatenation of YEAR and QUARTER. The first three characters are the YEAR, and the last character is the QUARTER.  
Data Classification: Category 2  
Legacy Source: SMIS.YRQ  
PeopleSoft Source: Derived from the CS.STRM and converted to the legacy YRQ code.

**YRQ_CODE**

Data Type: Number  
Definition: An incremental number associated to each YEAR and QUARTER combination in the table. Allows for the addition and subtraction of years to automate the process of calculating different time periods.  
Data Classification: Category 2

**HEYEAR**

Data Type: Text  
Size: 3  
Definition: The higher education year used in the PARTICIPANT_HIGHER_EDUCATION table produced during EDRC data matching processes.

**HEQTR**

Data Type: Text  
Size: 1  
Definition: The higher education quarter used in the PARTICIPANT_HIGHER_EDUCATION table produced during EDRC data matching processes. Contains the same values and definition of values as QUARTER.
HEYRQ
Data Type: Text
Size: 4
Definition: Combines HEYEAR and HEQTR values into a single field.

QUARTER_ TEXT
Data Type: Text
Size: 6
Definition: The character description of the QUARTER values.

FIRST_DATE
Data Type: Date/Time
Definition: The calendar quarter start date. Colleges start and end their quarters on their own specific dates, but this value allows us to associate dates to YRQ’s in a system-wide fashion.

LAST_DATE
Data Type: Date/Time
Definition: The calendar quarter end date. Colleges start and end their quarters on their own specific dates, but this value allows us to associate dates to YRQ’s in a system-wide fashion.

PS_STRM
Data Type: Text
Size: 4
Definition: The ctcLink PeopleSoft Session Term value. The first character represents the millennium, the next two characters represent the calendar year and the last character represents the academic quarter. The academic year begins with Summer Quarter and ends with Spring Quarter.

Example of Valid Values:

<table>
<thead>
<tr>
<th>STRM</th>
<th>Quarter and Academic Year and Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>2197</td>
<td>Fall Quarter 2019-20</td>
</tr>
<tr>
<td>2203</td>
<td>Spring Quarter 2019-20</td>
</tr>
</tbody>
</table>

PS_YEAR
Data Type: Text
Size: 3
Definition: The first three characters of the STRM value identifying the ctcLink PeopleSoft academic year value that relates to the legacy year. The first digit represents the millennium and the last two digits represent the calendar year.
**PS_TERM**

**Data Type:** Text

**Size:** 3

**Definition:** The last character of the STRM value identifying the ctcLink PeopleSoft academic quarter value that relates to the legacy quarter. The academic year begins with Summer Quarter and ends with Spring Quarter.

**Valid Values:**

<table>
<thead>
<tr>
<th>PS_Term</th>
<th>Legacy Quarter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1</td>
<td>Summer</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
<td>Fall</td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td>Winter</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Spring</td>
</tr>
</tbody>
</table>
## Appendix: Data Classification Appendix

Each data element in the Data Warehouse is associated with a category classification that indicates the method of which to use and store the data.

For more information, see the [Data Classification](#) brief.

<table>
<thead>
<tr>
<th>Category 1</th>
<th><strong>Public Information</strong></th>
<th>SBCTC does not consider any Data Warehouse data to be category 1. SBCTC does not release data to the public unless specifically requested. The release of public information is reserved for the college’s discretion based upon their FERPA directory information policies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2</td>
<td><strong>Sensitive Information</strong></td>
<td>Student related information that is considered “directory information” under FERPA and is generally not considered harmful or to be an invasion of privacy if released. This information can be disclosed to outside organizations with the student’s prior consent. This is information that would be released during a public records request of Data Warehouse data.</td>
</tr>
<tr>
<td>Category 3</td>
<td><strong>Confidential Information</strong></td>
<td>Enrollment information protected under FERPA, personnel and financial data. Category 3 includes all data elements except those explicitly stated in categories 2 and 4. Category 3 data is not distributed unless governed by a contract or data sharing agreement.</td>
</tr>
<tr>
<td>Category 4</td>
<td><strong>Confidential Information requiring Special Handling</strong></td>
<td>Highly confidential data that is exempt from disclosure under applicable state and federal laws such as personally identifiable data protected under FERPA. Category 4 data is information whose unauthorized use, access, disclosure, acquisition, modification, loss, or deletion could result in severe damage to SBCTC or colleges, students, employees or customers. This information has limited use per specific state and federal laws.</td>
</tr>
</tbody>
</table>